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THIS BOOK DOES
NOT CIRCULATE

AGREEMENT

APPENDIX A

SALARY PROGRAM - 1972-73

BETWEEN THE

BRIDGEWATER-RARITAN REGIONAL BOARD OF EDUCATION

AND THE

BRIDGEWATER-RARITAN ASSOCIATION OF EDUCATIONAL SECRETARIES

JULY 1, 1972 - JUNE 30, 1973

APPENDIX A

SALARY PROGRAM, 1972-73

1. Hourly and Substitute Clerk-Typists

a. Minimum - \$2.15 per hour

Maximum - \$2.85 per hour

b. Hourly clerk-typists are to submit monthly time sheets. Time sheets are to be certified by the immediate supervisor and sent to the Personnel Office for processing to the Payroll Department.

2. <u>Work Week</u>	<u>Weeks Per Year</u>	<u>Hours Per Week</u> *	<u>Days Per Year</u>
12-month employees	52	37½	260
11-month employees	47.6	37½	238
10-month employees	43.2	37½	216

* 35 hours per week during Christmas and Easter vacations and from July 1 to September 1.

Regular working hours for full-time secretarial and clerical personnel are from 8:00 A.M. to 4:00 P.M. in the Elementary Schools, and 8:00 A.M. to 4:30 P.M. in the Intermediate, High Schools, and in the Administration Building, Monday through Friday, or 37½ hours per week.

3. Overtime

a. Overtime requires prior approval of the immediate supervisor and the Personnel Director. Overtime requests shall be received by the Personnel Director at least 24 hours in advance of the anticipated overtime. In cases of emergency the 24 hour notification shall be waived. The emergency shall be determined by the individual's superior in consultation with the Personnel Director.

b. Overtime after 8 hours per day - 40 hours per week, will be paid at one and one-half times hourly rate.

4. Holidays

Full-time contract employees are entitled to paid holidays as prescribed annually by the Board of Education. Hourly employees are not entitled to any paid holidays from September 1 through June 30.

5. Vacations

- a. Less than 6 months' service as of June 30 -- 0.
- b. 7 months -- 11 months' service as of June 30 -- 5-9 working days.
- c. One year of continuous full-time service as of June 30 --
 - (1) 12-month employees 10 working days
 - (2) 11-month employees 9 working days
 - (3) 10-month employees 8 working days
- d. Five years of continuous full-time service as of June 30 --
 - (1) 12-month employees 13 working days
 - (2) 11-month employees 12 working days
 - (3) 10-month employees 11 working days
- e. Six years of continuous full-time service as of June 30 --
 - (1) 12-month employees 14 working days
 - (2) 11-month employees 13 working days
 - (3) 10-month employees 12 working days
- f. Eight years of continuous full-time service as of June 30 --
 - (1) 12-month employees 15 working days
 - (2) 11-month employees 14 working days
 - (3) 10-month employees 13 working days
- g. Ten to sixteen years of continuous full-time service as of June 30 --
 - (1) 12-month employees 16-21 working days
 - (2) 11-month employees 15-20 working days
 - (3) 10-month employees 14-19 working days

Vacation schedule to be effective June 30, 1972.

6. Sick Leave

Full-time salaried and regularly scheduled hourly employees are entitled to sick leave as follows:

- a. (1) 12-month employees 14 working days
- (2) 11-month employees 13 working days
- (3) 10-month employees 12 working days
- b. Sick leave shall accumulate from year to year without limit. Annual accounting of sick leave days will be made to each employee as early in the school year as possible, but, in no event, later than Dec. 31, 1972.

7. Leaves of Absence

- a. Excused absences may be granted for any of the following reasons, up to a maximum of four (4) days per year:
 - (1) Marriage in the immediate family
 - (2) Graduation exercises of the employee or his children
 - (3) Required appearance in court involving no moral turpitude on the part of the employee
 - (4) Secretaries shall be granted two (2) temporary leave days without specifying the reason if they deem it to be of a personal nature.

All leaves of absence referred to in this section are subject to the following conditions:

- 1. At least twenty-four (24) hours' notice shall be given in requesting a personal day through the immediate supervisor.
- 2. Personal days will not be granted the day immediately preceding or following a vacation or holiday, except for court appearances, and do not accumulate from year to year.
- b. One (1) day may be granted upon request to the office of the Personnel Director for the purpose of skill improvement.

8. Emergency Leave

Emergency leave, which cannot accumulate, is possible for three (3) to five (5) days for critical illness or death in the immediate family.

- a. Critical illness means illness which the attending physician considers sufficiently serious to require the employee's presence at the bedside.
- b. Immediate family means husband, wife, children, and any other members of the same home; father and mother; brothers and sisters; grandfather and grandmother; father-in-law and mother-in-law.

9. Emergency Closing

All salaried employees are expected to work on snow days and shall promptly report their arrival to the Personnel Office.

10. Health Care Coverage

The Board of Education agrees that for the 1972-73 school year it will provide individual and full family health-care insurance coverage for all secretaries in the defined unit through the New Jersey Public and School Employee Benefits Program which shall include:

1. Blue Cross
2. Blue Shield
3. Major Medical
4. Rider J

11. Health Care - Retirement

The Board shall provide for continuance of health-care insurance after retirement on the terms detailed in the master policies and contracts agreed upon by the Board and the Association insofar as the insurer accepts retirees under the terms of the existing plan. The retiree shall be responsible for all premium costs involved and will pay these directly to the insurer.

12. Deduction for Dues

The Board agrees to deduct from the salaries of its secretaries, dues for the Bridgewater-Raritan Association of Educational Secretaries, associate membership to the New Jersey Education Association, or any one or any combination of such Associations as said secretaries individually and voluntarily authorize the Board to deduct. Such deductions shall be made in compliance with Chapter 310, Public Laws of 1967 (NJSA 52:14-15.9e) and under rules established by the State Department of Education. Said monies together with records of any corrections shall be transmitted to the treasurer of the Bridgewater-Raritan Association of Educational Secretaries by the 15th of each month following monthly pay period in which deductions were made. The Association treasurer shall disburse such monies to the appropriate association or associations. Secretary authorizations shall be in writing on the form provided by the Board of Education.

13. Credit for Previous Experience

Credit on the salary guide shall be given as follows:

- a. Upon employment, credit for previous secretarial and clerical experience outside the district will be given at the discretion of the Personnel Director.
- b. Hourly and substitute clerk-typists who may be placed under contract shall receive credit for up to six (6) months for each year of part-time experience in the district up to a maximum of three (3) years.

14. Posting of Vacancies

Announcement of each secretarial or clerical opening in the District will be posted in each office by the Personnel Office.

15. Handbook

Other conditions of employment will be enumerated in the handbook for non-instructional personnel. This handbook will be prepared as soon as possible following the signing of the Agreement.

16. Workshops and Seminars

The Board and the Association recognize the value of further training; and the Board, upon request in writing, will pay expenses for attending workshops, adult school courses and seminars related to the individual's assignment if maximum amount for all members of the unit shall be \$200.00.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by the proper officers and their seals to be affixed hereto on this _____ day of July, 1972.

ATTEST:

BRIDGEWATER-RARITAN REGIONAL BOARD
OF EDUCATION

Secretary

By _____
President

ATTEST:

BRIDGEWATER-RARITAN ASSOCIATION
OF EDUCATIONAL SECRETARIES

Secretary

By _____
President

SALARY RANGE - SECRETARIAL AND CLERICAL STAFF
1972-73

CLASSIFICATION	MINIMUM	MAXIMUM	EARNED INCREMENTS	STEPS
SECRETARY I				
12 months	\$5,760	\$8,185	3 @ \$325 3 @ \$350 1 @ \$400	8
11 months	5,256	7,478	3 @ 296 3 @ 321 1 @ 371	8
SECRETARY II				
12 months	5,610	7,860	3 @ 300 3 @ 325 1 @ 375	8
11 months	5,120	7,181	3 @ 273 3 @ 298 1 @ 348	8
10 months	4,684	6,577	3 @ 249 3 @ 274 1 @ 324	8
SECRETARY III				
12 months	5,510	7,585	3 @ 275 3 @ 300 1 @ 350	8
11 months	5,028	6,928	3 @ 250 3 @ 275 1 @ 325	8
STENOGRAPHER				
12 months	4,910	6,810	3 @ 250 3 @ 275 1 @ 325	8
11 months	4,483	6,222	3 @ 227 3 @ 252 1 @ 302	8
10 months	4,102	5,708	3 @ 208 3 @ 233 1 @ 283	8
CLERK-TYPIST				
12 months	4,610	6,335	3 @ 225 3 @ 250 1 @ 300	8
11 months	4,209	5,794	3 @ 205 3 @ 230 1 @ 280	8
10 months	3,853	5,312	3 @ 187 3 @ 212 1 @ 262	8
Hourly Rate	\$2.15	\$2.85	0.10	8

6/15/72