

ARTICLES OF AGREEMENT

BY AND BETWEEN

BOARD OF EDUCATION OF THE
BOROUGH OF TOTOWA Borough Board of Education

AND

THE TOTOWA EDUCATIONAL SECRETARIES ASSOCIATION

1978-1980

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TABLE OF CONTENTS

	<u>PAGE</u>
ARTICLE I RECOGNITION	1
ARTICLE II SUCCESSOR CLAUSE	1
ARTICLE III SALARIES	1
ARTICLE IV LONGEVITY PROGRAM	2
ARTICLE V HOSPITALIZATION	3
ARTICLE VI SICK--PERSONAL LEAVE	3
ARTICLE VII ASSOCIATION RIGHTS AND PRIVILEGES	6
ARTICLE VIII SECRETARIAL--CLERICAL EMPLOYMENT	7
ARTICLE IX WORK HOURS	8
ARTICLE X SECRETARIAL--CLERICAL ASSIGNMENT	8
ARTICLE XI PROMOTIONS	9
ARTICLE XII SECRETARIAL--CLERICAL ANNUAL EVALUATION	9
ARTICLE XIII EXTENDED LEAVES OF ABSENCE	10
ARTICLE XIV GRIEVANCE PROCEDURE	13
ARTICLE XV VACATION	17
ARTICLE XVI SEVERABILITY	18
ARTICLE XVII CONTRACT PRINTING	18
ARTICLE XVIII DURATION	19

ARTICLES OF AGREEMENT

1 The BOARD OF EDUCATION OF THE BOROUGH OF TOTOWA, Passaic County, New
2
3 Jersey, hereinafter referred to as the "BOARD" and the TOTOWA EDUCATIONAL
4
5 SECRETARIES ASSOCIATION, hereinafter referred to as the "ASSOCIATION" agree
6
7 as follows:

ARTICLE I

RECOGNITION

8
9
10 The Totowa Board of Education recognizes the Totowa Educational Secre-
11
12 taries Association as the exclusive and sole representative for collective
13
14 negotiations concerning secretarial and clerical staff. Excluded shall be
15
16 the secretary to the superintendent, a confidential employee, and temporary
17
18 per hour/per diem employees.
19
20
21

ARTICLE II

SUCCESSOR CLAUSE

22
23 The Board and the Association agree to begin collective negotiations in
24
25 accordance with Public Law 303 of 1968 and Public Law 123 of 1974 and the
26
27 rules and regulations as established by PERC.
28
29
30
31

32 The Recognition Clause shall remain as currently stated unless new
33
34 positions, or a change in current positions occur.
35
36

ARTICLE III

SALARIES

37
38 A. It is agreed by and between the parties hereto that the salary
39
40 schedule attached hereto and made a part hereof as Schedule A, is adopted
41
42 by the parties.
43
44
45

46 It is further understood and agreed between the parties that all
47
48 of the increments referred to in Schedule A are earned by the successful
49

1 completion of the preceding year and shall be granted by the favorable recom-
 2 mendation of the superintendent of schools.
 3

4
 5 It is further understood and agreed that an increment may be with-
 6 held if service is unsatisfactory.
 7

8
 9 B. It is further agreed by and between the parties hereto that the
 10 Assistant Board Secretary shall receive twenty-five dollars (\$25.00) per
 11 meeting for attending a meeting of the Board of Education to take the minutes.
 12
 13

14
 15 C. It is further agreed by and between the parties hereto that the
 16 employee responsible for obtaining substitutes will work 35 hours per week
 17 whether this work is done at the office or at home.
 18
 19

20
 21 D. Promotions - If an employee moves from one category to another, said
 22 employee will be placed on the salary guide according to her years of service.
 23
 24

25 ARTICLE IV

26 LONGEVITY PROGRAM

27
 28 The Totowa Board of Education will award longevity payments to career
 29 employees of the Totowa Educational Secretaries Association who shall render
 30 to the Totowa Board of Education continuous service of seven, ten, fifteen,
 31 and twenty years according to the following schedule:
 32
 33
 34
 35
 36

- 37 A. Four percent (4%) of the basic salary to an employee who
 38 has completed seven years of service and until said employee
 39 completes ten years of service.
 40
 41 B. Five percent (5%) of the basic salary to an employee after
 42 completion of ten years of service to fifteen years of
 43 service.
 44
 45 C. Six percent (6%) of the basic salary after completion of
 46 fifteen years of service to twenty years of service.
 47
 48 D. Eight percent (8%) of the basic salary after completion of
 49 twenty years of service.

1 The longevity program will apply according to the following conditions:
2

- 3 1. The basic salary is defined as the last step of the salary
4 guide.
5
6 2. When the guide changes, employees shall be entitled to
7 receive the change in the basic salary.
8
9 3. The longevity payment will be added to the employee's
10 current salary.
11
12 4. All longevity payments will be paid as part of the employee's
13 semi-monthly pay.
14
15 5. For all employees currently covered by this agreement their
16 number of years experience will be based according to their
17 current status.
18
19 6. The number of years of service shall be established as of
20 October 1 of any given year.
21

22 ARTICLE V

23 HOSPITALIZATION

24 It is further understood and agreed between the parties hereto that
25
26 each member of the Association who shall enroll in the New Jersey Public and
27
28 School Employees Health Benefits (Blue Cross, Blue Shield, Rider J and Major
29
30 Medical Coverage), for single person coverage, family coverage or husband
31
32 and wife coverage as determined by the employee, in their sole discretion,
33
34 shall have the premium paid by the Board.
35
36
37

38 ARTICLE VI

39 SICK - PERSONAL LEAVE

40 A full time employee may be absent from school due to personal illness
41
42 or personal business in accordance with the following provisions:
43
44

45 A. SICK LEAVE

46 1. Twelve Month Employees

- 47
48 a. A twelve (12) month employee shall be granted
49 twelve (12) days accumulative sick leave and
50
51

1 four (4) days for emergencies of a personal
2 nature.

3
4 b. Any days not used for emergencies of a personal
5 nature will be accumulated as sick leave.

6
7 c. At no time shall an employee accumulate more
8 than fifteen (15) days sick leave per year.
9

10 2. Ten Month Employees

11
12 a. A ten (10) month employee shall be granted ten
13 (10) days cumulative sick leave and four (4)
14 days for emergencies of a personal nature.

15
16 b. Any days not used for emergencies of a personal
17 nature will be accumulated as sick leave.
18

19 3. The accumulation of sick leave allowance shall be limited
20 to consecutive and uninterrupted service. A full time
21 staff member is rendering consecutive service as long
22 as they, or the Board of Education does not officially
23 terminate the contract. A leave of absence, as granted
24 by the Board of Education does not constitute an inter-
25 ruption of service.
26

27 4. A record kept in the office of the superintendent shall
28 determine the number of accumulated days. Each employee
29 shall be given a written statement of the number of
30 accumulated sick leave days to which they are entitled,
31 which statement shall be submitted no later than
32 September 15th of each school year.
33

34 5. Employees who are absent because of personal illness
35 for a period of more than five (5) consecutive days,
36 shall, at this time, file with the superintendent a
37 certificate from their physician attesting to the illness
38 and necessity for the absence.
39

40 6. In case of absence of ten (10) consecutive school days
41 or more, a written certificate of fitness from the
42 attending physician will be required upon return to
43 service.
44

45 7. Full salary shall be paid for absence due to illness
46 until such accumulated leave is used up, after which,
47 the full time employees may receive the difference
48 between the contract salary and the substitute's pay

1 for the duration of the contract period. The staff
2 member's per diem pay shall be calculated as follows:
3

4 For all employees on ten months contract, one two-
5 hundredths of the annual salary. For all employees
6 on a twelve months contract, one two-hundred-sixtieth
7 of the annual salary.
8

- 9
- 10 8. Whenever the Board of Education employs a secretary or
11 clerk who has been employed for not less than three (3)
12 consecutive years in this or another school district in
13 New Jersey and which employee has an unused accumulation
14 of sick leave days from the immediate prior employment,
15 the Board shall grant at the end of the first year of
16 employment the full credit therefor. Prior to the
17 granting of said sick days, the employee shall submit
18 to the Board a certificate from the prior employer
19 stating such employee's unused accumulation of sick
20 leave days as of the date of the termination of such
21 prior employment. The number of such days when granted
22 by the Board shall be irrevocable.

23 B. PERSONAL LEAVE
24

25 1. It is agreed by and between the parties hereto that the reasons
26 set forth hereinafter shall be sufficient for personal leave of absence with
27 full pay unless otherwise noted.
28

29 2. It is agreed by and between the parties hereto that any employee
30 seeking a personal leave shall complete the form of request for said leave,
31 which request form shall be forwarded to the superintendent. This request
32 form shall be completed and filed prior to taking the "personal leave of
33 absence" in all cases, unless for good cause same has been waived by the
34 superintendent of schools. It is further understood and agreed between the
35 parties that the granting of the personal leave of absence be received from
36 the superintendent of schools before the leave is taken regardless whether
37 the written request form is submitted or waived in accordance with the terms
38 set forth above. If the written request form is waived for good cause shown
39
40
41
42
43
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49

1 to the superintendent of schools, same is waived upon the condition that the
 2 employee shall file a written request upon his return following the termina-
 3 tion of the personal leave.
 4
 5

6
 7 The superintendent may request that a personal leave be taken at
 8 another time, if possible. This would only occur if, in his judgment, the
 9 absence of a sufficient number of secretaries or clerks would cause undue
 10 hardship on the efficient operation of the schools.
 11
 12

13
 14
 15 3. It is agreed by and between the parties hereto that the following
 16 shall be the basis for a personal leave of absence hereunder:
 17

- 18
 19 a. An allowance of up to four (4) days shall be granted
 20 to an employee because of death in their immediate
 21 family. Immediate family shall be considered as
 22 father, mother, spouse, sister, brother, child,
 23 mother-in-law, father-in-law, sister-in-law, brother-
 24 in-law, and grandparents.
 25
 26 b. An allowance of up to four (4) days shall be granted
 27 for other emergencies of a personal nature, as stated
 28 in this section.
 29

30 ARTICLE VII

31 ASSOCIATION RIGHTS AND PRIVILEGES

32
 33
 34 A. The Board agrees, upon written request of the Association, to release
 35 to it pertinent, non-privileged information as will assist the Association
 36 to develop accurate and informed proposals concerning salary, working condi-
 37 tions and all other terms and conditions of employment for all representatives
 38 of the Association. It is to be noted and expected that the Board will have
 39 a reasonable time to respond to such requests, and that the Board may, at its
 40 option, fulfill such requests either by written response to the Association
 41 or by making pertinent records available to the Association in the Board offices
 42
 43
 44
 45
 46
 47
 48

1 Should the latter option be exercised, the Association may not remove any
2 Board records from the office but copies prepared by the requesting Associ-
3 ation may be made.
4
5

6
7 B. Whenever any member of the Association is required by contract
8 language or mutual agreement to participate during working hours in negoti-
9 ations, grievance proceedings, conferences or meetings, they shall suffer
10 no loss in pay.
11
12

13
14 C. The Association shall have the right to use school buildings for
15 meetings as outlined in the Board's general policy provisions. Application
16 forms, along with possible expenses, may be received from the central office
17 administration. It is understood that requests for use of school facilities
18 by the Association shall, in no way, intend to interfere with normal school
19 functions.
20
21

22
23 D. The Association shall have, in each school, use of a bulletin board
24 in each faculty lounge and further that the Association agrees that such
25 notices posted on the bulletin board shall be in professional taste.
26
27

28 ARTICLE VIII

29 SECRETARIAL-CLERICAL EMPLOYMENT

30
31 A. All non-tenure employees shall receive contract offers no later than
32 April 30 for the succeeding school year. They shall sign and return the
33 contract by June 1st. Failure to return said contract by June 1st shall
34 constitute a waiver of said employee rights to re-employment unless a longer
35 period is actually mutually agreed upon and shall relieve the Board of any
36 obligations to offer re-employment to said employee.
37
38

39
40 B. All tenure employees shall receive notification of their next year's
41 salary no later than April 30th.
42
43
44
45
46
47
48
49
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51

ARTICLE IXWORK HOURS

1 A. Employees are expected to devote to their assignments the time
2
3 necessary to meet their responsibilities, but they shall not be required to
4
5 sign in and out by hours and minutes. Members of the Association shall
6
7 indicate their presence for work by initialling in the appropriate column of
8
9 the faculty roster sheet.

10 B. Members of the Association shall work a thirty-five hour week, and
11
12 each secretarial-clerical post may be handled on an individual basis to assure
13
14 a comprehensive coverage and arrangement.

15 C. Members of the Association may leave the building without requesting
16
17 permission during their duty-free lunch period.

18
19
20
21 D.

ARTICLE XSECRETARIAL-CLERICAL ASSIGNMENT

22
23 A. Wherever practicable, all members of the Association shall be given
24
25 tentative written notice as of June 1st of their building assignment for the
26
27 forthcoming year. Final notice shall not be given later than June 30th.
28
29

30 (1) Any change in assignment made after June 30th shall
31
32 only occur if the employee involved is given reasons
33
34 for said change by the superintendent in a meeting
35
36 between both parties within two (2) days after said
change is made.

37 B. Schedules of employees who are assigned to more than one building
38
39 shall be arranged so that no such Association member shall be required to
40
41 engage in an unreasonable amount of interbuilding travel. Such employees
42
43 shall be notified of any changes in their schedule as soon as practicable.

44 C. Members of the Association who may be required to use their own
45
46 automobile in the performance of their duties, and employees assigned to more
47
48 than one (1) building per day, shall be compensated at the rate of the Federal
49

1 Government's allowance per mile for the use of their vehicle for all driving
 2
 3 done to respective buildings.
 4

5 ARTICLE XI
 6

7 PROMOTIONS
 8

9 A. Promotional positions are defined as all positions.
 10

11 B. Vacancies shall be adequately publicized by the superintendent of
 12 schools in accordance with the following procedure.
 13

- 14 1. Notice shall be posted in each school building
 15 setting forth a general statement of duties and
 16 a summary of qualifications being sought for the
 17 position.
 18
- 19 2. Such notice shall be posted at least twenty (20)
 20 days prior to the last day on which applications
 21 will be accepted.
 22
- 23 3. Employees who desire to apply for such vacancies
 24 shall submit their application in writing to the
 25 superintendent within the time limit specified
 26 in the notice.
 27
- 28 4. Were the vacancies to occur during the summer
 29 months, the superintendent would notify the
 30 Association representative, (Association Presi-
 31 dent) in writing, and follow the procedures out-
 32 lined in steps one, two, and three.
 33
- 34 5. Announcements of all appointments shall be made
 35 as soon as possible to the Association by posting
 36 same.
 37

38
 39 C. Nothing in this agreement shall be construed to limit the right of
 40 the Board of Education to change, modify, or add to the qualifications and
 41 duties associated with any position or to appoint or assign individuals to
 42 promotional position on either temporary or permanent basis.
 43
 44
 45
 46

47 ARTICLE XII
 48

49 SECRETARIAL-CLERICAL ANNUAL EVALUATION
 50

51 A. Each school year the performance of each employee in the system

1 shall be evaluated by the superintendent and/or principals and/or Director
2
3 of Pupil Personnel Services.

4
5 B. The superintendent shall present to the Board of Education an
6
7 evaluation of each non-tenure secretary^{or clerk}. Written summary of the
8
9 evaluation shall be placed in the employee's personal file and a copy given
10
11 to the employee. Appropriate evaluation for tenure secretaries/clerks shall
12
13 be carried out at the discretion of the administration.

14
15 C. Employees who have not attained tenure shall receive their evaluation
16
17 in conference with the superintendent. The conference shall take place no
18
19 later than March 31 and in sufficient time to meet the provisions of Article
20
21 XI.

22
23 ARTICLE XIII

24
25 EXTENDED LEAVES OF ABSENCE

26
27 A. Leave for military service shall be governed by law.

28
29 B. Maternity leave shall be governed by the following criteria and
30
31 agreement:

- 32
33 1. The Board shall not maintain or enforce any policy
34 or practice for removal of any tenured or non-
35 tenured employee from her duties that is based
36 solely on the fact of pregnancy or a specific
37 number of months of pregnancy but shall consider
38 and treat such employee on an individual basis.
39
40 2. The Board may remove any pregnant employee from
41 her duties on any one of the following basis:
42
43 a. Performance - Her performance has substantially
44 declined from the time immediately prior to her
45 pregnancy.
46
47 b. Physical Incapacity - Her physical condition
48 or capacity is such that her health would be

1 impaired if she was to continue working,
2 and which physical incapacity shall be
3 deemed to exist only if:

- 4
5 (1.) the pregnant employee fails to
6 produce a certification from her
7 physician that she is medically
8 able to continue working, or
9
10 (2.) the Board of Education's physician
11 and the employee's physician agree
12 that she cannot continue working, or
13
14 (3.) following any difference of medical
15 opinion between the Board's physician
16 and the employee's physician the
17 Board requests expert consultation
18 in which case the Passaic County
19 Medical Society, 39 East 39th Street,
20 Paterson, New Jersey, 07514, 201-279-
21 1900, shall appoint an impartial third
22 physician who shall examine the employee
23 and whose medical opinion shall be con-
24 clusive and binding on the issue of
25 medical capacity to continue working.
26 The expense of any examination by an
27 impartial third physician under this
28 paragraph shall be shared equally by
29 the employee and the Board.
30

31 c. Just Cause - Any other "just cause" as defined
32 in N.J.S.A. Title 18A.

33
34 3. The Board shall grant leaves of absence for medical
35 reasons associated with pregnancy and birth to
36 pregnant employees on the same terms and conditions
37 governing leaves of absence for other illness or
38 medical disabilities, as set forth in N.J.S.A.
39 18A:30-1, et seq. and the rules, regulations, policy
40 statements and collective negotiations agreements
41 entered into by the Board except as otherwise provided
42 herein.

43
44 a. Any tenured or non-tenured employee seeking
45 a leave of absence on the basis of medical
46 reasons associated with pregnancy or birth
47 shall apply to the Board for said leave at
48 least 30 working days prior to start of said
49 leave. At the time of application, which

1 shall be made upon reasonable notice to the
2 Board, the employee shall specify in writing
3 the date on which she wishes to commence
4 leave and the date on which she wishes to
5 return to work after birth. The Board may
6 require any employee to produce a certificate
7 from a physician in support of the requested
8 leave dates provided that if the Board's
9 physician is in disagreement the conflict of
10 medical opinion shall be resolved as set out
11 in paragraph 2 (2) (3) of this agreement.
12 Where medical opinion is supportive of the
13 leave dates requested such requested leave
14 shall be granted by the Board, except that
15 the Board may change the requested dates upon
16 a finding that the grant of a leave for those
17 dates would substantially interfere with the
18 administration of the school and provided
19 that such date change by the Board is not
20 medically contra-indicated. Following the
21 grant of such leave to any employee, the com-
22 mencement or termination dates thereof may be
23 further extended or reduced for medical reasons
24 upon application by the employee to the Board.
25 Such extension or reduction shall be granted
26 by the Board for an additional reasonable period
27 of time except that the Board may alter the
28 requested dates upon a finding that such exten-
29 sion or reduction would substantially interfere
30 with the administration of the school and pro-
31 vided that such date change by the Board is not
32 medically contra-indicated. The Board may require
33 any employee to produce a certificate from the
34 physician in support of the extension or reduc-
35 tion of requested leave dates provided that if
36 the Board's physician is in disagreement, the
37 conflict of medical opinion shall be resolved
38 as set out in paragraph 2 (b) (3) of this order.

- 39
40 b. It is agreed that maternity leave shall be
41 granted for a period of up to the end of the
42 school year in which the leave commenced.
43
44 c. It is further agreed that any employee who has
45 applied for and received maternity leave may
46 by giving 90 days notice reapply for permission
47 to return to employment during any academic
48 school year for which such leave was granted

1 and such leave may thereupon be terminated
 2 by the board. The board reserves the right
 3 to determine the requested date of return
 4 if the stated date of return interferes with
 5 the administration and the orderly sequence
 6 of the school's function.

7
 8 d. It is further agreed that "extended leaves
 9 of absence" for maternity reasons shall be
 10 granted by the board without pay. Extended
 11 leaves of absence for maternity reasons
 12 shall be limited to one (1) school year,
 13 consideration for another leave shall not
 14 occur during the next four (4) school years
 15 thereafter.

16
 17 1. Requests for extended leave of absence
 18 for maternity reasons shall be made in
 19 writing to the board of education prior
 20 to March 1.

21
 22 2. Anyone requesting a maternity leave after
 23 March 1st must indicate at that time their
 24 intent to request the extended maternity
 25 leave of absence for the next school year.

26
 27 e. Nothing in this section shall deprive an employee
 28 from exercising her rights to maternity leave more
 29 than once.

30
 31 C. Any employee adopting an infant child may receive similar leave
 32 which shall commence upon receiving de facto custody of the infant, or
 33 earlier if necessary to fulfill the requirements for the adoption.
 34
 35

36
 37 *Change* D. Return to the school system upon the completion of any leave discussed
 38 *see* in this section does not necessarily mean return to the same position.
 39
 40

41 ARTICLE XIV

42 GRIEVANCE PROCEDURE

43
 44
 45 The term "grievance" means a complaint by an employee that, as to them,
 46 there has been an inequitable, improper or unjust application, interpretation,
 47 or violation of a policy, agreement, or administrative decision, affecting
 48
 49
 50
 51 said employee.

1 The term "grievance" and the procedure relative thereto shall not be
2
3 deemed applicable in the following instances:

- 4
5 a. The failure or refusal of the Board to renew a contract
6 of a non-tenure employee.

7
8 The term "employee" shall mean any regularly employed individual
9
10 receiving compensation from the Board but shall not include the superintendent.

11 The term "representative" shall include any organization, agency or
12
13 person authorized or designated by any employee or any group of employees,
14
15 or by a public employees association or by the Board to act on its or their
16
17 behalf and to represent it or them.

18
19 The term "immediate" superior shall mean the person to whom the aggrieved
20
21 employee is directly responsible under the Table of Organization prevailing
22
23 in this school district.

24
25 The term "party" means an aggrieved employee, their immediate superior,
26
27 the school principal or any staff member below the superintendent who may
28
29 be affected by the determination of the superintendent in connection with
30
31 the procedure.

32
33 PROCEDURE

34
35 1. An aggrieved employee shall institute action under the provisions
36
37 hereof within thirty (30) days of the occurrence complained of, or within
38
39 thirty (30) days after they would reasonably be expected to know of its
40
41 occurrence. Failure to act within said thirty (30) day period, shall be
42
43 deemed to constitute an abandonment of the grievance.

44
45 2. An employee processing a grievance, shall be assured freedom from
46
47 restraint, interference, coercion, discrimination, or reprisal.
48

1 3. In the presentation of a grievance, the employee shall have the
2
3 right to present their own appeal or to designate a representative to appear
4
5 with them at any step in their appeal. A minority organization shall not
6
7 have the right to present or process a grievance.
8

9 4. Whenever the employee appears with a representative, the Board
10
11 shall have the right to designate a representative to participate at any
12
13 stage of the grievance procedure.
14

15 5. An employee shall first discuss their grievance orally with their
16
17 immediate superior. A decision shall be rendered within five (5) days of
18
19 said hearing.
20

21 6. If the grievance is not resolved to the employee's satisfaction
22
23 within five (5) days from the determination referred to in Paragraph 5
24
25 above, the employee shall submit their grievance to the superintendent of
26
27 schools in writing, specifying:
28

29 a. The nature of the grievance.
30

31 b. The results of the previous discussion.
32

33 c. The reason for their dissatisfaction with the determination.
34

35 7. A copy of the writing called for in Paragraph 6 above, shall be
36
37 furnished to the immediate superior of the aggrieved employee.
38

39 8. Within ten (10) days from the receipt of the written grievance
40
41 (unless a different period is mutually agreed upon) the superintendent shall
42
43 hold a hearing at which all parties in interest shall have the right to be
44
45 heard.
46

47 9. Within ten (10) days of said hearing (unless a different period is
48
49 mutually agreed upon) the superintendent shall, in writing, advise the

1 employee and their representative, if there be one, of their determination
2 and shall forward a copy of said determination to the school principal and
3 to the immediate superior of the aggrieved employee.
4
5

6
7 10. In the event of the failure of the superintendent to act in accor-
8 dance with the provisions of paragraphs 8 and 9, or in the event a determin-
9 ation by them in accordance with the provisions thereof, is deemed unsatis-
10 factory by either party - the dissatisfied party, within ten (10) days of
11 the failure of the superintendent to act or within ten (10) days of the
12 determination by them, may appeal to the Board of Education.
13
14
15
16
17

18
19 11. Where an appeal is taken to the Board, there shall be submitted by
20 the applicant:
21

22
23 a. The writing set forth in paragraphs 6 and 9, and
24 a further statement in writing setting forth the
25 applicant's dissatisfaction with the superinten-
26 dent's action. A copy of said statement shall be
27 furnished to the superintendent and to the adverse
28 party.
29

30 b. The Totowa Educational Secretaries Association shall
31 advise the Board, in writing, whether it will process
32 the appeal on behalf of the appellant, and if it
33 chooses not to process the appeal in their own right.
34

35 12. If the appellant, in their appeal to the Board, does not request a
36 hearing, the Board may consider the appeal on the written record submitted
37 to it, or the Board, may, on its own, conduct a hearing; or it may request
38 the submission of additional written material. Where additional written
39 materials are requested by the Board, copies thereof, shall be served upon
40 the adverse parties who shall have the right to reply thereto. Where the
41 appellant requests in writing a hearing before the Board, a hearing shall
42 be held.
43
44
45
46
47
48
49

ARTICLE XVIII

DURATION

1 This agreement shall take effect as of July 1, 1978 and continue in
2 effect until June 30, 1980.
3

4
5 IN WITNESS WHEREOF, the parties hereto have caused these presents to
6 be executed by their respective duly authorized officers.
7
8
9

10
11
12
13 ATTEST:

BOARD OF EDUCATION OF THE
BOROUGH OF TOTOWA

14
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16
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19
20
21 John Jm Langella Jr
22 Secretary

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Louis Rizzo
President

ATTEST:

TOTOWA EDUCATIONAL SECRETARIES
ASSOCIATION

Joseph A. Marchese
Secretary

Eleanor Ziegler
President

TOTOWA PUBLIC SCHOOLS
TOTOWA EDUCATIONAL SECRETARIES SALARY GUIDE
1978-79 & 1979-80

POSITION LEVEL STEP	CLERICAL AIDES		SECRETARY 10 MOS.		SECRETARY 12 MOS.		ASS'T BOARD SECRETARY	
	1978-79	1979-80	1978-79	1979-80	1978-79	1979-80	1978-79	1979-80
1.	4,100	4,450	5,100	5,425	6,100	6,400	6,300	6,600
2.	4,320	4,675	5,360	5,690	6,400	6,700	6,650	6,950
3.	4,540	4,900	5,620	5,955	6,700	7,000	7,000	7,300
4.	4,760	5,125	5,880	6,220	7,000	7,300	7,350	7,650
5.	4,980	5,350	6,140	6,485	7,300	7,600	7,700	8,000
6.	5,200	5,575	6,400	6,750	7,600	7,900	8,050	8,350
7.	5,420	5,800	6,660	7,015	7,900	8,200	8,400	8,700