

~~Records Conversion~~  
Records Conversion for Penns Neck Regional Secretaries Association and the  
Penns Grove-Upper Penns Neck Regional Board of Education

1974-1975

I. RECOGNITION

1. The Secretaries' Association will be recognized as the sole bargaining agency for the Secretaries and Clerks of the Penns Grove-Upper Penns Neck Regional School District.

II. SALARIES

1. Salaries shall be negotiated yearly.

III. WORK DAY

1. The work day will be an eight (8) hour working day with either a 45-minute or a 60-minute lunch period. Starting time will be determined for each Secretary by the Administrator at the work location with the approval of the Superintendent.
2. Any hours worked beyond the approved hours for the individual Secretary involved shall be considered overtime and shall be paid at one and one-half the hourly rate based on the individual secretary's place on the current salary guide.
3. When released time of 1/2 day or more is granted a secretary, a substitute shall be called.

IV. LUNCH PERIODS

1. In emergencies a secretary may elect to take released time in lieu of the regularly scheduled lunch hour. Under normal circumstances secretaries will have lunch periods scheduled to insure full coverage of office assignments.

V. HOLIDAYS

1. Secretaries shall not be regularly scheduled for work assignments on the following days:  
All days schools are closed for legal holidays  
The day after Thanksgiving Day  
All days between Christmas Day and New Year's Day
2. In emergencies, with the approval of the Superintendent, Secretaries may be called in for essential assignments to be compensated by released time or additional pay.

VI. EARLY CLOSING DAYS

1. On early closing days the dismissal time for Secretaries shall be determined by the Superintendent.

*Passaic County*

## VII. GRIEVANCE PROCEDURE

### A. Definitions

1. A "grievance" is a claim by an employee, (employee or a representative of employee) based upon the interpretation, application, or violation of this agreement, policy, or administrative decisions affecting them.
2. A grievance to be considered under this procedure must be initiated within 30 calendar days of its occurrence and be signed by all parties in interest at the initial or beginning level.

### B. Procedure

1. Any employee who has a grievance shall discuss it first with his immediate superior in an attempt to resolve the matter at that level.
2. If the matter is not resolved within 7 days after such discussion the employee shall set forth the grievance in writing to his immediate superior.
3. If the grievance is not resolved within 7 days after such written statement is delivered, the employee may appeal to the Superintendent of Schools in writing.
4. If the person is not satisfied with the resolution of the grievance by the Superintendent then the grievance shall be submitted to the Board of Education within seven (7) days of receipt of decision of the Superintendent and the Board shall render a decision in writing in 20 calendar days after the submission of grievance.

## VIII. VACATIONS

1. All 12 month secretaries employed prior to July 1, 1973 shall receive 4 weeks vacation. All 12 month secretaries employed after July 1, 1973 shall receive vacation on the following schedule:

Service up to 1 year	1 week
1 year to 5 years	2 weeks
6 years to 10 years	3 weeks
over 10 years	4 weeks

Service to be counted to July 1 of each year.

2. If a 10 month employee employed before July 1, 1973 transfers to a 12 month position they shall receive 4 weeks vacation.

## IX. CALLING SUBSTITUTES

1. The assignment of securing substitutes for absences before the school day begins shall remain the responsibility of administrators subject to a negotiated agreement for compensation for such services.

## X. TEMPORARY LEAVES OF ABSENCE

1. Sick leave - 12 days per year - cumulative  
Business Days - 2 per year  
Funeral Days - Immediate family - 4 consecutive calendar days starting on the day following the death.  
1 day for another relative

XI. HEALTH INSURANCE

1. The Board will provide 100% dependency coverage, where applicable.

XII. TERMS OF EMPLOYMENT

1. 12 Month Secretaries - July 1 to June 30
2. 10 Month Secretaries employment to be set by the Building Administrator with the approval of the Superintendent but not to exceed 10 calendar months.
3. No credit shall be given for previous experience of any kind.

XIII. EVALUATION

1. The Board reserves the right to evaluate Secretaries

XIV. TRANSFERS

1. In case of openings in district schools priority should be given to present employees. The employee transferred to such position shall remain on years of service scale.

- XV. This Agreement shall be effective as of July 1, 1974 and continue in effect until a new negotiated agreement is requested by either party.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their respective representatives.

BOARD OF EDUCATION

Willy M. Brennan  
Robert L. Hayes

SECRETARIES ASSOCIATION

Eileen Mc Mahon  
Martha Laudet

SECRETARIAL  
SALARY SCHEDULE

1974-1975

<u>Yrs. of Service</u>	<u>10 Months</u>	<u>H.S., M.S., S.S. Business Office Clerk/Secretary</u>	<u>Adm. Office</u>
1	4525	5385	6125
2	4725	5625	6325
3	4925	5865	6525
4	5125	6105	6725
5	5325	6345	6925
6	5525	6585	7125
7	5725	6825	7325
8	5925	7065	7525
9	6125	7305	7725
10	6325	7545	7925
11	6525	7785	8125
12	6725	8025	8325
13	6925	8265	8525
14	7125	8465	8725
15	7225	8565	8825
20	7325	8665	8925
25	7425	8765	9025
30	7525	8865	9125

AGREEMENT

BETWEEN

P. G. - U. P. N. Bd. of Ed.  
160 W. MAIN ST.  
PENNS GROVE, N. J. 08069

Penns Grove-Upper Penns Neck Regional Secretaries Association and the  
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