

**CONTRACT**

**between**

**MARLBORO TOWNSHIP HEAD CUSTODIANS**

**and**

**MARLBORO TOWNSHIP BOARD OF EDUCATION**

**JULY 1, 2010 THROUGH JUNE 30, 2013**

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**PREAMBLE**

This Agreement, entered into the 15<sup>th</sup> day of June, 2010, by and between **THE BOARD OF EDUCATION OF THE TOWNSHIP OF MARLBORO**, Monmouth County, New Jersey, hereinafter called the "**BOARD**", and

**MARLBORO TOWNSHIP HEAD CUSTODIANS**, c/o Michael MacDonald, Marlboro Middle School, Marlboro, New Jersey, hereinafter called "**EMPLOYEES**";

**WITNESSETH:**

**WHEREAS**, the Board has an obligation, pursuant to Chapter 303, Public Laws of 1968, as amended, to negotiate with "Employees" as the representative of the employees hereinafter designated with respect to the terms and conditions of employment; and

**WHEREAS**, the parties have reached certain understandings which they desire to reduce in writing;

**NOW, THEREFORE**, the parties hereto do agree as follows:

**ARTICLE I**  
**RECOGNITION**

The Board recognizes M.T.H.C. as the sole and exclusive bargaining agent for the purpose of establishing wages, hours and other conditions of employment for all full-time Head Custodians, the Night Custodial Supervisor and the Maintenance Supervisor employed by the Marlboro Township Board of Education.

For the purposes of this paragraph, a full-time employee shall include only those persons who work at least twenty (20) hours per week on a regular basis.

**ARTICLE II**  
**GRIEVANCE PROCEDURE**

**A. DEFINITIONS**

1. A "grievance" is a complaint by which an employee or employees in the bargaining unit and his or their representative may appeal the interpretation, application or violation of policies, agreements and administrative decisions affecting him or them, except that the term "grievance" shall not apply to:
  - (a.) Any matter for which a method of review is prescribed by law or which by law is exclusively within the discretion of the Board.
  - (b.) Any rule or regulation of the State Department of Education or

the State Commissioner of Education having the force and effect of law.

- (c.) Any matter which according to law is beyond the scope of Board Authority.

**B. PRINCIPLES**

1. A grievance to be considered under this procedure shall be presented by the grievant not later than ten (10) working days after the occurrence of the grievance, or within ten (10) working days from the date on which the grievant should reasonably have known of its occurrence. The number of days allotted at each step of the grievance procedure is to be considered as a maximum time limit. Every attempt should be made to resolve grievances as quickly as possible.
2. A grievant may present and process his grievance personally or through an appropriate representative. In either event, the grievant shall be personally present at all steps of the grievance procedure. Should a grievant want to process his grievance personally or through an appropriate representative of his own choosing, he may do so; however, the majority unit shall be so notified and shall have the right to have its own representative present.
3. No reprisals shall be taken by the Board or Administration against any participant because he utilizes the grievance procedure.
4. Should a grievance result from action taken by the Board of Education, the Superintendent or the Board Secretary/Business Administrator, a grievant may present his grievance initially at the appropriate corresponding step of the grievance procedure.

**C. PROCEDURE:**

1. **STEP ONE:**

The employee, with his shop steward, shall take up the grievance or dispute with the Supervisor of Buildings and Grounds within ten (10) working days of its occurrence or within ten (10) working days from the date on which the grievant should reasonably have known of its occurrence. The Supervisor of Buildings and Grounds should respond to the grievance within five (5) working days of the grievance hearing.

2. **STEP TWO:**

If the employee is not satisfied with the first step answer, he may, within five (5) working days, present the grievance to the Business Administrator or designee, who shall promptly schedule a second step hearing, and shall render his decision within five (5) working days of the hearing.

3. **STEP THREE:**

If the employee is not satisfied with the second step answer, he may, within five (5) working days, present the grievance to the Superintendent of Schools, who shall schedule a third step hearing within ten (10) working days. At this hearing, in addition to the Union Steward, the grievant may be represented by the Local Union President. The Superintendent shall render his decision within five (5) working days of the grievance hearing.

4. **STEP FOUR:**

If the employee is not satisfied with the third step answer, he may, within five (5) working days, present the grievance to the Board of Education or a Committee thereof, which shall schedule a grievance hearing within fifteen (15) working days of receipt of the grievance. At this step, the employee may be represented by Counsel in addition to the shop steward and M.T.H.C. President. The Board of Education shall render its decision within five (5) working days of the date of the grievance hearing.

5. **STEP FIVE:**

(a.) In the event the grievant is dissatisfied with the determination of the Board of Education aforesaid, and in the further event that the grievance involves the interpretation or application of this contract, the matter may be submitted to arbitration. A request for arbitration shall be made in writing no later than fifteen (15) working days following the determination of the Board. Failure to request arbitration within said period of time shall constitute an absolute bar to such arbitration unless the Board of Education and the M.T.H.C. shall mutually agree upon a longer time within which to assert such a demand.

(b.) The arbitrator shall have no power or authority to add to, subtract from, change or modify any of the terms of this agreement.

(c.) Within ten (10) working days after the M.T.H.C. shall have delivered the written request for arbitration, the Board and the M.T.H.C. shall attempt to agree upon a mutually acceptable arbitrator and shall obtain a commitment from said arbitrator to serve. If the parties are unable to agree upon an arbitrator or to obtain such a commitment within the specified time period, a request for a list of arbitrators shall be made to the Public Employment Relations Commission and the parties shall abide by the procedures of the Commission for the selection of an arbitrator.

(d.) The arbitrator so selected shall confer with the representatives of the Board and the M.T.H.C. and shall hold hearings promptly, and he shall issue his decision not later than twenty (20) calendar days from

the close of hearings, or if oral hearing has been waived, then from the date that the final statements and proofs are submitted to him. The arbitrator's decision shall be in writing and shall set forth his findings of fact, reasoning and conclusions on the issue submitted. The decision of the arbitrator shall be submitted to the Board and the Union and shall be advisory only.

- (e.) The costs for the services of the arbitrator including per diem expenses, if any, and the cost of the hearing room, if any, shall be borne equally. Any other expenses incurred shall be paid by the party incurring such expense.

**D. MISCELLANEOUS**

1. Forms for filing grievances, serving notices, taking appeals, making reports and recommendations and other necessary documents shall be prepared jointly by the Board and the M.T.H.C. and given appropriate distribution so as to facilitate operation of the grievance procedure.
2. All meetings and hearings under this procedure shall not be conducted in public and shall include only such parties in interest and their designated or selected representative, heretofore referred to in this Article.
3. All documents, communications and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any of the participants.

**E. REPRESENTATION FEE**

1. If an employee does not become a member of the unit during any membership year which is covered in whole or in part by this Agreement, said employee will be required to pay a representation fee to the Association for that membership year or the applicable portion thereof. The purpose of this fee is to offset the employee's per capita cost of services rendered by the Association as majority representative.
2. (a) Prior to the deduction of the representation fee by the employer through payroll deductions in any membership year, the local Association Representative will certify to the Board, in writing, that the Association has met the requirements of N.J.A.C. 19:17-3.1. et seq. Such certification shall provide that:
  - (1) The Association has provided each non-member with a statement of expenditures for the Association's most recently completed fiscal year.
  - (2) The Association has established a Demand and Return System in compliance with law.
  - (3) The Association has provided to each non-member a copy of the

Demand and Return System, along with instructions for use.

- (4) The Association has established and notified each non-member of a financial account to escrow portions of representation fees which are reasonably in dispute.
  - (5) The Association has notified each non-member of the amount of the representation fee and the schedule for its collection.
2. (b) The Association shall also provide to the Board, prior to the deduction of representation fees, a copy of the Demand and Return System.  
  
(c) The Board will provide the Association with the names of all eligible Association members.
3. Except as otherwise provided in this Article, the mechanics for the deductions of representation fees and the transmission of such fees to the Association will, as nearly as possible, be the same as those used for the deduction and transmission of regular membership dues to the Association.
  4. The Association shall indemnify and hold the employer harmless against any and all claims, demands, suits and other forms of liability, including liability for reasonable counsel fees and other legal costs and expenses that may arise out of, or by reason of, any action taken or not taken by the employer in conformance with this article.

### **ARTICLE III VACANCIES**

Vacancies in higher paying positions will be posted by the employer in each building of the school system. The posting shall be made at least ten (10) calendar days before the vacancy is filled.

The posting shall list the place and the time within which application must be made.

### **ARTICLE IV WORK WEEK AND HOURS OF EMPLOYMENT**

- A. The normal bargaining unit work week shall consist of five (5) consecutive days.
- B. The normal bargaining unit work day shall consist of eight (8) consecutive hours interrupted only by an unpaid lunch period of thirty (30) minutes.
- C. 1. Work performed by an employee beyond eight (8) hours in any normal work day shall be paid for at one and one-half (1 1/2) times that employee's regular rate of pay. The exception to this is the additional time required for those affected employees to begin work prior to their regular start time for the



Before School Care program, which will be performed at no expense to the District.

2. Any work performed by an employee on a Sunday for use of building only, shall be paid for at one and one-half (1 ½) times that employee's regular rate of pay.
- D.
1. Any work performed by an employee on a day designated in this agreement as a holiday shall be compensated for at two (2) times his regular rate. In addition to the pay for hours worked on the holiday, the employee shall receive his holiday pay.
  2. Any work performed by an employee in the bargaining unit on a Sunday for other than building use shall be paid for at two (2) times his regular rate.
  3. Any employee who is called in to work hours outside of his regular tour of duty is entitled to receive pay for a minimum of three (3) hours.
  4. The normal work week for employees employed as of the date of the execution of this agreement shall be Monday through Friday inclusive.
  5. Where overtime opportunities exist, the employer shall first offer the overtime work to employees in the building involved.
  6. On those days when the entire school system is closed on account of inclement weather, all employees shall work eight (8) hours including a paid thirty (30) minute lunch period.
  7. Employees are assigned weekend and holiday inspection duty on a rotating basis by the Supervisor of Buildings and Grounds. Any deviation from that schedule must be approved by the Supervisor of Buildings and Grounds or his designee. The employee will be compensated for five and one-half (5 1/2) hours for said tour of duty plus mileage from his residence to the school district and return and within the school district itself. Inspections shall be completed as per procedure established by the Supervisor of Buildings and Grounds for that purpose. Employees conducting building checks which fall on a holiday shall be paid time and one-half, provided that the aggregate number of holidays does not exceed fifteen (15) days each year. Employees shall otherwise receive straight time pay for all other weekend inspections.
  8. An employee shall be paid an extra days straight pay in each leap year when leap year day (February 29) falls on a regular workday.

**ARTICLE V**  
**HOLIDAYS**

- A. The Board of Education agrees to grant to all employees fifteen (15) holidays; one of which shall be December 24th. The holidays will be established by the Board and the schedule shall be given to all employees as soon as the schedule is established.
- B. In the event that a paid holiday falls within the vacation period of an employee, the employee shall be entitled to an additional day of vacation.
- C. In order to be eligible for holiday pay, an employee in the Bargaining Unit must work on the scheduled work day immediately preceding and immediately following the holiday, unless sick or reasonably excused.

**ARTICLE VI**  
**LEAVES OF ABSENCE**

All employees shall be eligible for the following leaves of absence:

**A. SICK LEAVE**

- 1. Sick Leave is defined to mean the absence from his or her post of duty, of any such person because of personal disability due to illness or personal injury, or because he or she has been excluded from school by the school district's medical authorities because of a contagious disease in his or her immediate household.
- 2. All employees employed as of July 1st of that school year are entitled to fourteen (14) sick leave days each school year as of the first official day of said year, whether or not they report for duty on that day. All new employees starting after July 15th of the respective school year shall be entitled to a pro-ratio of the annual fourteen (14) sick days for the first year based on the number of months remaining in that school year. Unused sick leave days shall be accumulated from year to year with no maximum limit.
- 3. Each employee shall be given a written accounting of his or her accumulated sick leave days available no later than September 30th of each school year.
- 4. In case of more than three (3) consecutive days absence, a physician's certificate shall be filed with the Supervisor of Buildings and Grounds in order to be eligible for any sick leave pay.
- 5. In order to be eligible for sick leave pay, the employee involved shall notify the Supervisor of Buildings and Grounds at least two (2) hours prior to the start of his normal tour of duty unless the cause of the absence does not

occur until less than two (2) hours. In the latter situation, the employee shall give as much notice as is possible under the circumstances.

6. Whenever any employee is absent from his or her post of duty as a result of a personal injury caused by an accident arising out of and in the course of his employment, he or she shall be paid the full salary or wages for the period of such absence for up to one (1) calendar year without having such absence charged to the annual sick leave or the accumulated sick leave. Salary or wage payments shall be made for absence during the waiting period and during the period the employee received or was eligible to receive a temporary disability benefit under Chapter 15 of Title 34 of the Revised Statutes. Any amount of salary or wages paid or payable to the employee pursuant to this section shall be reduced by the amount of any workman's compensation award made for temporary disability. During this period, the employee shall not accrue vacation or sick benefits except for a month during which he worked more than half the work days in that month.
7. Nothing contained herein shall limit, prohibit or otherwise restrain the Board of Education from granting additional sick leave over and above the minimum sick leave defined.

**B. MATERNITY LEAVE**

1. The Board shall grant leaves of absence for medical reasons associated with pregnancy and birth to pregnant employees on the same terms and conditions governing leaves of absence for other illness or medical disabilities, as set forth in N.J.S.A. 18A:30-1 et. seq. and the rules, regulations and policy statements and this agreement.
2. It is recognized that an employee's maternity leave application involves both a disability phase and child care phase. The disability phase is that period of time, both pre-natal and post-natal, during which a physician certifies inability to work. The child care phase is that period of time selected by the employee which follows the disability phase during which time the employee voluntarily suspends her career to care for the newborn child.
  - (a). **Disability Phase:** Any employee seeking a leave of absence on the basis of medical reasons associated with pregnancy or birth shall apply to the Board of Education. At that time of application, which shall be made upon ninety (90) days' notice to the Board, the employee shall specify in writing the date on which she wishes to commence leave and the date on which she wishes to return to work after the birth. The Board shall require any employee to produce a certificate from a physician in support of the requested leave dates. Where medical opinion is supportive of the leave dates requested, such request shall be granted by the Board. It is understood that the

disability period as certified jointly by the employee's and Board's physicians may be treated as compensable sick leave time at the option of the employee.

- (b). **Child Care Phase:** Where the requested leave dates are beyond the period of disability associated with pregnancy and is for child care purposes as defined above, the employee shall be granted, at her discretion, a leave for the balance of the school year in which the birth occurred. Any further extensions of child care leave shall be discretionary with the Board of Education.

The Board need not grant or extend the leave of absence of any employee beyond the end of the contract school year in which the leave is obtained.

3. An employee returning from pregnancy leave of absence shall be entitled to all benefits to which employees returning from other types of sick or disability leave would be entitled.

**C. PERSONAL LEAVE**

1. The provisions for personal leave at full pay stated below shall be for one (1) year and unused days shall not be accumulative for use in another year, but shall be converted to sick leave as stated in subsection five of this section.
2. Bereavement leave shall be allowed to bargaining unit members in accordance with the following schedule:
  - a. For the death of a parent, step-parent, child, step-child, brother, sister, grandparent, grandchild, spouse, parent of spouse, son-in-law, daughter-in-law, or person who at the time of death resided in the same household as the employee and with whom the employee had a close relationship, an allowance of up to seven (7) consecutive calendar days leave shall be granted in case of absence because of death in the immediate family as defined above. The days taken pursuant to this provision must be consecutive commencing on the day after the death unless, at the sole discretion of the Superintendent, another arrangement is approved.
  - b. For grandparent-in-law, aunt, uncle, nephew, niece, sister-in-law or brother-in-law, one (1) day per incident.

An employee claiming the leave shall verify compliance on a form designed by the Superintendent of Schools.

3. An allowance of up to three (3) days leave shall be granted for personal matters other than stated above. Personal days shall be prorated for any

employee hired after July 1st. Written requests shall be submitted for approval five (5) work days in advance of date requested through the employee's immediate supervisor to the Superintendent of Schools. The five (5) work day notice requirement shall be waived in emergent matters. This allowance with prior approval may be granted for any of the following reasons:

- a. Court Subpoena
- b. Marriage of employee or marriage in the immediate family
- c. Recognition of a Religious Holiday
- d. Personal business which cannot be handled outside of school hours. The application form for leave made pursuant to this subsection shall not require the employee to specify the nature of the personal business, but shall simply require the employee to indicate that the leave is being applied for pursuant to this sub-section.
- e. Any other emergency or urgent reason approved by the Superintendent.

- 4. Personal leave days shall not be granted before or after holiday periods or on the first or last day of school or on a Monday or a Friday except in cases of emergency as approved by the Superintendent of Schools. Personal leave days requested for a Monday or a Friday will be granted only for a court subpoena, marriage, religious holiday or urgent reason approved by the Superintendent of Schools. One of the three (3) personal days shall not be subject to the Monday or Friday restrictions.
- 5. Unused personal days shall be converted to sick days in the following manner:

PERSONAL DAYS USED	SICK DAY CREDIT
0	3
1	2
2	1

- 6. All benefits to which an employee was entitled at the time he went on a Board approved leave of absence, including unused accumulated sick leave, shall be restored to him upon his return.

**D. RETIREMENT BENEFITS**

**1. Payment of Accumulated Sick Leave**

- A. Any employee retiring after twelve (12) years of continuous service as a Head Custodian or combined continuous district service in any position covered by this contract or in any position covered by an

agreement between the Board of Education and the Marlboro Township Head Custodians (MTHC) shall receive payment for accumulated sick leave at the time of retirement as follows:

Days 1 - 50	\$30.00 per day
Days 51 - 200	\$40.00 per day
Maximum payment shall not exceed \$7,500.00	

Retirement is defined to mean being eligible for, applying for, and immediately receiving PERS pension payments upon leaving the district.

- B. The employee shall apply for this benefit no later than December 1 in the year prior to the work year in which the employee shall retire. Payment shall be made at the beginning of the next budget year. If said notice is not provided, payment will not be made until the beginning of the following budget year.

#### **ARTICLE VII** **VACATIONS**

- A. The eligibility of any employee for vacation benefits shall be determined as of July 1st of each year.
- B. Vacations shall accrue on the basis of one (1) day of paid vacation for each full calendar month worked for the Board of Education up to a maximum of ten (10) vacation days, except as hereinafter provided. Said vacation days must be taken during the period beginning when school closes to the Monday before Labor Day, except as authorized by the Supervisor of Buildings and Grounds or his designee.
- C. After an employee has been employed for five (5) full years in the school district, that employee shall be eligible for fifteen (15) days vacation with pay.
- D. After an employee has been employed for ten (10) full years in the school district, that employee shall accumulate one (1) additional vacation day for each full year of employment in excess of ten (10) years, until said employee shall have been employed for fifteen (15) full years in the school district, at which time said employee shall be eligible for twenty (20) days vacation with pay.
- E. An employee who is entitled to fifteen (15) days vacation or more may be permitted to take any vacation over ten (10) days at a time other than specified above, provided the scheduling is arranged with the approval of the Immediate Supervisor. It is specifically understood, however, that no vacation may be scheduled during the Spring Recess or Winter Recess scheduled by the Board of Education without the approval of the Business Administrator.

- F. Where an employee voluntarily terminates employment, the Board of Education shall have the option of giving that employee time off in lieu of cash for accrued vacation time.
- G. Up to three (3) unused vacation days may be carried forward from one year to the next, provided the employee seeks approval from the Supervisor of Buildings and Grounds no later than May 31st each year.

**ARTICLE VIII**  
**HEALTH BENEFITS & SALARIES**

- A. Employees shall work at least thirty (30) hours per week to be eligible for health, dental or prescription coverage as set forth below.
- B. Employees hired after July 1, 2002, shall receive employee benefits only for the first three (3) consecutive years of employment. The Board shall contribute a maximum of fifteen (15%) toward the cost of dependent coverage during the first (3) years of employment. Upon completion of three (3) consecutive years of employment, the employee shall be eligible for dependent coverage, if applicable, at Board expense, pursuant to the provisions of this Article.
- C. **Health Insurance**  
The district health plan shall be with the New Jersey School Employees Health Benefit Plan and will follow all rules and regulations as set forth in the plan.
- D. **Dental Insurance**  
The Board of Education shall fund a family dental plan except as limited by the provisions of this Article. Effective July 1, 2010 the annual benefit will increase to \$2,000 per person and \$2,000 for lifetime orthodontic benefits. The maximum exposure to the Board shall be equal to the annual premium in effect at June 30, 2013. The Board reserves the right to change the carrier so long as the benefit level is equivalent to the current program in effect at the time that the contract is ratified.
- E. **Prescription Insurance**  
The Board of Education agrees to pay one hundred percent (100%) of the cost for each employee who subscribes to the group prescription plan. It is understood that the benefit covers the employee's dependents pursuant to the provisions of this Article. The district prescription plan shall be with the New Jersey School Employees Health Benefit Plan and will follow all rules and regulations as set forth in the plan.
- F. **Employee Contribution**  
Per P.L. 2010 Chapter 2, all employees will contribute towards the cost of health benefits as per law.

All deductions shall be made in equal monthly installments through payroll deduction.

The Board of Education shall maintain an IRS 125 Plan.

**G. Opt Out Provision**

Effective July 1, 2007, an employee who waives his/her right to receive Employee only health benefits he/she had been receiving, inclusive of the prescription drug plan but exclusive of dental coverage, shall receive an annual taxable cash waiver payment of twelve hundred dollars (\$1,200.00).

Effective July 1, 2007, an employee who waives his/her right to receive the dependent health benefits he/she had been receiving, inclusive of the prescription drug plan but exclusive of dental coverage, shall receive an annual taxable cash waiver payment of twenty-five hundred dollars (\$2,500.00).

In order to receive payment as set forth above, an employee must elect and apply each year to opt-out for that entire plan year during the annual open enrollment period. The employee must also submit written documentation of other continuous, ongoing health benefits coverage twice each year, once in order to opt out during the open enrollment period and once again no later than the December 10 following the annual opt-out decision.

Proof of coverage can be in the form of a letter from the employer of the employee's spouse, or covered person's employer, or a letter from the other insurance plan verifying that the employee is covered as a subscriber or dependent under his/her coverage. Copies of or presentation of other insurance member identification cards will not be accepted as proof of coverage.

Upon proper and timely submission of this documentation, payment shall be made in two equal installments: 50% no later than the December 15 following the annual open enrollment submission date, and the remaining 50% no later than the June 15 following the December 10 submission date.

A new employee hired after the beginning of the work year (July 1) may choose at the time of hiring to opt out of health benefits coverage for the remainder of that plan year provided that the employee submits written documentation of other continuous, ongoing health benefits coverage as described above. Payment to the employee shall be prorated accordingly.

Nothing contained herein shall prevent the employee from re-instating coverage due to a qualifying event as defined by the insurance company, if alternate coverage is no longer available. Should this occur, the annual cash payment shall be pro-rated.

Payment shall only be made if in accordance with law.



## H. **Salary**

1. An annual salary increment of six hundred dollars (\$600.00) shall be afforded all staff upon conclusion of seven (7) full school years in this school district. The salary adjustment will be effective the July 1<sup>st</sup> succeeding the completion of the seven (7) years of service.
2. An annual salary increment of eight hundred dollars (\$800.00) shall be afforded all staff upon conclusion of fifteen (15) full school years in this school district. The salary adjustment will be effective the July 1<sup>st</sup> succeeding the completion of the fifteen (15) years of service.
3. An annual salary increment of twelve hundred dollars (\$1,200.00) shall be afforded all staff upon conclusion of twenty-two (22) full school years in this school district. The salary adjustment will be effective the July 1<sup>st</sup> succeeding the completion of the twenty-two (22) years of service.
4. An annual salary increment of eighteen hundred dollars (\$1,800.00) shall be afforded all staff upon conclusion of thirty (30) full school years in this school district. The salary adjustment will be effective the July 1<sup>st</sup> succeeding the completion of the thirty (30) years of service.
5. At its discretion, the Board of Education, upon the recommendation of the Superintendent of Schools, shall set the salary of a new hire.

## **ARTICLE IX** **BLACK SEAL LICENSE**

A Head Custodian must possess a Black Seal License. The Board shall reimburse the employee for the three (3) year renewal fee.

## **ARTICLE X** **UNIFORMS**

1. The Board of Education shall supply annually to all employees the following:
  - two (2) pairs of pants
  - two (2) short sleeve shirts
  - two (2) long sleeve shirts

It shall be understood that the uniform shall be required to be worn by all employees while they are on duty.

2. In addition to the above, every two (2) years, the Board shall supply at their expense, the employee's choice of either a jacket or insulated coveralls to all employees in the bargaining unit.
3. The Board will reimburse each employee up to one hundred dollars (\$100.00) annually toward the cost of safety shoes for each employee, provided

documentation of purchase, with voucher, is submitted to the business administrator and provided safety shoes meet specifications as determined by the Supervisor of Buildings and Grounds.

**ARTICLE XI**  
**TUITION**

All employees taking job-related courses at the recommendation of the Supervisor of Buildings and Grounds and approved by the Business Administrator shall be reimbursed for tuition and mileage. The amount of reimbursement shall be agreed upon in advance between the employee and the Business Administrator.

**ARTICLE XII**  
**MANAGEMENT RIGHTS**

The employees recognize the administration rights, duties and authority to manage and control the employees of the Board pursuant to the authority conferred on it by the State of New Jersey, and all the applicable local, state and federal laws. The Board retains and reserves all rights of management and control of the employees of the Board not otherwise limited by this Agreement.

**ARTICLE XIII**  
**DISCHARGE**

Employees may be suspended or discharged only for just cause. The question of the propriety of the suspension or discharge may be taken to advisory arbitration and such grievance shall be commenced at Step Three.

**ARTICLE XIV**  
**USE OF SCHOOL BUILDINGS**

The Association and its representatives shall have the privilege of using school buildings at reasonable hours for meetings, provided they make application through normal channels.

**ARTICLE XV**  
**COMPLETE AGREEMENT AND WAIVER OF BARGAINING**

This agreement is the entire agreement of the parties, terminating all prior agreements and practices except those incorporated in the Board Policy Book and concluding all Collective Bargaining during the term of the agreement. The Employees waive the right to bargain with respect to any subject or matter referred to or covered in the agreement, or to any subject or matter not specifically referred to or covered in this agreement even though it may not have been in the knowledge or contemplation of the parties at the time this agreement was negotiated.

**ARTICLE XVI**  
**DURATION OF AGREEMENT**

This Agreement shall become effective as of July 1, 2010, and shall continue in effect until June 30, 2013.

This Agreement shall not be extended orally, and it is expressly agreed that it shall expire on its expiration date.

**IN WITNESS WHEREOF**, the employees have caused these presents to be signed by its authorized officers and the Board has caused these presents to be signed by its President, attested by its Secretary, and its seal to be affixed on the day and date first above written.

**SALARY RANGES**

**DAY HEAD CUSTODIANS**

	2010 - 2011	2011 - 2012	2012 - 2013
<b>MINIMUM</b>	\$66,179	\$67,833	\$69,529
<b>MAXIMUM</b>	\$71,185	\$72,965	\$74,789

**NIGHT CUSTODIAL SUPERVISOR**

2010 - 2011	2011 - 2012	2012 - 2013
\$53,837	\$55,183	\$56,562

**MAINTENANCE FOREMAN**

2010 - 2011	2011 - 2012	2012 - 2013
\$73,031	\$74,857	\$76,728

MARLBORO TOWNSHIP BOARD OF EDUCATION:

By: Terry S. Spilken  
TERRY SPILKEN, President

ATTEST:

Cindy Barr-Rague  
CINDY BARR-RAGUE, School Business Administrator/Board Secretary

MARLBORO TOWNSHIP HEAD CUSTODIANS:

By: Michael Macdonald  
MICHAEL MACDONALD, President

ATTEST:

James Higley  
JAMES HIGLEY, Vice-President