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AGREEMENT

BETWEEN THE

SADDLE BROOK BOARD OF EDUCATION

AND THE

SADDLE BROOK CUSTODIANS ASSOCIATION

FOR THE

SCHOOL YEARS - 1989-90

1990-91

1991-92

SADDLE BROOK, N.J.

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PREAMBLE

This Agreement was reached as the result of Meetings between the Saddle Brook Board of Education and the Salary Committee of the Saddle Brook Custodians Association. The Saddle Brook Custodian's Association Ratified the Agreement on September 26, 1989 and it was adopted by the Saddle Brook Board of Education on October 11, 1989.

ARTICLE I

RECOGNITION

The Board of Education hereby recognizes the Saddle Brook Custodians Association as the exclusive and sole representative for collective negotiation concerning grievances and terms of conditions of employment for all custodial personnel, whether under contract; on leave, on a per diem basis, employed or to be employed by the Board including custodians, head custodians, maintenance men, utility men, matrons and any other future custodial positions created in this system.

ARTICLE II

GRIEVANCE PROCEDURE

Grievance procedure shall generally follow #4100 and #4200 of the Board of Education policy. See Reference Appendix "A". The individual employee shall have the right to appeal policy or administrative decisions setting precedent which policy or decisions it is felt affects the individual adversely. In presenting a personal grievance, the employee shall be assured of freedom for prejudicial action in presenting his appeal. The employee shall have the right to present a matter by himself or as part of the designated association to present such matter, appeal or grievance.

Any employee must first present his appeal or grievance to his immediate superior and if necessary continue his appeal in writing to the next person in line until reaching the School Business Administrator. The culmination of such appeal or grievance not satisfied at the highest administrative level will then revert to the Board of Education for final decision.

If a matter of general personnel policy consideration is requested by the Association it shall first be brought to the highest administrative level, the School Business Administrator, thence, if necessary to the Board of Education for final decision. The Board will meet with the aggrieved party within a reasonable time.

ARTICLE III

TENURE

After three (3) years of uninterrupted continuous service each employee shall be granted tenure by the Board of Education.

ARTICLE IV

V A C A T I O N S

Each employee shall be entitled to the following vacation with pay at the annual rate of pay such employee is receiving at the time the vacation is actually taken:

- 1) One (1) week vacation for less than One (1) year's employment.
- 2) Two (2) weeks vacation after One (1) full year's employment.
- 3) Three (3) weeks vacation after Six (6) year's employment.
- 4) Four (4) weeks vacation after Ten (10) year's employment.
- 5) Should a legal holiday fall during a vacation the employee is entitled to one (1) extra day of vacation.
- 6) Vacations must be scheduled on an orderly basis based on security as per the requirements of the system and complete vacation schedules must be in the School Business Administrator's hands by April of each year.

ARTICLE V

SICK LEAVE

Thirteen (13) days per year shall be allowed as sick leave for 12 month employees. However, no half days will be allowed.

Eleven (11) days per year shall be allowed as sick leave for 10 month employees. However, no half days will be allowed.

In accordance with State Law, all sick days are cumulative.

Each member of the custodial staff upon retirement from the Saddle Brook School System, shall be entitled to payment at his/her per diem rate for unused sick days at the rate of one for three days. The maximum paid under this provision shall be \$13,500 per retiree for 1989-90; \$14,000 in the 1990-91 year, and \$15,000 in the 1991-92 year.

In the event of the death of an employee during his/her employment with the district, the benefits under this article shall be paid to his/her estate.

ARTICLE VI

PERSONAL DAYS

Members of the custodial staff shall be granted leave with pay up to three days for personal emergencies each year. Three (3) personal days shall not require a reason for taking such a day. Such personal days shall be in accordance with the regulations covering all personnel.

Two members of the Custodial Association shall be granted the time off to attend the Teachers Convention, however, such members of the Custodians Association must attend such convention in order to be granted such time off.

For each personal day not utilized, an additional day shall be added to the accumulated sick leave.

ARTICLE VII

INSURANCE PROTECTION

The Board of Education will provide without cost to custodial employees (and family dependents, where applicable), the State Health Benefits Plan administered through the New Jersey Division of Pensions under the individual plan. This covers:

- 1) Blue Cross
- 2) Blue Shield
- 3) Rider "J"
- 4) Major Medical through Prudential Life Insurance

The Board of Education will also provide without cost to custodial employees (and family dependents where applicable), a Dental Insurance Plan.

The Board of Education will provide without cost to custodial employees (and family dependents where applicable) a \$1.00 co-pay full family prescription plan.

The Board of Education shall pay the medical insurance premium for retired employees and their families as permitted under the regulations of the State Health Benefits Plan, Chapter 88 P.L. 1974.

ARTICLE VIII

UNIFORMS

The Board of Education will continue to provide sets of uniforms to all members of the custodial staff for each school year - at no cost to such employee.

In addition, one (1) outside work jacket shall be supplied every three (3) years to each member of the maintenance and utility staff who work outside the school building during the winter months. The next year for this provision is during the 1991-92 school year.

Special protective uniforms will be provided by the Board should any member of the custodial staff be required to clean boilers. For the duration of this agreement the Board shall contract with an outside contractor to perform the boiler cleaning operation. Appropriate rain gear will be provided at each school for use by the custodial and maintenance staff.

ARTICLE IX

LICENSES

As before, the Board of Education will pay the cost of license fees for firemen's license required by the custodial staff.

ARTICLE X

GARBAGE COLLECTION

The Board of Education has contracted for the placing of containers, and the pickup and disposal of garbage by outside contractors.

ARTICLE XI

VACANCIES AND NEW POSITIONS

1. Notice of all vacancies in custodial positions shall be posted in each school by the School Business Administrator within five days of:

A) Receipt of letter of resignation.

B) Official Board action vacating a position or creating a new position within the school system.

2. Association members who are interested may then apply for such position according to the school protocol:

A) Five School days will be given in which to submit a letter of intent of interest.

B) All those who are interested will be considered by application.

C) Each applicant will be given the courtesy of a reply to his or her application or interview within a reasonable time.

1989-90

CUSTODIAL SERVICE SALARY GUIDE

<u>Step</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>
1	19,914	17,223	20,129	22,174	21,206
2	20,594	18,067	21,333	23,108	22,235
3	21,212	18,532	21,950	23,797	22,886
4	21,828	19,098	22,567	24,486	23,537
5	22,445	19,613	23,184	25,177	24,187
6	23,062	20,096	23,800	25,867	24,839
7	23,677	20,644	24,416	26,558	25,685
8	26,517	21,476	27,248	29,733	28,485

Guide A - Custodian (12 Month)

B - Custodian (10 Month)

C - Head Custodian (Elementary Schools)

D - Maintenance & Groundskeeper

E - Utility

Stipends - Head Custodian - High School - \$ 1,000
Skilled Maintenance - 600

Longevity - After 18 years - 1989-90
12 Month Employee - \$ 1,526
10 Month Employee - 1,272
After 21 years
12 Month Employee - 2,180
10 Month Employee - 1,817

1990-91

CUSTODIAL SERVICE SALARY GUIDE

Step	A	B	C	D	E
1	21,496	18,591	21,728	23,935	22,890
2	22,230	19,502	23,027	24,943	24,001
3	22,897	20,058	23,693	25,687	24,704
4	23,562	20,615	24,359	26,431	25,406
5	24,228	21,171	25,025	27,176	26,108
6	24,894	21,692	25,690	27,921	26,812
7	25,557	22,284	26,355	28,667	27,725
8	28,623	23,182	29,412	32,094	30,747

Guide A - Custodian (12 Month)
B - Custodian (10 Month)
C - Head Custodian (Elementary)
D - Maintenance & Groundskeeper
E - Utility

Stipends - Head Custodian - High School - \$ 1,000
Skilled Maintenance - 600

Longevity - After 18 years - 1990-91
12 Month Employee - \$ 1,668
10 Month Employee - 1,390
After 21 Years
12 Month Employee - 2,383
10 Month Employee - 1,986

1991-92

CUSTODIAL SERVICE SALARY GUIDE

Step	A	B	C	D	E
1	23,246	20,105	23,497	25,884	24,754
2	24,040	21,090	24,902	26,974	25,955
3	24,761	21,691	25,622	27,778	26,715
4	25,480	22,293	26,342	28,583	27,474
5	26,201	22,895	27,062	29,389	28,234
6	26,921	23,458	27,782	30,194	28,995
7	27,638	24,098	28,501	31,001	29,982
8	30,953	25,069	31,807	34,707	33,250

Guide A - Custodian (12 Month)

B - Custodian (10 Month)

C - Head Custodian (Elementary)

D - Maintenance & Groundskeeper

E - Utility

Stipends - Head Custodian - High School - \$1,000

Skilled Maintenance - 600

Longevity After 18 years - 1991-92

12 Month Employee - \$ 1,826

10 Month Employee - 1,522

After 21 Years

12 Month Employee - 2,609

10 Month Employee - 2,175

After 24 Years

12 Month Employee - 3,000

10 Month Employee - 2,500

The Board of Education
TOWNSHIP OF SADDLE BROOK
 Bergen County, New Jersey

Edmund J. Kotula
School Business Administrator

Administrative Offices
 Mayhill Street
 Saddle Brook, N.J. 07662
 Tel. 843-1142

1989-90 - HOLIDAY SCHEDULE

12 MONTH - CUSTODIAL STAFF

Approved June 30, 1989

DATE			DAY	HOLIDAY
JULY	3	1989	MONDAY	MONDAY BEFORE THE FOURTH (1)
JULY	4	1989	TUESDAY	FOURTH OF JULY (1)
SEPTEMBER	4	1989	MONDAY	LABOR DAY (1)
OCTOBER	9	1989	TUESDAY	YOM KIPPUR (1)
NOVEMBER	9-10	1989	THURSDAY & FRIDAY	NJEA CONVENTION (2)
NOVEMBER	23-24	1989	THURSDAY & FRIDAY	THANKSGIVING RECESS (2)
DECEMBER	25	1989	MONDAY	CHRISTMAS DAY (1)
DECEMBER	26	1989	TUESDAY	CHRISTMAS WEEK (1)
JANUARY	1	1990	MONDAY	NEW YEAR'S DAY (1)
FEBRUARY	16-19	1990	FRIDAY & MONDAY	PRESIDENT'S WEEKEND (2)
APRIL	13	1990	FRIDAY	GOOD FRIDAY (1)
APRIL	16	1990	MONDAY	EASTER MONDAY (1)
MAY	28	1990	MONDAY	MEMORIAL DAY (1)
				EMPLOYEE'S BIRTHDAY (1)

The Holiday Schedule for the school years 1990-91 & 1991-92 shall be developed after the school calendar is officially approved. The Custodial Association shall be contacted and a schedule shall be developed consisting of 17 holidays.

When there is a presidential election (every fourth year), an additional holiday will be granted for election day.

APPENDIX "A"

PROFESSIONAL AND
NON-PROFESSIONAL PERSONNEL

It is the purpose of this policy to provide "guide lines" of protocol by which all matters of mutual concern between the Board of Education and all professional and non-professional personnel in the entire school system can be discussed and determinations made, to the benefit of the individuals, the Board of Education, the school system, and the community of Saddle Brook.

The "Guide Lines" of protocol will be strictly adhered to by all concerned, in order that proper procedure be fair, free and open for exchange of ideas, complaints, or criticism, with the ultimate goal of developing a harmonious, efficient educational system exemplifying our democratic processes.

- 1.) The individual member of a professional or non-professional staff shall have the right to appeal policy or administrative decisions setting precedent, which policy or decisions it is felt effect the individual adversely. Such appeal must be made in the proper and dignified manner through administrative channels as outlined in organizational chart (Policy #4110 and #4210).
- 2.) In presenting a personal grievance, the individual shall be assured freedom from prejudicial action in presenting his appeal.
- 3.) The individual shall have the right to present a matter by himself, or to designate and be part of a representative group to present such a matter, appeal or grievance.
- 4.) As outlined in the staff organizational chart, any individual must first present his appeal or grievance to his immediate superior, and if necessary, continue the appeal in writing to the next person in line, until reaching the Superintendent of Schools or School Business Administrator. The culmination of such appeal or grievance not satisfied at the highest administrative level, will then revert to the Board of Education for final decision.
- 5.) If a matter of general personnel policy consideration is requested by any professional or non-professional group or association, it shall be first brought to the highest administrative level, the Superintendent of Schools, or School Business Administrator, thence, if necessary to the Board of Education for final decision. The Board will meet with the aggrieved party within a reasonable time.
- 6.) Before adoption, this policy or any future changes to it, are to be submitted to the Superintendent of Schools, the School Business Administrator, all administrative personnel and all other professional or non-professional personnel, through their established groups or association, for comment.

Adopted: October 11, 1989

1989-90

BOARD OF EDUCATION

President ----- Susan Syme
Vice President ----- Barbara Lumia
Patricia Brantner Lorraine Lowry
Florence Ficker Chris Mangano
Dennis Gerber Sebastian Salierno
Frank Verost
Superintendent of Schools ----- Albert Gorab
School Business Administrator ----- Edmund J. Kotula

1989-90

SADDLE BROOK CUSTODIANS ASSOCIATION

President ----- Carmen Longo

NEGOTIATIONS COMMITTEE (B.O.E.)

Susan Syme - Chairman
Patricia Brantner
Sebastian Salierno

NEGOTIATIONS COMMITTEE (Custodians)

Carmen Longo - President
Steve Stoffa - Vice President
Robert Klepar - Secretary

CUSTODIAL AGREEMENT

APPROVED:

DATE _____

President - Board of Education

DATE _____

Secretary - Board of Education

DATE _____

President - Custodial Association

DATE _____

Secretary - Custodial Association