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LOWER CAPE MAY REGIONAL

BOARD OF EDUCATION

and

LOWER CAPE MAY REGIONAL

SECRETARIAL STAFF

X 1974-1977

LIBRARY
Institute of Management and
Labor Relations

OCT 29 1981

RUTGERS UNIVERSITY

All 12 month employees (completing a full fiscal year) shall be entitled to vacation pay even though their services terminate at the close of the fiscal period. This policy is based on the premise that the employee has earned this benefit by employment during the preceding fiscal year.

Vacation privileges are not affected by extended absence that is covered by approved accumulated sick leave.

When absence from the job is prolonged (over and beyond the approved accumulated sick leave) then vacation leave shall be based on the ratio of total time on the job during the fiscal year.

PERSONAL LEAVE POLICY

All 12 month employees shall be entitled to three days each year to use for personal emergencies. Further, they shall have five days granted for death in the immediate family as in the teachers contract, including grandson and granddaughter.

GENERAL

A. Office Hours

Summer	8:00 a. m. - 2:00 p. m.
School Calendar	8:00 a. m. - 4:00 p. m. (45 min. Lunch)

B. Tenure

Tenure shall be acquired by all office personnel after satisfactory employment for a period of three consecutive calendar years in accordance with state statutes.

C. Vacation

Vacations are to be arranged that complete office continuity is maintained. The Superintendent will first approve the dates before they become effective.

D. Separation

If separation, regardless of cause, occurs before the close of the fiscal year (June 30) an employee forfeits all rights under this policy.

E. Break Periods

A 10 minute break period will be provided to personnel for personal needs during both morning and afternoon. This will provide an opportunity for smoking in approved designated areas.

F. New Employees

Salary step placement for new personnel will be at the discretion of the Superintendent, based upon Secretarial experience.

SECRETARIES
1974-1977
SALARY GUIDE

<u>Step</u>	<u>1974-1975</u>	Salary <u>1975-1976</u>	<u>1976-1977</u>
1	\$ 5,025.00	\$ 5,225.00	\$ 5,425.00
2	5,235.00	5,435.00	5,635.00
3	5,450.00	5,650.00	5,850.00
4	5,660.00	5,860.00	6,060.00
5	5,980.00	6,180.00	6,380.00
6	6,190.00	6,390.00	6,590.00
7	6,400.00	6,600.00	6,800.00
8	6,720.00	6,920.00	7,120.00
9	6,930.00	7,130.00	7,330.00
10	7,645.00	7,645.00	7,645.00

DURATION OF AGREEMENT

This Agreement shall be effective as of July 1, 1974 and shall continue in effect until June 30, 1977, subject to the Secretarial Staff's right to negotiate a successor Agreement. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated.

IN WITNESS WHEREOF the parties hereto have caused this Agreement to be signed and attested by their respective representatives and their signatures to be placed hereon, all on the day and year written above.

LOWER CAPE MAY REGIONAL
SECRETARIAL STAFF.

Shirley H. Rutherford
Representative
Emily I. Baird
Representative

LOWER CAPE MAY REGIONAL
BOARD OF EDUCATION

John L. Womack
President
Jane L. Turkington
Secretary

June 27, 1976