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THIS BOOK DOES  
NOT CIRCULATE

PREAMBLE

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Gloucester County

Know all men by these present, that, pursuant to the provisions set forth in Title 34, Chapter 303, Laws of 1968, and P.L. 123, Laws of 1974 state of New Jersey, entitled "New Jersey Employer-Employee Relations Act", The Monroe Township Board of Education, hereinafter called the "Board" and the Monroe Township Education Secretarial Association, hereinafter called the "Association", do hereby agree that the prime consideration of both parties is to achieve better schools, and therefore, a better education for every child in Monroe Township. It is further agreed that the Secretarial Association is a service organization which supports the educational program and activities of the district. To that end, this agreement is made and entered into this 6<sup>th</sup> day of May 1975.

LIBRARY  
Institute of Management and  
Labor Relations

MAY 1975

RUTGERS UNIVERSITY

ARTICLE I

Recognition

1:1 The Monroe Township Board of Education hereby recognizes the Monroe Township Educational Secretaries Association as the exclusive and sole representative for collective negotiation concerning the terms and conditions of employment for all personnel under contract to the Monroe Township Board of Education as indicated herein:

1. Bookkeeper
2. Secretaries
3. Accounts Clerk
4. Clerks and PBX Operator

But excluding confidential employees as indicated hereafter:

1. Secretary to the Superintendent of Schools

ARTICLE II

Negotiation of Successor Agreement

2:1 The parties agree to enter into collective negotiations over a successor agreement, in accordance with Chapter 303, P.L. of N.J. 1968 and Chapter 123, P.L. of N.J. 1974, to reach agreement on matters concerning the terms and conditions of employment.

Consistent with Chapter 303, P.L. of N.J. 1968 and Chapter 123, P.L. of N.J. 1974, the Board shall not affect any change in Policy concerning terms and conditions of employment except those so negotiated and included as part of this Agreement and contained herein.

2:2 Such negotiations shall begin according to the rules and regulations as set forth by New Jersey P.L. 123, 1974 and the agreement negotiated between the parties shall be reduced to writing and signed by authorized representatives of both parties.

2:3 Whenever members of the bargaining unit are mutually scheduled by the parties hereto to participate during working hours in conferences, meetings or in negotiations respecting the collective bargaining agreement, they will suffer no loss in pay.

2:4 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.

### ARTICLE III

#### Grievance Procedure

3:1 DEFINITION:

1. Grievance: A "grievance" is any dispute between the parties concerning the meaning or application of the terms and conditions of employment of this Agreement.

3:2 PURPOSE:

The purpose of the following grievance procedure will be to secure, at the most immediate possible administrative level, equitable solutions to the issues which may arise from time to time.

Grievances shall be presented in writing in not less than duplicate, and shall be signed by the employee presenting the grievance.

The Board and the Association agree that these proceedings will be kept as informal and confidential as may be appropriate at any level

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3:3 PROCEDURE:

1 LEVEL ONE

An employee with a grievance shall first discuss it with his principal or immediate supervisor either directly or through the Association designated representative, with the objective of resolving this matter informally.

2 LEVEL TWO - Principal or Immediate Supervisor (Formal)

If the aggrieved person is not satisfied with the disposition of his grievance at Level One or if no decision has been rendered within five (5) school days after the presentation of the grievance in writing to the immediate supervisor and building principal within five (5) school days. The grievance shall include the date of occurrence. The supervisors or principals written disposition shall

be returned to the employee or his representative within five (5) school days of the presentation.

3 LEVEL THREE - Superintendent

In the event a satisfactory settlement is not reached as provided for in Level Two, an employee or his representative shall within five (5) additional school days, present the grievance to the Superintendent. The Superintendent shall grant a hearing to the aggrieved and/or his representative within five (5) school days after the date of the hearing. The Superintendent's written disposition shall be returned to the employee and/or his representative within five (5) school days after the date of the hearing.

4 LEVEL FOUR - Board of Education

If the grievant is not satisfied with the disposition of his grievance at Level Three, he may within five (5) additional school days, submit the grievance to the Board of Education. The Board shall grant a hearing and render a written disposition to the employee or his representative within thirty (30) school days of the presentation.

5 LEVEL FIVE - Commissioner

If the aggrieved is not satisfied with the disposition of his grievance at Level Four, or if no decision is rendered within thirty (30) school days after the presentation, he may within ten (10) days thereafter submit said grievance to the Commissioner. Should the Commissioner fail to hear the case within a 60 day period, the case will be relegated to Level Six of this Grievance Procedure.

## 6 LEVEL SIX - Arbitration

a Within ten (10) school days after the written notice of submission to arbitration, the Board and the Association shall attempt to agree upon a mutually acceptable arbitrator and shall obtain a commitment from said arbitrator to serve. If the parties are unable to agree upon an arbitrator or are unable to obtain such a commitment within the specified period, a request for a list of arbitrators may be made to the American Arbitration Association by either party. The parties then shall be bound by the rules and procedures of the American Arbitration Association.

b The arbitrator so selected shall confer with the representatives of the Board and the Association and hold hearings promptly and shall issue his decision not later than twenty (20) days from the date of the close of the hearing or, if oral hearings have been waived, then from the date the final statements and proofs on the issue are submitted to him. The arbitrator shall be without power or authority to make any decisions which requires the commission of an act prohibited by law or which is violative of the terms of this Agreement. The decision of the arbitrator shall be submitted to the Board and the Association and shall be advisory.

## ARTICLE IV

### Employee Rights

4:1 No employee shall be disciplined, reprimanded, or reduced in rank or compensation 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.

4:2 Whenever any employee is required to appear before the Board or any committee or member thereof concerning any matter which could adversely affect the continuation of that employee in his position, employment, or the salary or any increments pertaining thereto, then he shall be given prior written notice of the reasons for such meeting or interview and shall be entitled to have a representative of the Association present.

4:3 No employee shall be prevented from wearing pins or other identification of membership in the Association or its affiliates.

#### ARTICLE V

##### Association Rights and Privileges

5:1 Representatives of the Association may be permitted to transact official Association business on school property at reasonable times provided it is not done during regularly scheduled working hours provided that permission has been granted by the Superintendent or his designee.

5:2 The Association and its representatives may have the right to use of school buildings at reasonable hours for meetings provided it does not interfere with the daily educational programs and permission has been granted by the Superintendent or his designee.

5:3 The Association shall have use of a bulletin board in each office in each building. Copies of all materials to be posted on such bulletin boards shall be given to the Superintendent for his approval prior to posting.

5:4 The Association may use the school mail boxes in a reasonable manner with the permission of the building principal.

5:5 Material addressed to building representatives received in the building will be placed in their mailboxes.

5:6 The President of the Association shall enjoy freedom to enter and leave his assigned building and other buildings at reasonable times when school is in session and he is not otherwise assigned, provided he notifies his building principal or supervisor, and if he secures permission to enter any other school building or buildings from the building principal or supervisor of that building.

#### ARTICLE VI

##### Employee-Administration Liaison

6:1 At the request of either party the Association's representative shall meet with the superintendent or his designee at least once every calendar quarter during the year to review and discuss current problems and practices of mutual interest and the administration of this Agreement.

#### ARTICLE VII

##### Work Year-Work Day

7:1 The work year of all ten month employees shall be September 1 through June 30 of each year.

The work year of all twelve month employees shall be July 1 through June 30 of each year.

7:2 Each employee shall have a normal work day of 7 hours and 30 minutes, excluding a duty free lunch period of at least 30 minutes.



7:4 After three (3) years and one (1) day of uninterrupted continuous service each employee shall be appointed for an unfixed term so as to provide the tenure protection available to such employees under the provisions of Chapter 137, Public Laws of 1960 (18:17-3 and 18A:17-4).

#### ARTICLE VIII

##### Overtime

Over time shall be defined as follows:

- 8:1 1. In excess of 40 hours per week - time and one half
2. When requested to work during school vacation times or when time is included in a period of work equivalent to a work week of less than 40 hours - straight time (1/200 or 1/240).

8:2 Overtime shall be construed as extra work time as requested by your immediate supervisor and approved by the Superintendent of Schools.

#### ARTICLE IX

##### Holiday Schedule

9:1 Each employee shall be granted the same holiday schedule outlined for the teaching staff as per the approved school calendar, adopted by the Board of Education including July 4.

9:2 All employees shall not work when teachers are off, excepting September 1 to beginning of school and the closing of school to June 30.

ARTICLE X

Vacation Schedule

10:1 All 12 month employees shall receive 10 days vacation upon completion of 1 year's service.

Over 5 years to 10 years - 12 days

Over 10 years to 15 years - 15 days

Over 15 years to 20 years - 17 days

Over 20 years - 20 days

10:2 New employees hired prior to January 31 shall accrue vacation time.

10:3 Vacation time shall be taken subject to the approval of his immediate supervisor.

ARTICLE XI

Posting Procedures

11:1 All notices of vacancies shall be posted as far in advance as possible; except in emergencies, at least fifteen (15) days before the date when applications must be submitted.

ARTICLE XII

12:1 All employees shall receive written evaluations of their job performance by their immediate supervisor and acknowledge same no less than twice a year.

ARTICLE XIII

Temporary Leaves of Absence

13:1 Death in Family Allowance

All the employees of the Board of Education, in the event of death in the immediate family shall be granted allowance with pay, for attending the death or funeral as hereinafter stated:

An allowance of 5 days shall be granted in case of death in any of the following:

1. Employee's Parents, spouse, children and other persons residing as a member of the household of the employee.
2. Legally adopted members of the family and step-relationships as outlined in number 1.

An allowance of 3 days shall be granted to attend the funeral of any of the following:

1. Uncles, aunts, grandparents, and grandchildren of the employee.
2. Brothers-in-law, sisters-in-law, son-in-law and daughter-in-law of the employee.
3. Brothers and sisters of the employee, and the parents of the employee's spouse.

13:2 Personal Business

Each full time employee shall be allowed an absence of 2 days each year with full pay for personal business at the discretion of the Superintendent of Schools. The employee need not state the reason for requesting a personal business day unless the day is contiguous to a vacation period.

It is expected that the day will be used for personal affairs which cannot be done on other than a school day. In general the situation should be such that the employee would otherwise take time off without pay. The employee must give at least 3 days notice.

13:3 Professional Business

There shall be 2 professional days granted at the discretion of the Superintendent.

ARTICLE XIV

Extended Leave of Absence

14:1 Leave of Absence - Without Pay

A one year's leave of absence may be granted without pay upon the recommendation of the Superintendent and approval of the Board of Education.

The employee may request an extension of one year's leave of absence in writing. Said extension may be granted without pay upon the recommendation of the Superintendent and approval of the Board of Education.

If the employee desires to return prior to the time determined by either leave of absence, he may be permitted to do so upon 60 days' written notice of intent to return and recommendation of the Superintendent and approval of the Board of Education.

14:2 Leave of Absence - Professional Improvement

When an employee is granted an extended leave of absence for the purpose of professional improvement in the area of employment, said employee shall be granted salary determination as if

she had been in continuous employment in the District, upon the recommendation of the Superintendent and approval of the Board of Education.

#### ARTICLE XV

##### Sick Leave

15:1 All regular 10 month employees shall be allowed 10 days absence due to personal illness each year without deduction from pay. This sick leave is earned at the rate of 1 day for each month of employment. Any unused sick days shall be accumulated.

All regular 12 month employees shall be allowed up to 12 days absence due to personal illness each year without deduction from pay. This sick leave is earned at the rate of 1 day for each month of employment. Any unused sick days shall be accumulated.

15:2 All employees absence in excess of three days may be required to attach a physician's certificate to the Absence Record and forward to the Central Office.

15:3 Should absence due to illness exceed the sick leave granted, full salary deductions shall be made as follows:

10 month employees -  $1/200$  of annual salary for each day of absence.

12 month employees -  $1/240$  of annual salary for each day of absence.

#### ARTICLE XVI

##### Payroll Deduction

16:1 The Secretary of the Board shall deduct from the paycheck of any employee, upon request of said employee, for any of the

following, provided the employee has filed written authorization for such deduction on the appropriate authorization form:

1. M.T.E.S.A. and N.J.E.A. dues deductions
2. Supplemental annuity deductions
3. Washington National Insurance Company

#### ARTICLE XVII

##### Insurance Protection

17:1 For each employee the Board shall make payments of insurance premiums to provide insurance coverage for the full 12 month period as follows:

1. Full cost of single coverage for Blue Cross and Blue Shield with Rider J.
2. Up to \$175.00 of the cost of family coverage for Blue Cross and Blue Shield with Rider J.

ARTICLE XVIII  
 SALARY SCHEDULE  
 FOR  
 SECRETARIAL AND CLERICAL EMPLOYEES

YEARS	Bookkeeper (12 Mos.)	Secretaries (12 Mos.)	Secretaries (10 Mos.)	Accounts Clerk (12 Mos.)	Clerks & PBX Operator (12 Mos.)	Clerks (10 Mos.)
1	5130	4911	4093	4812	4578	3814
2	5576	5338	4449	5230	4976	4146
3	6346	6108	5090	6000	5746	4788
4	6616	6378	5316	6270	6016	5013
5	6792	6662	5552	6555	6300	5250
6	7184	6947	5789	6839	6584	5486
7	7468	7231	6025	7123	6868	5723
8	7752	7515	6262	7407	7152	5959
9	8069	7799	6498	7691	7436	6196
10	8244	8083	6736	7975	7721	6434
11	8605	8367	6972	8259	8005	6671

ARTICLE XIX

Miscellaneous

19:1 Inclement Weather Schedule

When schools are closed due to inclement weather, no employee shall be required to work.



ARTICLE XX

Duration of Agreement

20:1 This agreement shall be effective as of July 1, 1975, and shall continue in effect until June 30, 1976.

20:2 This agreement shall not be extended orally, and it is expressly understood that it shall expire on the date indicated. Any extension shall be mutually agreed upon in writing by the parties of the Agreement, and unless such extensions are agreed upon this contract shall expire on the date indicated herein.

20:3 In witness whereof the parties here to have caused this agreement to be signed by their respective presidents, attested by their respective secretaries, and their corporate seals to be placed hereon, all on the day and year first written above.

Monroe Township Educational  
Secretarial Association

Angelle M. Karwacki  
President

Elaine J. Smith  
Secretary

Monroe Township  
Board of Education

Donald Campbell  
President

Dorothy B. Davis  
Secretary