

MASTER AGREEMENT

GLEN RIDGE BOARD OF EDUCATION

and

GLEN RIDGE ASSOCIATION OF EDUCATIONAL SECRETARIES

X July 1, 1979
to
June 30, 1982

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Vice President
RUTGERS UNIVERSITY

PREAMBLE

This Agreement, effective July 1, 1979, is made by and between the Glen Ridge Board of Education (hereinafter the "Board"), with its principal office in the Borough of Glen Ridge, County of Essex and State of New Jersey, and the Glen Ridge Association of Educational Secretaries Inc., (hereinafter the "Association") of the Borough of Glen Ridge, County of Essex and State of New Jersey.

NOW, THEREFORE, in consideration of the following mutual covenants and other good and valuable consideration, the Board and the Association agree as follows:

ARTICLE I REPRESENTATION AND RECOGNITION

1.1 The Association, having been certified by the Public Employees Relations Commission of the State of New Jersey as the bargaining agent for certain employees described under Section 1.2, is hereby recognized by the Board as the exclusive bargaining representative of all employees in the said bargaining unit.

1.2 The employees covered herein (the "bargaining unit") are all permanent secretarial and clerical employees employed by the Board but excluding: temporary secretaries and clerical employees, confidential employees, secretary to the Superintendent, Central Office secretary assigned to the Deputy Superintendent.

1.3 Unless otherwise indicated, the terms "secretaries" and "members of the bargaining unit", when used hereinafter in this Agreement, shall refer to all employees in the group represented by the Association in the negotiating unit.

ARTICLE II NEGOTIATION PROCEDURE

2.1 The parties agree to enter into collective negotiations in good faith in accordance with Chapter 123, Public Law 1974 of the State of New Jersey.

2.2 A copy of the Board's completed budget shall be made available by the Board upon request of the Association.

2.3 Negotiations shall be conducted by representatives appointed by either side and neither party shall exercise any control over nor interfere with the selection of any negotiating representative of the other party. Each party may enlist the aid of a consultant or consultants or change the make-up of the negotiating committee at any time but not without giving the other party at least 48 hours notice of the change prior to the next succeeding negotiating session.

2.4 Utilization or non-utilization of a recording secretary at negotiations meetings shall be determined by agreement at the second meeting each year. At subsequent meetings either the Board or the Association may act to recall the recorder.

2.5 The parties agree that during the period of negotiations and prior to reaching an agreement, the proceedings of the negotiations shall remain confidential and releases to news media and any public group shall be made only as agreed upon jointly.

2.6 Tentative agreements reached as a result of negotiations will be reduced to writing and will have conditional approval of both parties pending the public hearing and approval of the proposed budget for the ensuing fiscal year. After the adoption of the budget, and after notification by both parties, the final agreement will be signed by the Board and the Association and will become an addendum to the Agreement.

ARTICLE III GRIEVANCE PROCEDURE

3.1 A "grievance" shall mean a complaint by a person, persons or the Association covered by this Agreement, relating to the application of or interpretation of, any of the provisions of this Agreement, except the following shall not be the basis of any grievance:

- A. The method of review as prescribed by law.
- B. Any matter where the Board is without authority to act;
- C. The Board's right to hire, re-employ or terminate the services of any prospective or existing employee, tenured or non-tenured, member of the bargaining unit, or transfer, promote or demote any such employee within the district; and
- D. Matters exclusively governed by the tenure laws of the State of New Jersey.

3.2 In matters not subject to the grievance procedure individual employees shall have the right to a hearing with the Board. A "grievant" is the person, persons or the Association making the claim under this Agreement.

3.3 A "party in interest" is:

- A. the person or persons making the grievance;
- B. the person or persons representing the aggrieved individual or individuals;
- C. the person or persons to whom the grievance applies;
- D. the person or persons who are representing the individual or individuals against whom the grievance is presented.

PURPOSE

3.4 Good morale is maintained, as problems arise, by sincere efforts of all persons concerned, to work toward constructive solutions in an atmosphere of courtesy and cooperation. The purpose of this procedure is to secure, at the lowest possible administrative level,

equitable solutions to the problems which may, from time to time, arise. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

3.5 Nothing contained herein will be construed as limiting the right of any secretary having a grievance to discuss the matter informally with any appropriate member of the administration and having the grievance adjusted, provided the adjustment is consistent with the terms of this Agreement.

GENERAL PROVISIONS

3.6 It shall be the general practice of all parties of interest to process grievances during times when they do not interfere with assigned duties. If the Board or Administration schedule a grievance during the work day, the grievant shall suffer no loss of pay.

3.7 Any secretary shall also have the right to be represented at all stages of the grievance procedure individually, or optionally, by the Association's representative.

3.8 Individual employees shall also have the right to be heard by the Board after they have exhausted the procedure outlined in this policy for dealing with disagreements. The Board's decisions under this rule are not subject to the grievance procedure.

3.9 If circumstances make it desirable the Board or the grievant, and/or the Association, may seek independent advice to assist them in reaching an agreement. All information previously gathered shall be made available to the advisors.

TIME LIMITS

3.10 Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each step shall be considered as a maximum. The limits specified may, however, be extended by written

agreement of the parties of interest. Failure to process a grievance within the time prescribed in this policy shall constitute a waiver of that grievance.

3.11 If a secretary does not file a grievance in writing within thirty (30) calendar days after the secretary knew or should have known, of the act or condition on which the grievance is based, then the grievance shall be considered as waived.

3.12 Failure by the grievant at any level to appeal a grievance to the next level within the specified time limits shall be deemed to be acceptance of the decision rendered at that level.

3.13 If a grievance is filed which might not be finally resolved at LEVEL THREE under the time limits set forth herein prior to the end of the school year, and which, if left unresolved until the beginning of the following school year, could result in irreparable harm to a party in interest, the time limits set forth herein will be reduced so that the grievance procedure may be concluded prior to the end of the school year, or as soon thereafter as is practicable.

PROCEDURE

Informal Procedure

3.14 If a secretary feels aggrieved, that secretary may first discuss the matter with the Principal or other appropriate administrator in an effort to resolve the problem informally. A representative of the Association may be present if the employee requests.

Formal Procedure

Level One

3.15 If the grievant is not satisfied with the outcome of the informal procedure, the claim may be presented in writing as a formal grievance to the Principal or appropriate administrator.

3.16 The Principal or the appropriate administrator, whichever is applicable, shall, within five (5) working days after receipt of the claim in writing and conference with the grievant, render a written decision to the grievant.

Level Two

3.17 If the grievant is not satisfied with the disposition of the grievance at Level One, or if no decision has been rendered in the stipulated 5 day time frame, the grievant may, within five days, file the grievance in writing with the Superintendent of Schools.

3.18 The Superintendent, or his designee, will represent the Board at Level Two of the grievance procedure and, within ten (10) working days after receipt of the written grievance, will meet with the grievant in an effort to resolve the grievance.

3.19 The Superintendent, or his designee, shall, within ten (10) working days after meeting with the grievant, render a written decision to the grievant, with a copy to the Association.

Level Three

3.20 If the grievant is not satisfied with the disposition of the grievance at Level Two, a written request may be submitted within ten (10) calendar days of the receipt of the written decision under Level Two, to the Superintendent and the Association for a meeting with the Board's personnel committee and representatives of the Association to discuss the grievant's complaint. The written request under Level Three shall specifically describe the points at issue and the reasons for the grievant's dissatisfaction with the decisions rendered at Level One and Level Two.

3.21 Within ten (10) working days upon receipt of the grievant's written request, the Board's personnel committee, the Association, and the

Superintendent shall meet to discuss the complaint and every effort shall be made to arrive at a satisfactory solution of the problem, including recommendations to the Board for courses of action to be taken. The Board's personnel committee, the Association, and the Superintendent shall submit to the Board a written summary of the problem and any recommendations for courses of action. The Board's decision shall be rendered in writing to the grievant within ten (10) working days, copies of the decision to be forwarded to the Association.

3.22 Failure to process a grievance within the time prescribed shall be construed to be a waiver of the grievant's claim. Failure to respond to a grievant's claim within the time prescribed shall be tantamount to a rejection of such claim. Notwithstanding the foregoing, any time limit may be extended by written mutual consent of the parties.

Level Four

3.23 If the grievant is not satisfied with the outcome under Level Three, and if the Association determines that the grievance is meritorious, said dispute arising with respect to the interpretation of any provision of the agreement (or a grievance involving an administrative decision or policy decision set forth in Article 3.1) may be referred, during the life of this agreement, to an arbitrator in accordance with the procedure hereinafter set forth, provided:

- A. The procedure for the settlement of grievances has been exhausted unless the parties mutually agree to submit a grievance to arbitration.
- B. Such dispute does not involve a provision of this agreement or is otherwise stated that it is not subject to arbitration (except as expressly provided under Article III) or from which it appears that the determination of the matter over which the dispute arose is within the judgment or discretion of the Board or where a method of review is otherwise prescribed

by law or invokes matters exclusively governed by the Tenure Laws of the State of New Jersey or involved the Board's right to hire, reemploy or terminate the service of any prospective or nontenure member of the bargaining unit except as expressly provided under Article 3.1.

- C. No employee shall be suspended or dismissed, reprimanded, reduced in rank or compensation during the individual contract term without just cause. Any such action asserted by the Board, or any agent or representative thereof, shall be subject to the Grievance Procedure herein set forth.

3.24 PROCEDURES FOR ARBITRATION

- A. Arbitration may be instituted not later than five (5) working days following the date of receipt of the final answer of the Board at the Fourth Level or fifteen (15) working days after the grievance was submitted at the Fourth Level, the Association shall demand arbitration by specifying the nature of such dispute and the reasons therefore, including reference to the specific provision or provisions of this Agreement in dispute. The right to arbitrate any such dispute shall, however, be deemed waived if the Association fails to institute arbitration proceedings within such time stated above.
- B. Within ten (10) working days after such written demand, the Board and the Association shall endeavor jointly to select an arbitrator. If there is no agreement on the selection of an arbitrator, the Association may request the American Arbitration Association to submit a list of arbitrators from which the parties may jointly make a selection. If the parties fail to agree on the selection of an arbitrator from this list, they shall request a new list to be sent to the parties.

- C. Each referral to arbitration shall embrace but one (1) such matter in dispute, unless otherwise stipulated by agreement between the Board and the Association.
- D. The arbitrator shall have no authority to:
- (1) Add to, subtract from, or in any way modify the provisions of this Agreement; or
 - (2) Include in the award an obligation for the Board to make any retroactive adjustment of pay, for any period beyond:
 - (a) Six (6) months prior to the date the arbitrator's decision is rendered; or
 - (b) The date the initial written grievance as provided in Article III, Grievance Procedure, whichever period is shorter. However, if any delay was caused by the Board, such delay shall be taken into consideration in computing (a) and (b) above.
- E. The decision of the arbitrator made in compliance with the foregoing shall be final and binding, shall be in writing, shall include the reasons for each finding and conclusion, and shall be rendered within thirty (30) days following the date of the last hearing conducted by the arbitrator unless an extension of such period is agreed to by the Board and the Association. The Board and the Association agree to abide by the arbitrator's decision.

F. Each party shall pay its own expenses incurred in the arbitration, including payment for time and expense of its witnesses and its designated advisor to the arbitrator. All other direct expenses, including fees and expenses of the arbitrator, shall be borne equally by the Board and the Association. The Board shall provide a room where the hearing(s) will be held.

ARTICLE IV SCHOOL CALENDAR

4.1 The Board of Education or their designated representative will prepare the School Calendar.

ARTICLE V EMPLOYEES RIGHTS AND PRIVILEGES

5.1 Regarding any matter which would adversely affect the continuation of a tenured secretary in employment, position or salary, or any increment pertaining thereto, the tenured secretary shall be given prior written notice of the reasons for such action and opportunity for a hearing before the action is final.

5.2 Pursuant to Chapter 123, Public Law of 1974, the Board agrees that every member of the bargaining unit shall have the right to freely organize, join and support the Association and its affiliates for the purpose of engaging in collective negotiations.

5.3 Nothing contained herein shall be construed to deny or to restrict any member of the bargaining unit from such rights as may exist under the laws of the State of New Jersey. The rights granted to employees hereunder shall be deemed to be in addition to those provided by law.

5.4 No tenured member of the bargaining unit will be disciplined, reprimanded, reduced in rank or compensation or deprived of any professional advantage without the Board complying with the laws of the State of New Jersey applicable thereto. Any such action by the Board, or by its authorized agent or representative, shall not be made public and shall not be subject to the grievance procedure provided herein.

ARTICLE VI ASSOCIATION RIGHTS

6.1 All pertinent public records of the Board shall be available to the Association for inspection during normal business hours so long as such inspection does not interfere or conflict with normal work assignments and duties of Board personnel.

6.2 The Association may be permitted to use school facilities and equipment, including typewriters and copy machines, at the Association's expense, for purposes relating to business for the benefit of the bargaining unit, when such equipment is not otherwise in use. Use of Board facilities and equipment shall be in accordance with Board rules and regulations and subject to approval of the Board in advance. Use of Board equipment is limited to members of the bargaining unit for Association purposes.

The Association, with the members of the bargaining unit, shall have the right to use Board facilities for meetings at reasonable hours for purposes relating to business for the benefit of the bargaining unit, so long as such meetings do not conflict with normal work assignments and duties and so long as the administrator of the building

in question has been notified and has granted approval, in advance of the time and place of such meeting. Attendance by a member of the bargaining unit at any meeting so approved by the administrator which shall take place during normal working hours shall be without pay or compensation.

6.3 The Association President shall be notified after any management decision relative to hiring, termination, transfer or promotion for any position subject to this Agreement.

ARTICLE VII BOARD'S RIGHTS AND RESPONSIBILITY

7.1 The Board on its own behalf and on behalf of the electors of the Borough of Glen Ridge, hereby retains and reserves unto itself all powers, rights, authority, duties, and responsibilities conferred upon and vested in it by the laws and constitution of the State of New Jersey. The exercise of these powers, rights, authority, duties and responsibilities by the Board and the adoption of such rules, regulations and policies as it may deem necessary, shall be limited only by specific and express terms of the Agreement. However, the Board reserves the right to adopt such policies not in conflict with the terms of this Agreement.

ARTICLE VIII VACATIONS AND HOLIDAYS

8.1 All twelve-month secretaries shall be eligible for a vacation according to the following conditions:

- A. The selection of vacation time requires the prior approval of the immediate supervisor. Such approval should not be arbitrarily or unreasonably denied.
- B. All twelve-month secretaries shall be entitled to twenty (20) days earned vacation in each year after one full year of employment. For less than one full year of employment a twelve-month secretary shall be eligible for two (2) days vacation for each month of service, not to exceed a maximum of twenty (20) days.

8.2 All employees, excepting part-time employees, shall be entitled to the following holidays with pay at his/her regular wage:

Memorial Day	Christmas Eve
July 4th	Christmas Day
Labor Day	New Year's Eve
Yom Kippur (if on the school calendar)	New Year's Day
NJEA Convention	Presidents' Day
Thanksgiving Recess	Good Friday

8.3 All ten-month secretaries shall not report for work on holidays or days when school is not in session, except that they will be required to report on September 1, or the first working day following through June 30th. If professional staff is required to report prior to September 1 because of calendar situations, ten-month secretaries will be required to report two days prior to the return of the professional staff and shall be paid at $1\frac{1}{2}$ times the hourly rate.

ARTICLE IX OVERTIME, COMPENSATION

9.1 All employees shall be entitled to their hourly rate as computed by dividing the regular weekly pay by 35 hours for work done up to 40 hours per week. Compensation for work over 40 hours shall be at a rate of $1\frac{1}{2}$ times the hourly rate.

ARTICLE X COMPENSATION

10.1 The basic salary schedules for all persons covered by this Agreement is set forth in a separate attachment and is considered part of this Agreement. Such salary schedules shall remain in effect during the term of this agreement.

10.2 The Board reserves the right to withhold salary increments in accordance with applicable statutes.

10.3 Employment or adjustment increments in any one year may be withheld, in whole or in part, for inefficiency or other just cause related to the performance of duties, and the decision of the Board shall not be subject to the grievance procedure.

ARTICLE XI INSURANCE

11.1 The Board agrees to provide health insurance coverage as detailed below.

11.2 The Board shall provide each employee with a clear description of the conditions and limits of coverage for all insurance applicable to the employee.

11.3 Any employee whose spouse has family medical, hospital, surgical or dental insurance which is equivalent to that provided by the Board, shall notify the Board of this fact in order to avoid duplication of coverage.

11.4 For the period of employment covered by this Agreement, the Board shall provide full family coverage as detailed in the group health insurance contract held with New Jersey Blue Cross/Blue Shield, or its equivalent, including benefits received under Rider J and the Usual, Customary or Reasonable (UCR) Fee Program.

11.5 For the period of employment covered by this Agreement, the Board shall provide for full family Major Medical coverage as contracted with Prudential Insurance Company, or its equivalent. The Board shall also provide family coverage for eligible psychiatric expenses as detailed by Prudential Insurance, or its equivalent.

Provision to include maximum unlimited, 80 percent co-insurance, with 100 percent after \$2,000, and a \$100 per individual limit, two per family per year deductible.

11.6 For the period of employment covered by this agreement, the Board shall provide each employee with family dental insurance upgraded to pay 100% of Program II and shall include Ortho II family plan as outlined by the New Jersey Dental Service Plan, or its equivalent.

11.7 For the period of employment covered by this Agreement, the Board shall provide full family \$1.00 co-pay prescription coverage as

detailed by Blue Cross of New Jersey or its equivalent. Provisions to include a deductible of one dollar for each eligible prescription.

11.8 For the period of employment covered by this agreement, the Board shall provide family Vision Care Insurance as detailed by the Prudential Insurance Company, or its equivalent.

ARTICLE XII LEAVES OF ABSENCE

Sick Leave

12.1 "Sick Leave" is defined to mean the absence of any secretary when school is in session because of personal disability due to illness or injury, or because he or she has been excluded from school by the school district's medical authorities on account of a contagious disease or being quarantined for such a disease in her immediate household.

12.2 Secretaries shall be entitled to 1 sick day per contractual month as provided by statutory enactment of the State of New Jersey. There shall be no limit to the number of sick leave days accumulated.

Personal Leave

12.3 Each secretary may, upon application to the Director and Superintendent, be absent with full pay for a maximum of five (5) days in a school year for personal business which is defined as business which cannot be scheduled at any time other than regular school hours. It is the intention that this leave shall be for reasons of emergency, hardship or other pressing need. When possible, approval of the Director and Superintendent should be obtained in advance and the Secretary must indicate the reason for the request. Said leave shall be non-cumulative.

Professional Leave

12.4 Absence with full pay may be allowed for worthwhile

and job related conferences, seminars and courses. The Superintendent's advance approval will be required for all such absences. The Superintendent's (or designee's) decision in this section shall be final.

Religious Observance

12.5 Members of any religious faith may, in writing, apply to the Superintendent for leave for principal religious holidays not provided in the school calendar where observance is not possible outside school hours and where participation is mandatory. The leave shall be in addition to sick leave, personal business leave or other types of authorized leave and shall be granted to a maximum of three (3) days per year, not accumulative.

Leave Without Pay

12.6 Any secretary may upon written request and with the approval of the Superintendent and Board of Education, be granted an unpaid leave for the following reasons: prolonged illness, needed rest accompanied by a physician's certificate, necessities of home, professional improvement or any activities which would, in the opinion of the Board or the Superintendent, redound to the future benefit of the Glen Ridge School System.

12.7 All benefits to which the secretary is entitled at the time of absence, including unused accumulative sick leave, shall be restored upon return. The secretary will be assigned to the position held at the time said leave began, if possible, or to a substantially equivalent position.

12.8 Requests for such leaves must be received no later than April 1st of the year preceding the school year for which the unpaid leave is requested. In cases of personal emergency, the application date may be waived.

Maternity Leave

12.9 Maternity leave will be granted under applicable statutes.

Military Leave

12.10 Military leaves of absence shall be granted for secretaries who are inducted for military duty in any branch of the Armed Forces of the United States. Secretaries on military leave shall be given the benefit of any salary increments which would have been credited to them had they remained in the active service of the district, as provided by Title 18A, New Jersey Law.

Emergency Leave

12.11 When an employee loses time from work because of a death or serious illness occurring in the employee's immediate family, the Board will pay said employee his/her regular wages for days lost from scheduled work (Saturdays, Sundays, holidays and vacation excluded) from the date of death or serious illness to the day immediately following the day of burial inclusive or commencement of serious illness, but in no event for more than five (5) days.

- (1) An employee who fails, without just cause, to attend the funeral shall be ineligible for the above benefits.
- (2) For the purpose of Section 1 (a), the term "immediate family" shall mean the employee's husband, wife, child, father, mother, father-in-law, mother-in-law, brother, sister, sister-in-law, brother-in-law or relatives residing as a member of the employee's immediate household.
- (3) Serious illness shall mean an illness of a member of the immediate family when the attending physician, in writing, states that the attention of the employee is required to assure the proper recuperation of said member.

12.12 When an employee loses time from work because of a death occurring in the employee's family other than as defined above, the Board will pay said employee his/her regular wages for one (1) day

lost from scheduled work (Saturdays, Sundays, holidays and vacations excluded) for the burial.

- (1) An employee who fails, without just cause, to attend the funeral shall be ineligible for the above benefits.
- (2) For the purpose of Section 1 (b), the term "family" shall mean the employee's uncle, aunt, cousin, grandparents, grandchildren.

ARTICLE XIII TRANSFERS, ASSIGNMENTS AND PROMOTIONS

13.1 When a vacancy occurs in the school district, the Board agrees to post a notice at each office of the existence of such vacancy designating the category and requirements of the position and how applications may be made to fill such vacancy.

13.2 In considering a request for transfer, assignment or promotion by an employee, the Board shall consider the employee's application, and, if one or more employees are deemed equally qualified to fill the vacancy, the Board shall give the employee with the longest period of service in the district preference where two or more employees are deemed equally qualified to fill the vacancy.

13.3 Nothing in this Article shall be deemed to require that such a position be awarded to an employee.

13.4 The Board shall have the right to make assignments with the same job classification without limitations.

13.5 Ten-month secretaries being assigned to a twelve-month work year shall be given equal experience credit.

13.6 All decisions of the Board under this section shall be final and not subject to the grievance procedure.

ARTICLE XIV EVALUATION

14.1 Secretaries have the right to adequate and constructive supervision by the appropriate administrator.

14.2 Secretaries must be punctual and responsible to their assignments throughout the year, and when they are not, they are to be notified by their immediate supervisor.

14.3 Secretarial performance shall be evaluated in the light of all evidence pertinent to the discharge of the secretaries' responsibilities.

14.4 Non-tenure secretaries shall be evaluated by their immediate superiors at least twice in each school year, to be followed by a written evaluation report and by a conference between the secretary and the immediate supervisor for the purpose of identifying any deficiencies.

14.5 Tenure secretaries shall be evaluated at least once (1) each year by their immediate supervisor, to be followed in each instance by a written evaluation report and by a conference, if requested by either party, between the secretary and the immediate supervisor.

14.6 Secretaries have the right to prepare comments in regard to evaluation reports and these comments shall be attached to all copies of the report.

14.7 Evaluations will be signed by the secretary to indicate that the evaluation has been seen and discussed with the supervisor. Signing the evaluation in no way indicates agreement with its contents.

14.8 No evaluation shall be submitted to the Central Office (or the Board of Education), placed in the secretary's file or otherwise acted upon without prior conference with the secretary.

14.9 Upon request, secretaries may view the contents of their personal file and make copies of any part of it in the presence of the appropriate administrator or designee.

ARTICLE XV STRIKES AND SANCTIONS

15.1 The Association agrees that it will not cause, engage in, sanction, or assist in any strike or refusal to perform the duties of employment by a secretary or secretaries.

15.2 No secretary shall cause or participate in any strike or slowdown affecting the Glen Ridge School District, directly or indirectly, or refuse to perform the employment duties.

15.3 The Association further agrees that it will refrain from imposing sanctions or refrain from encouraging other persons, groups of persons, or associations to impose sanctions against the School District.

ARTICLE XVI MISCELLANEOUS

Separability

16.1 If any provision of this Agreement or any application of this Agreement to any secretary or group of secretaries 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.

Compliance Between Individual Contract and Master Agreement

16.2 Any individual contract between the Board and an individual secretary, heretofore or hereafter executed, shall be subject to and consistent with the terms of this agreement.

16.3 The Board shall not discriminate against any secretary on the basis of race, creed, color, national origin, sex, marital status, age or membership in any organization.

16.4 The Association shall admit persons to membership without discrimination on the basis of race, creed, color, national origin, sex, age or marital status, and to represent equally all secretaries without regard to membership in any organization.

16.5 This Agreement shall be governed and construed according to the Constitution and Laws of the State of New Jersey and, if any provision of this Agreement shall be found to be contrary to any such law and therefore invalid, all other provisions of this Agreement shall continue in full force and effect.

16.6 In case of any direct conflict between the express provisions of the Agreement and any Board of Education policy, practice, procedure, custom or writing as they apply to the bargaining unit, the provisions of this agreement shall control.

ARTICLE XVII PROFESSIONAL DEVELOPMENT

17.1 Course Work: The Glen Ridge Board of Education shall pay for approved course work subject to the provisions below:

17.2 Course Approval

1. To insure that a proposed course will be approved for refund, the employee shall submit an application for tuition aid with a course description to the Superintendent of Schools and receive written approval for the course(s) prior to the first class meeting.

17.3 Tuition Refund

1. The Board of Education shall refund the employee's tuition up to \$35 per credit for the course for a maximum of six (6) credits per year provided:
 - a. The employee is actively employed by the Board at the time he/she registers for the course.

- b. The employee has successfully completed the course or subject, and has had the educational institution forward an official transcript to the Superintendent showing that said employee has received credit therefore.

17.4 Advanced Training

1. The Board of Education will award a \$200 stipend to all employees who complete the Professional Development Program as delineated below:
 - a. Human Relations for the Educational Secretary
three (3) credits.
 - b. School Law for the Educational Secretary
three (3) credits.
 - c. Fundamentals of Education
three (3) credits.

ARTICLE XVIII

18.1 Representation Fee If an employee does not become a member of the Association during any membership year (i.e., from September 1 to the following August 31) which is covered in whole or in part by this Agreement, said employee will be required to pay a representation fee to the Association for that membership year. The purpose of this fee will be to offset the employee's per capita cost of services rendered by the Association as majority representative.

18.2 Amount of Fee

1. Prior to the beginning of each membership year, the Association will notify the Board in writing of the amount of the regular membership dues, initiation fees and assessments charged by the Association to its own members for that membership year. The representation fee to be paid by non-members will be equal to 85% of that amount.

2. In order adequately to offset the per capita cost of services rendered by the Association as majority representative, the representation fee should be equal in amount to the regular membership dues, initiation fees and assessments charged by the Association to its own members, and the representation fee has been set at 85% of that amount solely because that is the maximum presently allowed by law. If the law changed in this regard, the amount of the representation fee automatically will be increased to the maximum allowed, said increase to become effective as of the beginning of the Association membership year immediately following the effective date of the change.

18.3 Deduction and Transmission of Fee

1. Once during each membership year covered in whole or in part by this Agreement, the Association will submit to the Board a list of those employees who have not become members of the Association for the then current membership year. The Board will deduct from the salaries of such employees, in accordance with paragraph 2 below, the full amount of the representation fee and promptly will transmit the amount so deducted to the Association.
2. The Board will deduct the representation fee in equal installments, as nearly as possible, from the paychecks paid to each employee on the aforesaid list during the

- b. The employee has successfully completed the course or subject, and has had the educational institution forward an official transcript to the Superintendent showing that said employee has received credit therefore.

17.4 Advanced Training

1. The Board of Education will award a \$200 stipend to all employees who complete the Professional Development Program as delineated below:
 - a. Human Relations for the Educational Secretary three (3) credits.
 - b. School Law for the Educational Secretary three (3) credits.
 - c. Fundamentals of Education three (3) credits.

ARTICLE XVIII

This Agreement shall become effective when signed by both parties and shall continue in effect through June 30, 1982, subject to the Association's right to negotiate over a successor agreement as provided in Article II for the contract years 1980-81 and 1981-82. Negotiations shall be limited to wages as defined in Article X and fringe benefits as defined in Articles VIII, IX, XI and XII.

remainder of the membership year in question. The deductions will begin with the first paycheck paid:

- a. 10 days after receipt of the aforesaid list by the Board; or
- b. 30 days after the employee begins his or her employment in a bargaining unit position, unless the employee previously served in a bargaining unit position and continued in the employ of the Board in a non-bargaining unit position or was on layoff, in which event the deductions will begin with the first paycheck paid 10 days after the resumption of the employee's employment in a bargaining unit position, whichever is later.

18.4 Termination of Employment

If an employee who is required to pay a representation fee terminates his or her employment with the Board before the Association has received the full amount of the representation fee to which it is entitled under this Article, the Board will deduct the unpaid portion of the fee from the last paycheck paid to said employee during the membership year in question.

18.5 Mechanics

Except as otherwise provided in this Article, the mechanics for the deduction of representation fees and the transmission of such fees to the Association will, as nearly as possible, be the same as those used for the deduction and transmission of regular membership dues to the Association.

18.6 Changes

The Association will notify the Board in writing of any changes in the list provided for in paragraph 1 above and/or the amount of the representation fee, and such changes will

be reflected in any deductions made more than 10 days after the Board received said notice.

18.7 New Employees

On or about the last day of each month, beginning with the month this agreement becomes effective, the Board will submit to the Association, a list of all employees who began their employment in a bargaining unit position during the preceding 30 day period. The list will include names, job titles and dates of employment for all such employees.


ARTICLE XIX

This agreement shall become effective when signed by both parties and shall continue in effect through June 30, 1982, subject to the Association's right to negotiate over a successor agreement as provided in Article II for the contract year 1980-81 and 1981-82. Negotiations shall be limited to wages as defined in Article X and fringe benefits as defined in Articles VIII, IX, XI and XII.

IN WITNESS WHEREOF the said Glen Ridge Association of Educational Secretaries Inc. has caused these presents to be signed by its President, and attested to by its Chairman, and the Board of Education of the Borough of Glen Ridge has caused these presents to be signed by its President, and attested to by its Secretary, on the day and year first above written.

ATTEST:

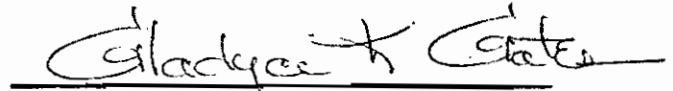
Signed:



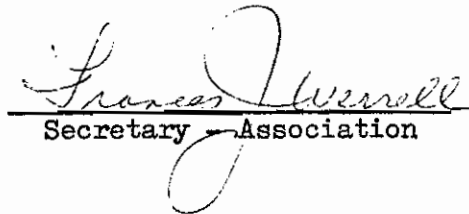
President - Board



Secretary - Board



President - Association



Secretary - Association

SECRETARIAL SALARY GUIDE1980-81

<u>Step</u>	<u>Basic</u> <u>10 mo.</u> <u>V</u>	<u>Exec.</u> <u>10 mo.</u> <u>IV</u>	<u>Basic</u> <u>12 mo.</u> <u>III</u>	<u>Exec.</u> <u>Sec'y.</u> <u>II</u>	<u>Central</u> <u>Office</u> <u>I</u>
1	\$ 6,600	\$ 6,900	\$ 7,500	\$ 7,850	\$ 8,100
2	6,850	7,150	7,750	8,100	8,400
3	7,100	7,400	8,000	8,450	8,700
4	7,350	7,650	8,300	8,850	9,000
5	7,600	7,950	8,600	9,250	9,300
6	7,900	8,250	8,900	9,650	9,600
7	8,200	8,550	9,200	10,050	10,100
8	8,500	8,850	9,500	10,450	10,600
9	8,900	9,250	9,900	10,950	11,100
10	9,400	9,750	10,400	11,450	11,700
11	10,000	10,400	11,200	12,050	12,600
12	11,400	12,000	12,800	13,670	14,350

Longevity

15 years \$500

20 years \$750 total