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AGREEMENT

Between

TEANECK BOARD OF EDUCATION

TEANECK, N.J.

AND

COMMUNICATION WORKERS OF AMERICA

THIS BOOK DOES
NOT STATE

July 1971 - June 1972
(2nd year of Two-Year Contract)

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AGREEMENT

This agreement made and entered into this day of
1971, between the Board of Education of the Township of Teaneck (herein-
after called the "Board") and Communication Workers of America, AFL-CIO
(hereinafter called the "Union"):

ARTICLE 1 - PURPOSE

The Board and the Union have entered into this agreement for the
purpose of establishing conditions under which employees, as hereinafter
defined, shall be employed to work for the Board and procedures for the
presentation and resolution of grievances, and for the purpose of regu-
lating the mutual relations between the Board and said employees with a
view to promoting and insuring harmonious relations and cooperation.

ARTICLE 2 - RECOGNITION

The Board recognizes the Union as the exclusive representative for
the purpose of collective bargaining with respect to the terms and con-
ditions of employment, within the purview of Chapter 303 of the Laws of
1968 for non-certificated employees employed by the Board as custodians,
matrons, and maintenance personnel. The Director of Operations and
Maintenance, the Supervisors of Operations and the Supervisor of Main-
tenance shall not be included in the bargaining unit.

ARTICLE 3 - JOB TENURE

All employees shall be considered as probationary employees for the
first ninety (90) days of their employment. This probationary period
may be extended by agreement between the Union and the Board for an
additional ninety (90) days of employment.

Probationary employees may be disciplined or terminated at any time for any reason whatsoever at the sole discretion of the Board and they shall not be entitled to utilize the provisions of the grievance procedure. Upon completion of such probationary period, their seniority will be dated as of date of the commencement of their employment.

ARTICLE 4 - HOSPITAL/SURGICAL AND MAJOR MEDICAL INSURANCE

The Board will provide Blue Cross, Blue Shield and Rider J coverage and Major Medical coverage for employees requesting such coverage at no cost to the employee. For those employees electing to secure coverage for their dependents, the Board will pay for the cost of such coverage at no cost to the employee.

The employee acknowledges that he is obligated to inform the Board within thirty (30) days whenever any change occurs in his, or his dependents' status as it relates to this coverage: failure to so inform the Board may result in Board refusal to continue any coverage.

The Board will provide dental coverage for employees requesting such coverage, when and if such provision is made for any other group of Board employees, and in like manner with like coverage benefits as may be provided said other group.

ARTICLE 5 - GRIEVANCE PROCEDURE

The term "grievance" as used herein, means a complaint by any employee that, as to him, there has been an inequitable, improper, or unjust application of a policy, agreement, or administrative decision affecting said employee.

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

(a) the failure or refusal of the Board to renew the contract of the probationary employee;

(b) in matters where the Board or its representatives are without authority to act;

(c) in matters of selection for promotion as it pertains to seniority.

The Grievance Procedure may be invoked through a hearing before the Board in matters where the Board has exercised its discretion and the exercise of said discretion is thereafter challenged.

In such cases the procedure for final review shall be by appeal to the Commissioner of Education pursuant to the provisions of Title 18A and the rules and regulations of the State Board of Education.

The term "employee" shall mean any regularly employed individual, receiving compensation from the Board under the provisions of the salary guides for Custodial and Maintenance personnel, regardless of the title of the position filled by the individual.

PROCEDURE

An employee processing a grievance shall be assured freedom from restraint, interference, coercion, discrimination, or reprisal.

In the presentation of a grievance, the employee shall have the right to present his own appeal or to designate a representative to appear with him at any step in his appeal. Whenever the employee appears with a representative, the Board or its representatives shall have the right to designate a representative to participate at any step in the grievance procedure.

An employee shall not lose pay for time spent during his regular working hours at the following steps of the grievance procedure. In

the event that it is necessary to require the attendance of other employees during any of the steps, such employees shall not lose pay for such time.

Saturdays, Sundays, and holidays shall not be considered working days in the computing of the time limits indicated in the grievance procedure.

Any decision or answer to a grievance made at any step according to the terms of the procedure, and which is not appealed to the succeeding step within the time limits provided, or within such additional period of time as may be mutually agreed upon in writing, shall be binding upon all parties.

STEPS

1. An employee having a grievance shall present it to his Supervisor of Operation or Supervisor of Maintenance within ten (10) working days after the occurrence of the event from which the grievance arises. An answer shall be submitted within three (3) working days. Any grievance not presented within ten (10) days, shall be deemed abandoned, unless the parties by mutual agreement consent to an additional period of time.

2. If the employee is not satisfied with the answer, the grievance shall be put in writing specifying:

- (a) the nature of the grievance;
- (b) the results of the previous discussion;
- (c) the basis of his dissatisfaction with the determination;

signed by the employee and presented to the Director of Operations and Maintenance and the School Business Administrator/Board Secretary within three (3) working days. The Supervisor of Operations or Supervisor of Maintenance shall also be furnished a copy at the time of serving.

Within five (5) days of receipt of the written grievance, the Director of Operations and Maintenance and the School Business Administrator/Board Secretary shall arrange for a meeting with the employee and his representative.

The School Business Administrator/Board Secretary or his designated representative shall give the employee and his representative a written answer to the grievance within five (5) working days after the meeting. The Supervisor of Operations or Supervisor of Maintenance of the employee shall also be supplied with a copy of the answer at the same time.

3. In the event of the failure to act on the part of the School Business Administrator/Board Secretary or his representative within the time limit specified, or in the event of dissatisfaction on the part of the employee with the answer given, the employee may appeal within ten (10) working days to the Board of Education.

4. Where an appeal is taken to the Board, the employee shall submit the appeal in writing, specifying:

- (a) the nature of the grievance;
- (b) the results of the discussion between the employee and his Supervisor of Operations or Supervisor of Maintenance;
- (c) the basis of his dissatisfaction with the determination;
- (d) the results of the discussion with the School Business Administrator/Board Secretary or his designated representative;
- (e) the basis of his dissatisfaction with that determination;

signed by the employee, and presented to the Board within the time limit of ten(10) working days from the receipt of the answer from the School Business Administrator/Board Secretary or his designated representative, or his failure to act within the time limit.

Copies of the appeal shall be furnished to his Supervisor of Operations or Supervisor of Maintenance and the School Business Administrator/Board Secretary and the Director of Operations and Maintenance.

5. If the employee, in his appeal to the Board, does not request a hearing, the Board may consider the appeal on the written record submitted to it. The employee shall, at the same time, supply copies of this additional material to the School Business Administrator/Board Secretary or his designated representative who shall have the right, in writing, to reply thereto; copies to be supplied to all parties.

6. The Board of Education shall make a determination within fifteen (15) working days from the receipt of the grievance and shall, in writing, notify the employee, his representative if there be one, his Supervisor of Operations or Supervisor of Maintenance and the School Business Administrator/Board Secretary and the Director of Operations and Maintenance of its determination.

7. In the event the employee is dissatisfied with the determination of the Board, he shall have the right to request advisory arbitration pursuant to the rules and regulations established by the Public Employment Relations Commission, under the provisions of Chapter 303, Laws of 1968.

A request for advisory arbitration shall be made no later than ten (10) working days following the determination of the Board.

In the event of arbitration, the costs of the arbitrator's services shall be shared equally by the Board and the employee, with the exception of the cost of any transcript which shall be borne solely by the party requesting it.

8. In any case, where a grievance is based upon the direct order, ruling or determination made by the Superintendent of Schools, Assistant

Superintendent of Schools or School Business Administrator/Board Secretary, the aggrieved employee may appeal directly to the Board of Education within ten (10) working days, by appealing in writing, specifying:

- (a) the order, ruling or determination complained of;
- (b) the basis of the complaint;
- (c) a request for a hearing if a hearing is desired;

with a copy served, at the same time, upon the party making such direct order, ruling or determination. Said party shall have the right, within five (5) working days, to reply thereto, with a copy of such reply served upon the employee.

Upon receipt of a grievance filed under the provisions of paragraph 8, the procedure shall be as set forth in paragraphs 5, 6, and 7.

ARTICLE 6 - WAGES

Effective July 1, 1971, the wages for the various job categories shall be set and paid in accordance with the schedule attached hereto and marked Exhibit A.

ARTICLE 7 - VACATIONS

Twelve-month employees shall be entitled to earned vacation time (according to the schedule) to be taken at any time during the year, subject to the approval of the Supervisor and Director of Operations and Maintenance. No employee, after approval of vacation time, may be directed to change his/her vacation, nor may he/she be requested to return to the job during the term of a vacation.

Earned vacation time shall be determined according to the following schedule, and shall commence from the date of employment.

<u>COMPLETE YEARS OF EMPLOYMENT</u>	<u>EARNED VACATION</u>
For years 1 through 4	10 working days each year
For years 5 through 7	15 working days each year
For year 8 and subsequent years	20 working days each year

End-of-month paychecks will be released to custodial/maintenance personnel taking earned vacation time on the last day worked, provided that the vacation period starts after the 15th of a month and includes the actual end-of-month payday for that month (usually the 30th).

The mid-month paycheck will not be eligible for pre-vacation issuance.

Custodial/maintenance personnel may make arrangements with the Business Office for these paychecks to be mailed to a bank for deposit in their account.

ARTICLE 8 - HOLIDAYS

There shall be a minimum of fourteen (14) paid holidays per year, and one (1) paid holiday for July 4th. The holiday schedule shall be that established by the Board after consultation with the Union.

ARTICLE 9 - UNION DUES

The Board agrees to deduct from the monthly salary of each employee who furnishes a written authorization, the amount of monthly Union dues. Remittance of dues collected shall be made to the Union at the end of each calendar month, together with a list of employees from whose pay such deductions were made.

"Where a dues deduction is authorized by an employee, and said authorization signed by the employee is for a designated period of

one year, Board shall continue to deduct and remit to the Union the monies so authorized to be deducted for said period whether or not the employee continued to remain a member of the Union.

Remittances shall commence within thirty days from date of receipt of authorization signed by the employee."

ARTICLE 10 - OVERTIME

Employees required and authorized to work overtime on a Saturday or Sunday shall be compensated at double the normal hourly rate of compensation. Employees required and authorized to work overtime on a holiday as listed in the calendar for twelve-month personnel shall be compensated at two and one-half times the normal hourly rate of compensation.

Fractional hours of overtime shall be compensated to the nearest half-hour of the monthly aggregate total of overtime hours.

The normal hourly rate shall be calculated by: annual salary divided by 2080 hours in the case of full-time personnel, or pro-rated equivalent in the case of part-time personnel.

ARTICLE 11 - WORKMEN'S COMPENSATION/SICK LEAVE

An employee who is absent from the job, as the result of an on-the-job accident or injury, and has filed a workmen's compensation accident report shall receive his salary and sick leave according to the provisions of N.J.R.S. 18A:30-21.

(a) Sick leave is hereby defined to mean the absence from his or her post of duty, of any person 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 his or her immediate household.

The term "sick leave" as above defined shall not include maternity leave.

(b) During the year 1971-1972 the personnel covered by this agreement shall be entitled to unlimited sick leave. Probationary employees, however, shall be entitled only to one sick leave day per month during said probationary period.

(c) The granting of unlimited sick leave for the school year 1971-1972 shall not be intended to entitle any employee, in the event extensive sick leave is not required, to accumulate more than ten (10) or, in the case of twelve (12) month employees, twelve (12) days of unused sick leave in accordance with the provisions of N.J.A.S. 18A:30-7. In the event less than 10/12 days of sick leave are utilized by any employee covered by this agreement, there shall be credited to the employee in his sick leave account, the difference between the number of days actually used and ten/twelve (10/12) days.

In no event shall any person covered by this agreement be entitled to unlimited sick leave until all accumulated sick leave has first been exhausted.

(d) No Doctor's certificate shall be required in the event of an absence due to illness, unless, in the opinion of the School Business Administrator/Board Secretary, an abuse is taking place in an individual situation; a doctor's certificate may be required of the individual in order to receive salary for the period of such absence.

(e) The Union shall assist in investigating and controlling alleged abuses of this policy.

All other Board regulations relating to absence shall remain as per present policy.

ARTICLE 12 - JOB DESCRIPTION AND JOB FOREMAN

The Board of Education shall establish the position of Job Foreman for the work crews of maintenance staff employees.

A three man committee shall be established to recommend job classifications and job descriptions for the job positions in the custodial and maintenance departments. This committee shall be composed of a representative chosen by the Union, a representative chosen by the Board and a third person chosen by the other two who is not connected with the school system and who is knowledgeable in the area of school building operation and maintenance.

This committee shall determine definite working guidelines and a date for completion of its work, subject to approval of the parties. The initial cost of preparing a job description shall be borne by the Board. Upon expiration of this contract, if the Union desires a change in the job description and further expenses are incurred in connection with any studies which may be made in connection therewith, such expenses shall be shared equally by the parties.

ARTICLE 13 - OVERTIME SENIORITY

Overtime rotation schedules shall be established for each school or department. An effort will be made by the Board to share overtime work opportunities equally among the employees on each rotation schedule on a seniority basis. The initial overtime rotation schedule shall be set up according to seniority of the employees whose names appear in each schedule and overtime will be offered to the employees in the order in which their names appear thereon. If an employee refuses or is unable

to work overtime, he shall be charged with the overtime hours offered to him. In the event that overtime is refused by all the employees on a building rotation schedule the overtime may be offered to the members of the maintenance staff according to an overtime rotation schedule established for these personnel.

ARTICLE 14 - JOB OPENINGS, TRANSFERS & PROMOTIONS

Prior to consideration of applicants outside the bargaining unit, employees shall be notified and may apply for all job openings, transfers and promotions. All such applications shall be reviewed by an advisory committee, who shall make recommendations as to the applicants to fill the positions.

The Advisory Committee shall consist of two representatives chosen by the Board; two representatives chosen by the Union; and an impartial representative chosen by the other four. The fifth or impartial representative shall act as chairman of the committee.

It is the intent of both parties to find an impartial representative who will serve voluntarily. In the event that such a representative cannot be found, the cost of employing such shall be shared equally by the two parties.

In those situations where the finalists are considered to offer comparable ability in job training and potential, preference shall be given to the applicant with employment seniority.

The parties recognize that the ultimate responsibility for making all appointments rests with the Board of Education and agree that it is the obligation of the Board to fill all vacancies with the best qualified personnel.

ARTICLE 15 - MAINTENANCE STAFF

No maintenance personnel, with the exception of job foreman, shall be permitted to use their personal vehicles in the discharge of job tasks or job connected duties. Job foremen shall use their personal vehicles and will be provided with an annual car allowance, which allowances shall be as set forth in Exhibit B.

Maintenance personnel shall be supplied with the tools necessary to satisfactory performance on the job. The job foreman, with the approval of the Supervisor of Maintenance, shall determine the type, quality and number of tools to be supplied.

Tools are supplied under a system of check-out and responsibility on the part of the employee for loss or damage due to improper or negligent use. Employees are required to keep all tools in their possession clean and in proper functioning order.

No employee may be permitted to supply a tool or tools to do an assigned job.

ARTICLE 16 - EFFECTIVE LAWS

The Board and the Union understand and agree that all provisions of this Agreement are subject to law. In the event that any provision of this Agreement shall be rendered illegal or invalid under any applicable law, regulation or adjudication, such illegality or invalidity shall affect only the particular provision which shall be deemed of no force and effect, but it shall not affect the remaining provisions of this Agreement.

ARTICLE 17 - EVALUATION PROCEDURE

1. Observations of the work performance of custodial personnel shall be conducted by the Supervisor of Operations. Such observations shall be conducted openly.

Observations of the work performance of maintenance personnel shall be conducted by the Supervisor of Maintenance. Such observations shall be conducted openly.

2. Observations made as hereinbefore set forth shall be reduced to writing. The employee shall be given a copy of any such observations and subsequent evaluation made therefrom.

There shall be no more than three (3) such observations during any one fiscal year.

3. An employee may request and shall be granted a conference with his Supervisor of Operations or Supervisor of Maintenance to discuss his observation and evaluation. Such a conference shall be granted within ten (10) days. When an employee is dissatisfied with his evaluation, he may invoke the grievance procedure.

4. All employees shall be required to sign the evaluation form. Signing does not signify approval. Only completed evaluation forms shall be presented for signature.

5. The evaluation forms shall be placed in and comprise a part of the personnel folder of each employee.

6. These evaluations shall be the basis upon which a determination of an employee's annual salary increment and/or adjustment shall be based.

ARTICLE 18 - NO-STRIKE CLAUSE

The Union agrees that during the term of this agreement, the employees of the Board who it represents, will not strike or take any other collective action to disable the Board in the discharge of its statutory duty, and the Union agrees that such action would constitute a material breach of the Agreement.

Nothing contained in the Agreement shall be construed to limit or restrict the Board in its right to seek and obtain such judicial relief as it may be entitled to have, in law or in equity, for injunction or damages or both in the event of such breach.

ARTICLE 19 - AGENCY SHOP

In the event of a determination either by the Attorney General's Office or by P.E.R.C. which determinations are not appealed; or in the event of a determination on appeal by a court either from a determination of P.E.R.C. or from an opinion of the Attorney General on the question of the validity of an "Agency Shop," if such determination is that an Agency Shop is legal in New Jersey, the Board agrees to provide an Agency Shop.

ARTICLE 20 - C.W.A. LOCAL PRESIDENT

The President of C.W.A. Local 1074 representing Teaneck Board of Education custodial/maintenance employees shall be entitled to take, at no loss in salary, two one-hour periods during each work week for the purpose of conducting Union Local business.

The two one-hour periods shall be at specified times and days of the work week as determined by the President, subject to the approval of the Director of Operations & Maintenance.

Once established, no changes may be made in the specified times or days without the prior approval of the Director of Operations & Maintenance.

ARTICLE 21 - TERM OF CONTRACT

This agreement shall become effective July 1, 1971 and continue in effect until June 30, 1972, or for a period not to exceed one calendar year from the effective date, unless and until either of the Parties desire to change or terminate same. The Party desiring such change or changes or termination shall notify the other Party in writing of that fact prior to October first of the year of the request, and after such date negotiations shall commence.

President, Teaneck Board of
Education

C.W.A. Representative

C.W.A.

Secretary, Teaneck Board of
Education

C.W.A.

Date

Date

TEANECK PUBLIC SCHOOLS
CUSTODIAL & MATRON PERSONNEL
SALARY GUIDE
1971 - 1972

<u>STEPS</u>	<u>CUSTODIAL (1)(2)</u>	<u>MATRONS</u>
1	\$6,875.	\$5,600.
2	7,100.	5,825.
3	7,325.	6,050.
4	7,550.	6,275.
5	7,775.	6,500.
6	8,000.	-

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- (1) Holders of Black Seal License shall receive \$100. in salary over their salary position on the guide, or as indicated for the position.
- (2) Custodians regularly assigned to and working the 11:00 P.M. to 7:00 A.M. custodial routine, shall receive \$100. per annum over their salary position on the guide, or as indicated for the position.

TEANECK PUBLIC SCHOOLS

MAINTENANCE PERSONNEL

SALARY GUIDE

1971 - 1972

<u>STEPS</u>	<u>GENERAL/GROUNDS (1)</u>	<u>MECHANICS (1)</u>
1	\$6,875.	\$7,975.
2	7,100.	8,200.
3	7,325.	8,425.
4	7,550.	8,650.
5	7,775.	8,875.
6	8,000.	9,100.

(1) Holders of Black Seal License shall receive \$100. in salary over their salary position on the guide, or as indicated for the position.

Foremen

Foremen of the General/Grounds Crew, Carpentry Crew, Painting Crew and Electricians Crew, shall receive a 10% salary differential over their place on the Mechanics guide.

CUSTODIAL/MAINTENANCE DEPARTMENT CAR ALLOWANCES

Car allowances will be paid to personnel as indicated under the terms of the contract. No car allowances will be paid when the Board of Education supplies the vehicle and pays for all costs of operation and upkeep.

Maintenance Crew Job Foreman

Carpenter Job Foreman - annual allowance - \$600.00

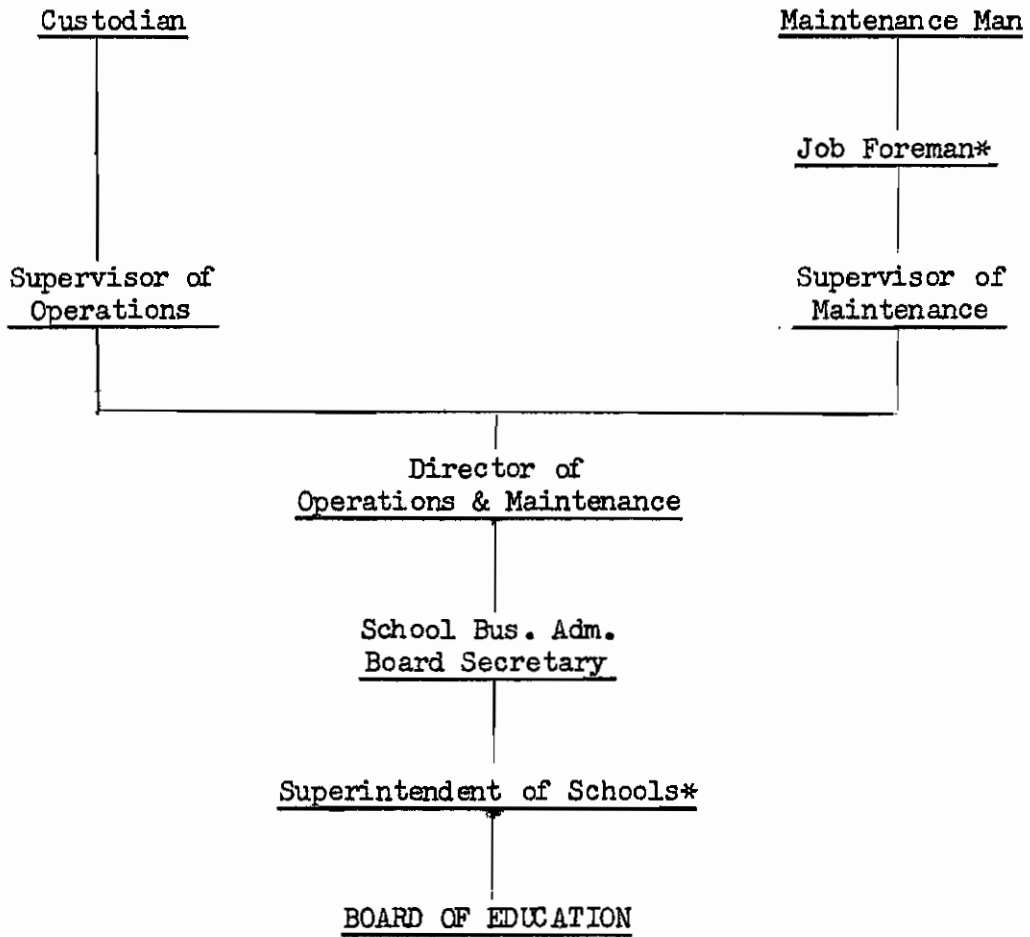
Painting Job Foreman - annual allowance - 200.00

Electrician Job Foreman - annual allowance - 720.00*

* This car allowance is based on the combined duties as electrician job foreman and Supervisor of Maintenance.

Maintenance Staff Emergency Allowance - based on reimbursement for personal vehicle use in emergency situations. Reimbursement is for 10¢ per mile plus any tolls or parking fees involved.

TABLE OF ORGANIZATION - CUSTODIAL/MAINTENANCE DEPARTMENT



* Not steps in Grievance Procedure