

A G R E E M E N T

between

THE BOARD OF EDUCATION

of

THE TOWNSHIP OF SOUTH BRUNSWICK

COUNTY OF MIDDLESEX, NEW JERSEY

and

THE SOUTH BRUNSWICK ASSOCIATION OF EDUCATIONAL SECRETARIES

7-1-74-6-30-75

July 1, 1974

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RESOLUTIONS

1.           WHEREAS, The Board of Education and the South Brunswick
2.   Association of Educational Secretaries have negotiated in good
3.   faith in accordance with the New Jersey, Employer - Employee
4.   Relations Act, Chapter 303, Public Laws of 1968 and
5.           WHEREAS, The Board and the Association have reached Agreement
6.   on items contained in the attached agreement,
7.           NOW THEREFORE, be it resolved that the Board of Education
8.   hereby adopts this agreement effective July 1, 1974.

PREAMBLE

1. This document constitutes an agreement entered into by
2. the Board of Education of the Township of South Brunswick,
3. New Jersey, to be called the "Board" from this point forth
4. and the South Brunswick Association of Educational Secretaries,
5. South Brunswick Township, New Jersey, to be called the
6. "Association" from this point forth on the 1st day of July,
7. 1974.

ARTICLE I

Recognition

1. A. The Board recognizes that all employees of the South
2. Brunswick Schools have the right to contribute to,
3. affiliate with or create employee associations for
4. the purpose of participating with the Board in negotiations
5. in keeping with Chapter 303, Public Laws of 1968 and within
6. the framework described by said laws.
7. B. The South Brunswick Association of Educational Secretaries has
8. proven to the Board that they have obtained majority status.
9. The South Brunswick Township Board of Education hereby
10. recognizes the South Brunswick Association of Educational
11. Secretaries as the exclusive representative in collective
12. negotiations concerning the terms and conditions of employment for
13. all contracted secretaries, stenographers, clerk/typists, bookkeepers,
14. receptionists, registrars, and any other office personnel
15. employed or to be employed by the Board.
16. C. The term "Secretary" unless otherwise stated, shall henceforth
17. mean all employees in the negotiating unit defined in
18. paragraph B above.

ARTICLE II

Procedures

1. A. The Committee: Representatives of the Board and Representatives of
2. the Association shall form a committee for the express purpose of
3. conducting negotiations.
4. B. Representatives: Neither the Board nor the Association shall control
5. or attempt to control the procedures governing the selection of the
6. other group's representatives. Each group shall be empowered to
7. propose, counterpropose and either accept or reject proposals being
8. considered.
9. C. Successor Agreement: Not later than October 30, 1974, the Board agrees
10. to initiate negotiations with the Association over a Successor Agreement
11. in accordance with the procedure set forth herein in good-faith effort
12. on both sides to reach continuing agreement not only on salaries and
13. other conditions of employment but also on other matters of personnel
14. policy and relationships which may then be of mutual concern and
15. interest. By the same date, the Association agrees to present to the
16. Board its proposals for the successor agreement. Any agreement so
17. negotiated shall apply to all members of the negotiating unit and
18. shall be reduced to writing and signed by all the parties.
19. D. Meetings: Meetings shall be regularly scheduled until negotiations
20. are considered completed by the representatives of the Board and the
21. Association. Should either group feel the need to meet with the
22. other group at times not regularly scheduled, the group initiating
23. the request will submit to the other group a written statement detailing
24. the reasons for the meeting. This special meeting will take place
25. within ten (10) calendar days after receipt of the written request.

26. E. Scope of Negotiations: The Board and the Association both agree to  
27. negotiate terms and conditions of employment as well as grievance  
28. procedures as described in Chapter 303, Public Laws 1968.
29. F. Consultants: The Board and the Association each reserve the right to  
30. bring consultants to the collective negotiations sessions. Should  
31. both groups agree to engage in joint contract to bring consultants  
32. or clerical assistants to the negotiating sessions, costs between the  
33. Board and the Association will be shared equally. The time and degree  
34. of participation of these consultants and clerks shall be determined  
35. by mutual agreement between the Board and the Association.
36. G. Sharing of Information: The Association shall have access to  
37. information needed for processing a grievance and/or information  
38. relating to the school district's financial resources upon request.
39. H. Agreements: Agreements between the Board and the Association shall  
40. be put in written form and signed by the Presidents of both the  
41. Board and the Association. These agreements shall be held binding  
42. upon both groups to the extent allowed under the laws of the State  
43. of New Jersey and the United States.
44. I. Impasse in Negotiations:
45. 1. Impasse shall be considered to have occurred when both groups  
46. agree that it has occurred, or when the Board or the Association  
47. declare it has occurred.
48. 2. When impasse occurs, either the Board or the Association, or  
49. both, shall notify the Executive Director of the New Jersey  
50. Public Employment Relations Commission in accordance with the  
51. provisions of Chapter 303, Public Laws 1968, New Jersey Public

52. Employer-Employee Relations Act, and shall request the assignment  
53. of a mediator.

54. 3. The Board and the Association will share equally the entire cost  
55. of the service provided by P.E.R.C., including all necessary per  
56. diem travel and subsistence expense. Should efforts to hold  
57. meetings after work hours prove unsuccessful, the Board agrees  
58. not to reduce the salaries of the participating Association  
59. representatives. The Association, in turn, agrees to send only  
60. two (2) representatives to these sessions.

61. J. Attainment of the objectives of the educational program conducted  
62. in the schools of the district requires mutual understanding and  
63. cooperation among the Board, the Superintendent, the professional  
64. personnel, the other personnel, and citizens of the community. To  
65. this end, free and open exchange of views is desirable, proper and  
66. necessary.

67. K. This agreement is negotiated in order to establish for its term the  
68. terms and conditions of employment of all members of the staff  
69. employed in the classifications covered by the South Brunswick  
70. Association of Educational Secretaries.

71. L. The Board and the Association, the parties to this Agreement, accept  
72. the provisions of this agreement as commitments which they will  
73. cooperatively and in good faith honor, support and seek to fulfill.

74. M. Each party will provide the other, upon written request, with a  
75. written notification of those personnel who have been authorized to  
76. act in their behalf in contract negotiations.

77. N. The provisions of this agreement will constitute a binding obligation  
78. on the parties for the duration hereof or until changed by mutual



79. consent in writing by the signatories of this agreement. Any  
80. previously adopted policy, rule or regulation of the parties which  
81. is in direct conflict with a provision of this Agreement shall be  
82. superseded and replaced by this Agreement. Nothing in this Agreement  
83. which changes pre-existing policy, rules or regulations of the  
84. parties will operate retroactively unless expressly so stated.

ARTICLE III

Conditions of Employment

1. A. Vacancies and New Positions to be Posted

2. 1. Notice of vacancies and new positions shall be posted in each  
3. school. Said notice shall include the title of the position,  
4. job description, location and starting date. The Board is to  
5. provide the Association with job descriptions for newly created  
6. positions whenever said position is posted.
7. 2. Notices shall be posted for five (5) working days. Any member  
8. of the Association who may be interested in the position or  
9. positions must make written application to the Director of  
10. Personnel within that five (5) day period.
11. 3. Secretaries who have acquired experience, skill and ability  
12. (physical or otherwise) to do the work required in the job  
13. without training, shall be given consideration before an applicant  
14. outside the school system. All such applicants shall be considered  
15. and will be given a reply to their application and an interview.
16. 4. When two or more applicants from within the system are the finalists  
17. for a given position and are equally qualified, the applicant with  
18. seniority shall be recommended for appointment.

19. B. Transfer and Reassignment

20. 1. Secretaries desiring a transfer shall make a request in writing  
21. to the Director of Personnel. If there are no vacancies available  
22. at that time, consideration shall be given to the individuals  
23. requesting transfer when positions become available.
24. 2. In the event of an involuntary transfer, the secretary so trans-  
25. ferred shall be given consideration for open positions in the

26. system which she is qualified to perform at the time of transfer.

27. In the determination of the employee to be transferred involuntarily,

28. seniority within the system shall be considered, but shall not

29. constitute the sole criteria for determining who shall be transferred.

30. 3. The Director of Personnel shall discuss the transfer with the

31. person and shall make the final assignment in writing within two

32. weeks.

33. C. Probation: If, upon completion of a sixty (60) day probationary period,

34. a contract is issued, said contract shall be retroactive to first day

35. of employment.

36. D. Daily:Absence: In the event that a secretary or clerk is unable to

37. report for work, she shall normally call the answering service between

38. the hours of 3:00 p.m., the preceding day and one hour prior to the

39. time of reporting to work, and shall state the reason for her absence.

40. If coverage is needed, arrangements will be made by the principal/

41. supervisor. Answering service telephone number is 329-6226.

ARTICLE IV

Salary and Fringe Benefits

1. A. The salary ranges of all classifications covered by this Agreement are
2. set forth in Appendix "A".
3. B. Work Days
4. 1. Twelve month secretaries shall work two hundred and forty-three
5. (243) days per year less earned vacation as described in Appendix C,
6. Vacation Schedule.
7. 2. Ten month secretaries shall work two hundred and three (203) days per
8. year less earned vacation as described in Appendix C, Vacation Schedule.
9. 3. Secretaries shall submit a tentative work schedule to the building
10. administrator by July 1. Said administrator shall determine the final
11. schedule and notify the secretary by July 15. Any change in the
12. schedule must be made by mutual agreement between the secretary who
13. requests the change and the building administrator. A copy of this
14. work schedule for each secretary shall be forwarded to the Director
15. of Personnel by July 15 by the administrator.
16. C. Summer Hours: Secretaries shall work six (6) hours per day during the
17. summer months. (From the last day of school to the day after Labor Day),
18. Times to be established by each building administrator.
19. D. Overtime
20. 1. The regular work week shall be 36½ hours exclusive of lunch.
21. 2. When required by the building administrator, all hours beyond 36½ shall
22. be paid at a rate of 1½ times the hourly rate. Sundays and holidays to
23. be paid at 2½ times the hourly rate.
24. 3. Compensatory time in lieu of overtime may be taken in lieu of overtime
25. pay by mutual agreement of the building administrator and the secretary.
26. Said compensatory time, if requested by the secretary, shall be taken
27. at the rate of one (1) hour for each hour worked. However, if

28. required by the building administrator, compensatory time shall be  
29. granted at the rate of 1½ hours for each hour worked. Sundays and  
30. holidays 2½ times the hourly rate.

31. E. Previous Experience

32. 1. An employee transferred to a position in a higher salary category shall  
33. be placed on the same experience level held in the former position.

34. 2. An employee transferred to a position in a lower salary category  
35. shall retain the salary of the present position until such time  
36. as the proper place in the new category is achieved.

37. 3. A new employee shall be defined as a secretary who has had no prior  
38. secretarial experience whatsoever in the South Brunswick School System.  
39. The Director of Personnel shall determine salary after equating the  
40. type of experience in preceding positions with the requirements of  
41. the position in the school system.

42. 4. A secretary who has been previously employed by South Brunswick  
43. School System may return at step salary level which she attained  
44. upon resignation. This provision applies only to secretaries  
45. who resigned from the South Brunswick School System after  
46. June 30, 1974.

47. F. Insurance

48. 1. All insurance coverages provided by the Board for Teachers and  
49. other professional personnel will also be provided for all  
50. personnel included in this agreement.

51. 2. The Board shall provide to each secretary a description of  
52. Health Care Insurance coverage under this Article which shall

53. include the benefits of the plan.
54. 3. It is agreed that when a physical examination is required by the
55. Board, the Board will assume any and all expenses incurred,
56. even by own physician.
57. G. Leaves and Absences
58. 1. Sick Leave is hereby defined to mean absence from duty of any
59. secretary because of personal disability due to illness or
60. injury, or because he has been excluded from school by the
61. School District's Medical Authorities because of a contagious
62. disease or because of a quarantine for such a disease in his
63. immediate household. (18A:30-1)
64. A. Secretaries shall be allowed sick leave with full pay for
65. thirteen (13) days (12 month employees) and eleven (11) days
66. (10 month employees) in any year. All unused sick leave
67. shall be accumulative for additional sick leave as needed
68. in subsequent years.
69. 2. Absences During Working Day: Secretaries may not leave the
70. buildings in which they work during their assigned working day
71. (exclusive lunch) time without permission.
72. 3. Secretaries shall be entitled to two (2) days or four (4) half
73. days personal leave per year with pay. Personal Leave days shall
74. not be accumulative. (18A:30-7)
75. 4. Those secretaries called for jury duty shall be paid at their
76. regular rate less compensated fees for jury duty.
77. 5. The following sections of the Policy Manual to remain a part
78. of this contract as written: 4.7.14.3 - Health & Hardship Leave;
79. 4.7.14.4 - Maternity Leave; 4.7.14.5 - Military Leave.

80. 6. Other leaves of absences may be granted upon the recommendation  
81. of the Superintendent. A secretary returning from such leave  
82. shall be placed on the step salary level she would have attained  
83. had she remained in the school system.

84. H. Other Leave

85. 1. As of the beginning of the 1974-75 school year, a secretary  
86. shall be entitled to the following nonaccumulative leaves of  
87. absence with full pay each school year.

88. a. Two (2) days for all members of the Association to attend  
89. conferences and conventions of State and National Affiliated  
90. Organizations (NJEA, NJESA) at no loss of pay.

91. b. Time necessary for appearances in any legal proceeding  
92. connected with the secretary's employment or with the  
93. school system.

94. c. No salary deductions shall be made for absence when subpoenaed  
95. to be a witness in court.

96. d. Death-in-Family

97. 1. Three (3) days leave of absence with pay will be granted  
98. upon request when death occurs in the immediate family.  
99. Immediate family is defined to include husband, wife,  
100. father, mother, son, daughter, brother, sister, husband's  
101. parents and grandparents and wife's parents and  
102. grandparents.

103. 2. Two additional days of absence with pay may be granted  
104. upon approval by the Personnel Director for unusual and  
105. extenuating circumstances.

106.                   3.   One day's leave of absence with pay may be granted upon  
107.                   approval of the Personnel Director or his designee, to  
108.                   attend the funeral of a close relative or a close friend.
109.           e.   Leaves taken pursuant to Section 1 above shall be in addition  
110.           to any sick leave to which the employee is entitled.
111.           f.   All extensions or renewals of leaves shall be applied for  
112.           and granted in writing.
113.           2.   Religious Holidays: Leave without salary deduction shall be  
114.           granted to persons in this negotiating unit for obligatory religious  
115.           holidays over and above the personal leave allowance. (Board  
116.           Policy section 3.3.17.5 Adopted: July 12, 1961).
117.           3.   Professional Leave: The Superintendent may, upon the recommendation  
118.           of the building administrator, authorize absence of individual  
119.           employees for professional purposes with full pay and expenses not  
120.           to exceed five (5) school days in any school year in addition to  
121.           professional meetings scheduled on the school calendar (3.3.18)
122.    I.   Vacations
123.           1.   Twelve month secretaries with less than 12 months of service  
124.           resigning from the school district before July 1 shall not be  
125.           entitled to any paid vacation.
126.           2.   Ten month secretaries shall be entitled to eight (8) days paid  
127.           vacation annually only after having served at least ten (10) months.
128.           3.   Vacations which are earned by July 1 of any year may be taken at  
129.           any time thereafter by a mutually convenient arrangement with the  
130.           immediate supervisor.
131.           4.   Vacation time is earned as per Appendix "C" attached. Length of  
132.           service shall be computed from the first day of a secretary's



133. contract in this school district.
134. J. Holidays
135. 1. Agreed to list such days as July 4th, Labor Day, Thanksgiving Day,  
136. December 24th, Christmas Day, December 31st, New Year's Day,  
137. Martin Luther King's Birthday (January 15), Washington's Birthday  
138. (February 17), Memorial Day (Legal Holidays) remaining holidays  
139. with the approval of Supervisors.
140. 2. If a holiday falls during a secretary's vacation period, said  
141. holiday shall not be charged against her vacation days. Twelve  
142. month secretaries entitled to eighteen (18) paid holidays and ten  
143. month secretaries entitled to fifteen (15) paid holidays.
144. 3. In the event any of the holidays listed fall on a Saturday or  
145. Sunday, or if schools are officially open on any of these holidays,  
146. then secretaries shall be allowed compensatory time off.
147. K. When a Pay Day falls on or during a school holiday, vacation or weekend,  
148. ten and twelve month secretaries shall receive their pay checks on the  
149. last previous work day.
150. L. In elementary schools when the first secretary is not available during  
151. summer months and the second secretary performs the duties of the first  
152. secretary, she shall be paid on the first secretary scale for that  
153. period of time. Salary shall be proportionate to her position in the  
154. current salary range. However, in the event that the secretary must  
155. work during the summer to make the total number of days (less vacation),  
156. said days shall be paid at the regular contract rate.
157. M. On storm days, when school is officially closed, secretaries will not  
158. be required to report for duty.
159. N. Deductions From Salary

160. 1. The Board agrees to deduct from the salaries of its secretaries  
161. dues for the SBAES or NJAES, NJEA, NEA or any one or any combination  
162. of such associations as said secretary individually and voluntarily  
163. authorize the Board to deduct. Such deductions shall be made in  
164. compliance with Chapter 310, Public Laws of 1967 (NJSA 52:14-15.9e)  
165. and under rules established by the State Department of Education.  
166. Said monies together with records of any corrections shall be  
167. transmitted to the treasurer of the SBAES by the 15th of each month  
168. following the monthly pay period in which deductions were made. The  
169. Association treasurer shall disburse such monies to the appropriate  
170. association or associations. The Board will not be held responsible  
171. for disbursement of monies by said treasurer.
172. 2. Each of the associations named above shall certify to the Board,  
173. in writing, the current rate of its membership dues. Any association  
174. which shall change the rate of its membership dues shall give the  
175. Board written notice prior to the effective date of such change.

ARTICLE V

Grievance

1. A. Definition: A Grievance shall mean a complaint by a secretary
2. that there has been as to her a violation, misinterpretation, or
3. mis-application of an existing or new policy, an agreement, or an
4. Administrative decision, except that the term grievance shall not
5. apply to any matter as to which (a) a method of review is pre-
6. scribed by law or by any rule or regulation of the State Commissioner
7. of Education, or (b) the Board and/or Administrative officers are
8. without authority to act, or (c) a complaint of a non-tenure
9. secretary which arises by reason of her not being re-employed, or
10. (d) a complaint of any secretary represented by the Association in
11. a non-tenure position which arises solely by reason of her being
12. not employed or re-employed. In respect to exclusion c and d,
13. non-tenure secretaries are entitled to all other grievances as
14. defined above. As used in this definition, the term secretary
15. shall also mean a group of secretaries having the same grievance.
16. B. Rights of the Aggrieved: Any individual secretary represented by
17. the Association shall be ensured freedom from restraint, inter-
18. ference, coercion, discrimination, or reprisal in presenting her
19. appeal. She shall have the right to present her own appeal or to
20. designate a representative of the Association, or other persons of
21. her own choosing to appear with her at any step in the grievance
22. procedure. Whenever she chooses to have other persons to appear
23. with her, the Association will have the option of being present.

24. C. Grievance Notification: The Association shall be notified of all  
25. grievances in advance of any grievance meetings in which any  
26. secretaries represented by the Association are involved.

27. D. Procedure

28. 1. A secretary with a grievance shall first discuss it with her  
29. immediate supervisor within thirty (30) calendar days actual  
30. notification of new policy or the occurrence of a grievance  
31. with the object of resolving the matter informally.
32. 2. If, as a result of the discussion, the matter is not resolved  
33. to the satisfaction of the secretary within five (5) work  
34. days, she shall set forth her complaint in writing to her  
35. immediate supervisor. The supervisor shall communicate his  
36. decision to the secretary in writing within five (5) work  
37. days of receipt of the written complaint.
38. 3. The secretary may appeal the supervisor's decision to the  
39. Superintendent of Schools. The appeal to the Superintendent  
40. must be made in writing and must set forth the grounds upon  
41. which the grievance is based. The Superintendent shall  
42. request a report on the grievance from the supervisor, shall  
43. confer with the concerned parties, and, upon request, with  
44. the secretary or supervisor separately. He shall attempt to  
45. resolve the matter as quickly as possible, but within a  
46. period of ten (10) work days. The Superintendent shall  
47. communicate his decision in writing to the secretary and the  
48. supervisor.

49. D. Procedure (Con't)
50. 4. If the grievance is not resolved to the secretary's
51. satisfaction, she may request a review by the Board. The
52. request shall be submitted in writing through the Superintendent,
53. who shall attach all related correspondence and forward the
54. request to the Board. The Board shall review the grievance,
55. hold a hearing with the employee, and render a decision in
56. writing within ten (10) work days of receipt of the request.
57. 5. If the grievance is still not resolved to the satisfaction of
58. the aggrieved party, and the Grievance Committee of the
59. Association feels the grievance has merit, the grievance may
60. be submitted to PERC for arbitration by a written notice to
61. the Board within ten (10) work days following receipt of the
62. Board's decision.
63. 6. The arbitrator shall confer with the representatives of the
64. Board and the Grievance Committee and hold hearings promptly
65. and shall issue his decision not later than twenty (20)
66. calendar days from the close of the hearings, or if oral
67. hearings have been waived, then from the date the issues are
68. submitted to him. The arbitrator's decision shall be in
69. writing and shall set forth his findings of fact, reasoning
70. and conclusions on the issues submitted. The arbitrator shall
71. be without power or authority to make any decision which
72. requires the commission of an act prohibited by law or which
73. violates the terms of this agreement. The decision of the
74. arbitrator shall be submitted to the Board and the Association
75. and shall be final and binding on the parties.

76. D. Procedure (Con't)

77. 7. The costs for the services of the arbitrator, including per  
78. diem expenses, if any, and the actual and necessary travel,  
79. subsistence expenses and the cost of the hearing room shall  
80. be borne equally by the Board and the Association.

ARTICLE VI

Association Rights and Privileges

1. A. The Board agrees to furnish to the Association in response to
2. reasonable requests from time to time, available information in the
3. public domain.
4. B. Whenever any representative of the Association is required by the
5. Director of Personnel to participate during working hours in
6. negotiations, grievance proceedings, grievance conferences or
7. grievance meetings, he shall suffer no loss in pay.
8. C. The Association and its representatives may be permitted to use
9. school buildings, at reasonable hours, for meetings upon prior
10. notice and approval by the principal of the school in question.
11. D. The Association may be permitted to use school facilities and
12. office equipment upon prior notice and approval by the building
13. principal, at reasonable times, when such equipment is not
14. otherwise in use. The Association shall pay for the cost of all
15. materials and supplies incident to such use and for any repairs
16. necessitated as a result thereof.
17. E. The Association may be permitted the reasonable use of the inter-
18. school mail facilities and school mail boxes.
19. F. In the event that a secretary is required to confer with the Board, or
20. a committee of the Board, concerning any matter that could affect the
21. continuation of the secretary in her position or employment, or could
22. affect her terms and conditions of employment, then the secretary
23. shall be given at least five (5) days prior written notice stating the
24. reasons for such meeting and shall be entitled to have a representative
25. of the Association present to advise her during such a meeting.

ARTICLE VII

Miscellaneous Provisions

1. A. Policy Manual

2. The Board agrees to provide the Association with copy of Board Policy
3. no later than September 15, 1974. The Board shall provide the Associ-
4. ation President with updated changes whenever the changes become
5. effective.



ARTICLE VIII

Secretary Evaluation

1. A. All appraisals of the work performance of a secretary shall be conducted
2. openly and with full knowledge of the secretary. Formal evaluation
3. performed for the purpose of recommendation for retention or improvement
4. shall be conducted only by administrators. A secretary shall be given
5. a copy of any evaluation report prepared by her evaluator before any
6. conference to discuss it. No such report shall be submitted to the
7. central office or placed in the file without the secretary's knowledge and
8. signed agreement to do so. The secretary shall be required to sign
9. only the completed evaluation form indicating whether there is agreement
10. or disagreement.
11. B. A secretary shall have the right upon request to review the contents
12. of her personnel file in the presence of the Director of Personnel or
13. his designee.

ARTICLE IX

Duration

1. A. This Agreement constitutes Board Policy for the term of said Agreement,
2. and the Board shall carry out the commitments contained herein and give
3. them full force and effect as Board Policy.
4. B. If any provisions of this Agreement or any application of this Agreement
5. to any secretary or group of secretaries is held to be contrary to law,
6. then such provision or application shall not be deemed valid and subsis-
7. ting, except to the extent permitted by law, but all other provisions or
8. applications shall continue in full force and effect.
9. C. Any individual contract between the Board and an individual secretary,
10. heretofore or hereafter executed, shall be subject to and consistent
11. with the terms and conditions of this Agreement. If an individual
12. contract contains any language inconsistent with this Agreement, this
13. Agreement, during its duration, shall be controlling.
14. D. Copies of this Agreement shall be printed at the expense of the Board
15. after Agreement with the Association on format within thirty (30)
16. calendar days after the Agreement is signed. The Agreement shall be
17. presented to all secretaries now employed or hereafter employed in
18. positions leading to contracts.
19. E. Whenever any notice is required to be given by either of the parties
20. to this Agreement to the other, pursuant to the provisions of this
21. Agreement, either party shall do so by telegram or registered letter at
22. the following addresses:
23. 1. If by Association, to Board at New Road, Monmouth Junction, New
24. Jersey, 03852.

- 25. 2. If by Board, to the Association at Crossroads School, Georges Road,
- 26. Monmouth Junction, New Jersey, 08852.
- 27. F. The provisions of this Agreement shall be effective as of July 1, 1974
- 28. and shall remain in full force and effect until June 30, 1975, subject
- 29. to the right of the Board and Association to negotiate modification of
- 30. this Agreement.

The School District of South Brunswick

By David A. Daniels  
President, Board of Education

The South Brunswick Association of Educational Secretaries

By Alice Pedakis  
President, During Negotiations

By Alice Pedakis  
Current President

APPENDIX "A"

SALARY RANGE

CLASSIFICATION	TERM	MINIMUM	NEW EMPLOYEE MAXIMUM*	MAXIMUM
Clerk Typist . . . . .	12 mo. . . . .	\$5,565. . . . .	\$6,556. . . . .	\$8,024
Clerk Typist . . . . .	10 mo. . . . .	4,630. . . . .	5,462. . . . .	6,687
Second Secretary . . . . .	12 mo. . . . .	5,602. . . . .	6,604. . . . .	8,192
Second Secretary . . . . .	10 mo. . . . .	4,734. . . . .	5,502. . . . .	6,826
Ass't Bookkeeper . . . . .	12 mo. . . . .	5,828. . . . .	6,642. . . . .	9,035
First Secretary . . . . .	12 mo. . . . .	5,828. . . . .	6,642. . . . .	9,035
First Secretary . . . . .	10 mo. . . . .	4,857. . . . .	5,912. . . . .	7,530
Bookkeeper . . . . .	12 mo. . . . .	5,949. . . . .	7,250. . . . .	9,224
Senior Secretary . . . . .	12 mo. . . . .	5,949. . . . .	7,250. . . . .	9,224
Senior Secretary . . . . .	10 mo. . . . .	4,959. . . . .	6,042. . . . .	7,686
Adminis. Secretary . . . . .	12 mo. . . . .	6,061. . . . .	7,388. . . . .	9,398
Supt. Secretary . . . . .	12 mo. . . . .	6,300. . . . .	7,679. . . . .	9,767
Suprvng. Bookkeeper . . . . .	12 mo. . . . .	8,008. . . . .	9,285. . . . .	11,154

\* - Maximum of four years' experience credit shall be granted to new employees.

A. Above Salary Range reflects a 0.7% increase in the minimums and maximums and a 8.7% increase in the New Employee Maximums over the 1973-74 schedule.

7/1/74

APPENDIX "C"

VACATION SCHEDULE

INITIAL YEAR

New 12 and 10 month secretaries with less than one year's service shall be entitled to paid vacation for service performed prior to July 1st as per following schedule, provided they are employed in the District on July 1st.

<u>Months of Service Performed</u>	<u>12 Month Earned Paid Vacation Days</u>	<u>10 Month Earned Paid Vacation Days</u>
3 or less	None	None
4	3	3
5	4	4
6	5	5
7	6	6
8	6	6
9	7	7
10	8	8
11	9	---
12	10	---
1 - 4 Years	10 days	8 days
5 - 7 Years	15 days	12½ days
8 Years	16 days	13½ days
9 Years plus	17 days	14½ days

Note: Length of service shall be computed from the very first day of a Secretary's contract in this School District. (IV, J4)