

**THIS DOES NOT
CIRCULATE**

AGREEMENT

between

BOARD OF EDUCATION, TOWNSHIP OF EWING Township Board
and of Education

ADMINISTRATIVE SECRETARIES

X July 1, 1984 through June 30, 1985

LIBRARY
Institute of Management and
Labor

JUL 1 1985

RUTGERS UNIVERSITY

ARTICLE I
RECOGNITION

- A. Pursuant to Chapter 123, Public Laws of 1974 of the State of New Jersey, the Ewing Township Board of Education hereby recognizes Administrative Secretaries for the purpose of collective negotiations concerning terms and conditions of employment under this Agreement with the Board.
- B. Unless otherwise specified in this Agreement, the personnel so named in the unit described above, shall herein be referred to as employees.

ARTICLE II
NEGOTIATION PROCEDURE

- A. The parties agree to commence negotiations for a successor Agreement in accordance with the provisions of Chapter 123, Public Laws of 1974.
- B. Neither party in any negotiations shall have any control over the selection of the negotiating representative of the other party.
- C. The parties mutually pledge that their representatives shall be clothed with the necessary power and authority to make proposals, consider proposals, and make counterproposals during the course of negotiations. The employees and the Board understand that any agreement reached is tentative until ratified by a majority of the Board and by a majority of the employees.
- D. This Agreement incorporates the entire understanding of the parties on all matters which were or could have been the subject of negotiation. During the term of this Agreement as set forth in Article XVII neither party shall be required to negotiate with respect to any matter whether or not within the knowledge of contemplation of either or both of the parties at the time they negotiated or executed this Agreement.
- E. In the event that the parties mutually agree to alter, amend or supplement this contract, the terms of said Agreement shall be reduced to writing, signed by the parties hereto and ratified by the Board and by the employees. The terms hereof shall not be otherwise modified.
- F. The Board agrees that during the term hereof, it will not negotiate concerning the employees represented in the bargaining unit defined in Article I with any other organization other than the employees themselves.

ARTICLE III
GRIEVANCE PROCEDURE

- A. Any grievance or dispute which may arise between the parties concerning the application, meaning or interpretation of this Agreement, shall be settled in the following manner:
 - Step 1. The employee, with or without a representative, shall take up the grievance or dispute with the immediate supervisor within ten (10) days of its occurrence. The supervisor shall then attempt to adjust the matter and shall respond to the employee (or employee's representative) within three (3) working days.

ARTICLE VI
LEAVES OF ABSENCE

- A. One (1) day per month of employment for sick leave. Unused sick leave shall be accumulative from year to year.
- B. Personal leave policy shall cover brief absences not chargeable to sick leave. It provides for up to three (3) days leave at full pay during any one year (no unused days shall be accumulated) for any of the following reasons:
- I. Illness in the immediate family. Immediate family shall be considered: father, mother, sister, brother, spouse, child, or any member of the immediate household.
 - II. Death of a relative or close friend.
 - III. Recognition of religious holiday. If personal leave days are exhausted because of observance of religious holidays, the employee may apply for additional personal leave due to an emergency.
 - IV. Marriage of the employee or marriage in the family. Family shall be considered: father, mother, sister, brother, child, nephew, niece, brother-in-law, sister-in-law, father-in-law, and mother-in-law.
 - V. Court subpoena.
 - VI. Personal, legal business, or family matters which cannot be handled outside of scheduled work hours.
 - VII. Any other emergency or urgent reason not included in I to VI above, if approved by the Superintendent of Schools.
- C. All requests for personal leave shall be submitted in writing, on the proper form (in advance when possible) recommended by the supervisor, and approved by the Superintendent. Requests for such leave on the day preceding or immediately following a vacation period will be honored only in unusual cases. Only in an emergency may a request be made verbally. However, in such cases a written request must be filed within one (1) week.
- D. Three (3) additional days leave may granted for death in the immediate family (immediate family is considered the same as "I." above plus in-laws.
- E. After fifteen (15) years of continuous service in the district, upon retirement, payment for unused sick leave shall be at one-half ($\frac{1}{2}$) the average hourly rate of pay for the last twelve (12) months of employment up to a maximum of \$2500.

ARTICLE VII
HOLIDAYS

- A. The Employer shall list a minimum of twelve (12) holidays annually.
- B. The listed holidays appear as attached.
- C. There will be an additional six (6) days granted: (a) two (2) days to attend the N.J.E.A. convention, (b) two (2) days Christmas recess and, (c) two (2) days Easter recess.

ARTICLE X (contd.)

- D. A new employee must be employed prior to January 1 in order to qualify for the next higher pay level on the salary guide for the following year.
- E. Office personnel shall be paid every two (2) weeks.

ARTICLE XI
INSURANCE

- A. The Employer shall provide health care insurance protection consisting of the New Jersey State Health Benefits Program.
- B. For employees enrolled in the various available insurance plans, the Employer shall pay either the full premium for the single plan or in cases where appropriate, an amount equal to the full premium for the single plan plus:
 - 1. 100% of the difference between the rate for the single plan and the rate for other available plans during the life of this Agreement, effective July 1, 1984 and ending June 30, 1985.
- C. In addition the Board shall offer a \$1.00 co-pay Prescription Drug Plan with a company selected by the Board.
- D. In no case will a person be covered under more than one plan. For each employee who terminates employment with the Board, the Employer shall make payment of insurance premiums to provide insurance coverage for one (1) full month beyond termination date. New employees will be covered in accordance with existing regulations of the New Jersey State Health Benefits Program.
- E. Effective July 1, 1984 the Board of Education shall provide the 1B Dental Plan, N.J. Dental Service Plan, Inc. covering the employee and his/her family dependents. The dental cost shall be capped at \$303.72.

ARTICLE XII
PROMOTIONS

- A. Notice of a vacancy in the system in positions included in this Agreement will be given by the Assistant Superintendent to the employees. Such notice will set forth pertinent information about the position, if deemed necessary by the Assistant Superintendent, and will indicate the closing date for receiving applications from employees within the school system.
- B. The Assistant Superintendent shall consider all applications.
- C. The Board reserves the right to appoint or retain whom it will to any position.
- D. In determining a new salary for an employee who is promoted, either Step 1 or Step 2 below will be applied, whichever is in the best interest of the employee.
 - 1. Upon promotion the employee will move to the new category with an increase in salary at a level which is just above that which the employee is currently receiving plus one step, with the understanding that if the promotion is made prior to January 1 the

ARTICLE XVI (contd.)

- B. Any individual employment contract issued to a member of the bargaining unit shall be subject to the provisions hereof as to salary and the terms and conditions of employment.

ARTICLE XVII

TERM AND DURATION

- A. This Agreement shall be in effect as of July 1, 1984 subject to the rights of the parties to negotiate a successor agreement as provided in Article II.
- B. This Agreement shall not be extended orally or in writing, and it is explicitly understood that it shall expire and terminate absolutely on June 30, 1985.

IN WITNESS WHEREOF, the parties have hereto set their hands this

27th day of August, 1984

FOR THE ADMINISTRATIVE SECRETARIES

FOR THE EMPLOYER

I. Evelyn Disbrow
I. Evelyn Disbrow

Mary N. Schmidt 8-27-84
Mary Schmidt, President
Board of Education
Ewing Township, New Jersey

Lois Dennis
Lois Dennis

J. Bruce Morgan 8/27/84
J. Bruce Morgan, Business Administrator
Board Secretary
Board of Education
Ewing Township, New Jersey

HOLIDAYS

ADMINISTRATIVE SECRETARIES
1984-85

July 4	Independence Day
September 3	Labor Day
November 8	N.J.E.A. Convention (A)
November 9	N.J.E.A. Convention (A)
November 12	Veteran's Day
November 22	Thanksgiving Recess
November 23	Thanksgiving Recess
December 25	Christmas Recess
January 1	New Year's Day
January 14	Martin Luther King, Jr.'s Birthday
February 15	Lincoln's Birthday
February 18	Presidents' Birthday
April 5	Good Friday
May 27	Memorial Day

(A) - Extra Day Off