

# AGREEMENT

*Between*

BOARD OF EDUCATION OF THE VOCATIONAL SCHOOLS IN THE  
COUNTY OF MIDDLESEX, NEW JERSEY

*and*

MIDDLESEX COUNTY VOCATIONAL HIGH SCHOOL  
EMPLOYEES ASSOCIATION

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July 1, 1993 - June 30, 1996

**TABLE OF CONTENTS**

	PREAMBLE . . . . .	1
I	RECOGNITION . . . . .	1
II	HOURS OF WORK . . . . .	2
III	HOLIDAYS . . . . .	4
IV	VACATIONS . . . . .	5
V	SICK LEAVE . . . . .	6
VI	DEATH IN THE FAMILY . . . . .	7
VII	COURT OR MILITARY ORDERS . . . . .	8
VIII	PERSONAL LEAVE . . . . .	8
IX	SENIORITY AND PERMANENT EMPLOYEE SECURITY . . . . .	9
X	WORK CLOTHES . . . . .	11
XI	BULLETIN BOARDS . . . . .	12
XII	NONDISCRIMINATION . . . . .	12
XIII	MAINTENANCE OF EXISTING CONDITIONS . . . . .	12
XIV	GRIEVANCE PROCEDURE . . . . .	13
XV	RIGHT OF VISITATION . . . . .	17
XVI	WAGES . . . . .	18
XVII	LONGEVITY . . . . .	19
XVIII	HEALTH CARE BENEFITS . . . . .	19
XIX	DEFECTIVE EQUIPMENT . . . . .	20
XX	NEW CLASSIFICATIONS AND WORK OUT OF CLASSIFICATION . . . . .	20
XXI	REPRESENTATION FEE . . . . .	21
XXII	TERM OF AGREEMENT . . . . .	21
	SCHEDULE "A" . . . . .	23

**PREAMBLE**

This Agreement made and entered into this 14 day of July 1994, by and between the BOARD OF EDUCATION OF THE VOCATIONAL SCHOOLS IN THE COUNTY OF MIDDLESEX, NEW JERSEY, hereinafter known and designated as the "Employer", and the MIDDLESEX COUNTY VOCATIONAL HIGH SCHOOL EMPLOYEES ASSOCIATION, hereinafter known and designated as the "Association".

**WITNESSETH:**

WHEREAS it is the purpose of this Agreement to prescribe the legitimate rights of those custodial and maintenance employees working in the schools who are members of the Association and to provide orderly and peaceful procedures for presenting employee grievances and procedures, and to protect the rights of the public, employees, and the Employer, and pursuant to N.J.S.A. 34:13A:1 *et seq.* and applicable School Laws, Title 18A;

NOW, THEREFORE, it is agreed as follows:

**ARTICLE I**

**RECOGNITION**

**Section 1.**

The Employer hereby recognizes the Association as the representative of the custodial and maintenance employees of the Board of Education of the Middlesex County Vocational Schools, who have elected to be represented by the Association for the purpose of presenting and making known to the Employer their proposals for wages, hours of work, conditions of employment, and grievance procedures.

**Section 2.**

It is further provided that any individual employee shall have the right at any time to present a personal grievance or proposal. Any employee who is a member of the Association shall have the right to have an Association representative present at the employee's request.

**Section 3.**

The Employer agrees to deduct the initiation fee and/or dues from the wages of each employee who is a member of the Association and to forthwith remit the same to the Association office.

Section 4.

The Association agrees to file a dues deduction authorization form with the Employer for each employee prior to such deductions.

Section 5.

The Association shall consult with the Administration in connection with the planning of one additional day of in-service training per year to address custodian and maintenance job concerns and to improve such employees' job performance.

**ARTICLE II**

**HOURS OF WORK**

Section 1.

The normal hours of work shall be eight (8) hours per day, forty (40) hours per week, Monday through Friday.

If required to work on Saturday, the employee shall be granted a minimum of four (4) hours work or pay at time and one-half (1-1/2).

If required to work on a Sunday, the employee shall be guaranteed a minimum of four (4) hours work or pay at double (2) time.

If an employee's regular eight (8) hour shift extends past 12:00 A.M. midnight on Saturday, the employee will be paid for any hours worked on Sunday at double time. The minimum guarantee for Sunday work shall not apply in such instances.

The shifts will normally fall in the following brackets:

Shift #1 - Between 6:00 A.M. and 5:00 P.M.

Shift #2 - Between 2:00 P.M. and 1:00 A.M.

Shift #3 - Between 10:00 P.M. and 9:00 A.M.

Every reasonable effort will be made to staff shifts so that, except in case of emergency, one individual does not work alone for more than two (2) hours when no other Board or outside contractor personnel is present in the building.

Rotating shifts will be optional depending on the wishes of the majority of personnel assigned to a building. A determination to rotate or not may be made once each school year for a term of no less than one (1) year.

#### Section 2.

A paid lunch period of thirty (30) minutes is allowed for each employee working a full shift, day or evening. Unit members shall be permitted two fifteen (15) minute coffee breaks daily, one in the morning and one in the afternoon.

#### Section 3.

When an employee is required to work beyond a normal shift the employee shall receive time and one-half (1-1/2) for all time worked.

If an employee is called in for emergency work, the employee shall be guaranteed four (4) hours work or pay at time and one-half (1-1/2). An employee called in for emergency work shall have the time computed from the time the employee received the call to work, up to a maximum of one-half (1/2) hour of travel time.

#### Section 4.

If an employee works longer than the normal shift, the employee is allowed a second paid thirty (30) minute lunch period, provided the time span includes the time when the employee would normally eat a second meal that day. Whenever the employee was unprepared for such an event, the Employer shall pay for the second meal, to a maximum of \$4.00 as of July 1, 1993.

#### Section 5.

An employee assigned to check the building when it is closed, such as on Saturdays, Sundays, and legal holidays, shall be paid a minimum of two (2) hours at time and one-half (1-1/2).

One (1) additional hour at time and one-half (1-1/2) will be added for the East Brunswick school for the purpose of attending to extra duties involving the horticulture building.

Section 6.

The shift premiums, as of July 1, 1994, will be as follows:

- 2nd Shift: \$.51 per hour;
- 3rd Shift: \$.67 per hour.

Every effort shall be made to pay the shift differentials for employees assigned to shifts on a full-time basis in their regular pay checks.

**ARTICLE III**

**HOLIDAYS**

Section 1.

Employees shall receive the official legal holidays provided under State law. They are:

- |                  |                        |
|------------------|------------------------|
| July 4           | New Year's Day         |
| Labor Day        | Martin Luther King Day |
| Columbus Day     | Lincoln's Birthday     |
| Election Day     | Washington's Birthday  |
| Veterans Day     | Good Friday            |
| Thanksgiving Day | Memorial Day           |
| Christmas Day    |                        |

The day after Thanksgiving Day and Easter Monday shall be additional paid days off. Employees in the bargaining unit shall be given one (1) additional holiday, Yom Kippur, provided school is closed for that holiday. If an employee is required to work on these days, it shall be treated like Saturday work; See Article II, Sec. 1.

If an employee is required to work on any of the legal holidays, the employee shall be guaranteed a minimum of four (4) hours work or pay at double time, in addition to receiving his regular pay for such holiday.

Holidays covered by this section which fall on Saturday will be considered, for payroll purposes, to be observed on the previous Friday. Holidays covered by this section which fall on Sunday will be considered, for payroll purposes, to be observed on the following Monday.

Section 2.

In the event a legal holiday named in Article II, Sec. 1 falls during an employee's vacation period, such employee shall receive an additional day's vacation.

**ARTICLE IV**

**VACATIONS**

Section 1.

Up to one (1) year of service - each employee shall receive one (1) vacation day with pay for each full month of service, up to a maximum of ten (10) vacation days.

Employees shall receive vacation with pay based on years of service in accordance with the following vacation table:

1 year to 5 years of service	10 days
5 years to 10 years of service	15 days
Over 10 years of service	20 days

If a regular pay day falls within the employee's vacation period the employee shall be given a pay check prior to going on vacation.

Vacations may be taken at any time during the year, if requested at least one (1) month in advance and approved by the Superintendent of Schools.

Section 2.

All vacations shall be taken consistent with school needs. Employees in each building shall pick vacations in order of seniority. The initial posting shall be in two week periods, and subsequent postings shall be in one week periods. The employee may pick less than a full posted period, without losing the days not used, which days shall continue as part of his vacation allotment until used in a subsequent pick. A subsequent vacation pick may be joined with a prior pick if such a time period is available at the time the subsequent vacation is chosen.

Section 3.

Any employee eligible for a vacation, whose employment has been terminated for any reason whatsoever, shall nevertheless receive a pro-rated vacation, or equivalent pay.

Section 4.

Vacation time may not be accumulated beyond the school year.

**ARTICLE V**

**SICK LEAVE**

Section 1.

Sick leave is hereby defined to mean the absence of any employee from his or her post of duty because of personal disability due to illness or injury, or because the employee has been excluded from school by the school district's medical authorities on account of a contagious disease or of being quarantined for such a disease on the employee's immediate household. [Reference: N.J.S.A. 18A:30-1]

Section 2.

During each school year [July 1 through June 30] one (1) sick leave day shall be allowed without loss of pay for each full month of employment.

Section 3.

If an employee does not use the entitled sick leave days in one (1) school year, the employee shall be allowed to accumulate all of the unused portion without limit. [Reference: N.J.S.A. 18A:30-3]

Section 4.

Accumulated sick leave shall be reckoned from the date on which the employee was first employed by the Employer. If an employee leaves and is re-employed by the Employer, the employee's accumulated sick leave shall be reckoned from the date of re-employment.



Section 5.

All employees absent due to illness shall fill out a form furnished by the Employer stating the dates and nature of the illness or injury. The Employer may, at its discretion, require an employee to furnish a physician's certificate of illness or injury. [Reference: N.J.S.A. 18A:30-4]

Section 6.

Sick leave time may not be used for any purpose other than personal illness.

Section 7.

Each employee will receive supplemental retirement compensation, upon retirement from a State administered Pension Fund on or after July 1, 1992, following service for the number of years required by such pension fund to qualify for retirement benefits, in the amount of \$40.00 for each accumulated sick day credited to the employee as of the date of retirement. Written notification of such retirement must be provided by December 1 of the year preceding the year of retirement to receive this payment upon retirement. If such notice is not provided by December 1 of the preceding year, the Board may postpone payment to the following year.

Section 8.

The benefit provided for in Section 8 of this Article shall be paid to the estate of any employee who dies while employed in the District, provided that the employee was otherwise eligible and entitled to receive the benefit under the terms of Section 8. above. Such payment will be made within a reasonable period following the furnishing of appropriate proof of death to the Board.

ARTICLE VI

DEATH IN THE FAMILY

Section 1. Death in the Immediate Family:

In case of death in the immediate family, the employee shall be entitled to a maximum of four (4) consecutive paid days' absence without loss of pay, provided that not more than two (2) unpaid days intervene, and provided that one (1) of these four (4) days includes the day of the death or day of the funeral. The immediate family is defined as spouse, parents, brother, sister, child, grandparents, grandchild, mother-in-law, father-in-law, or any member of the family living in the same household.

Employees shall be entitled to two (2) days' paid absence for death of a brother-in-law or sister-in-law.

## **ARTICLE VII**

### **COURT OR MILITARY ORDERS**

#### **Section 1.**

There shall be no loss of pay due to absence caused by compliance with a court subpoena for business directly related to school activities or jury duty or selective service or military directive when compliance is mandatory and must be carried out during working hours. This does not include induction into the military service or the meeting of military training requirements.

## **ARTICLE VIII**

### **PERSONAL LEAVE**

#### **Section 1.**

Three (3) personal days without stated reasons for absence will be granted with proper notice to the proper supervisor. It is intended that these days will be available as a reserve for genuine emergencies.

#### **Section 2.**

Unused personal days shall be converted to accumulated sick leave days, and treated as such.

#### **Section 3.**

Any excused absence beyond the three (3) days without stated reasons covered by this Article shall result in loss of pay at the substitute hourly rate whether a substitute is employed or not.

#### **Section 4.**

Requests for absences covered in this Article shall be made in writing as far in advance as possible.

## ARTICLE IX

### SENIORITY AND PERMANENT EMPLOYEE SECURITY

#### Section 1.a.

Employees promoted to a higher classification shall be considered on a trial basis for a period of ninety (90) days from the effective date of the reclassification.

If the performance of the employee is evaluated as unsatisfactory, a position in the former classification will be offered to the employee at the employee's former salary rate.

Evaluations made during the trial period will be discussed with the employee.

#### Section 1b.

Newly hired employees shall be considered on a trial basis for a period of ninety (90) days from the date of beginning work. Such employees may be terminated any time during said period, without recourse whatsoever.

#### Section 2..

Upon completion of trial period, such employee's seniority shall be effective as of the original date of employment.

#### Section 3..

Seniority shall mean length of continuous service with the Employer within job classification.

#### Section 4..

In the event of layoff, seniority shall prevail, unless the employee is discharged for cause. It shall be the Employer's policy to place promotions on the basis of an employee's ability, fitness and seniority. It is the intention of the Employer to fill vacancies from within the job classification before hiring new employees, provided employees are available with the necessary qualifications and ability to fill the vacancy in the judgment of the Superintendent of Schools. Any dispute arising under this Section shall be subject to the grievance procedure through Level Three only.

Section 5.

The President and Grievance Chairperson shall have top seniority while serving in such capacities, and after periods of service shall have a normal seniority status with respect to layoff and recall.

Section 6.

An employee shall lose all seniority rights for any one or more of the following reasons:

- (a) Voluntary resignation.
- (b) Discharge for just cause.
- (c) Failure to return to work within five (5) working days after being recalled by registered or certified mail, return receipt requested, unless due to actual illness or accident. The Employer may require substantiating proof of illness or accident.

Section 7.

Notice of all job vacancies in job categories covered by this Contract shall be posted in the schools.

Section 8.

The Employer, upon recalling, shall do so in the inverse order of layoff. The Employer shall recall the last employee laid off, providing however, that such employee has the qualifications for the position for which the employee is recalled. Under no circumstances shall the Employer hire from the open market while employees on the recall list qualified to perform the duties of the vacant position are ready, willing, and able to be re-employed. The last employee laid off from a position will be the first recalled to that position.

Section 9.

An employee recalled and reinstated to a former position shall receive the current rate of pay for the position.

Section 10.

Any notice of re-employment to an employee who has been laid off shall be made by registered or certified mail to the last known address of such laid off employee.

Section 11.

New employees must hold or obtain at least a Boiler-Fireman Low Pressure (Black Seal) License, within one (1) year of date of employment or be terminated unless extenuating circumstances prevail.

Section 12.

Transfers of employees to another school by the Employer shall be made by inverse seniority. Opportunity of employee to return, if wished, after six (6) months can be made if seniority of employee is greater than at least one (1) employee at former school.

**ARTICLE X**

**WORK CLOTHES**

Section 1.

The Employer shall provide employees covered by this Contract with the following at no cost to them:

- a. Two (2) pairs of safety work shoes per year. Safety shoes are required to be worn by all employees while working. Maximum cost of each pair of shoes will be \$53.00, as of July 1, 1993.
- b. Three (3) work uniforms per year including shirt and trousers. Uniforms are required to be worn, without alteration of their appearance, by all employees while on duty. Violation of this requirement will subject the employee to disciplinary action.
- c. Four (4) pairs of work gloves per year.

The Employer shall provide one (1) pair of approved safety glasses to each maintenance mechanic whose work requires the use of such glasses. The maximum cost to the Employer, as of July 1, 1990, shall not exceed \$41.00 per pair of glasses. The Employer shall designate the company from which the glasses are to be purchased.

Section 2.

The Employer will provide a new winter jacket to each employee at a cost not to exceed \$53.00, as of July 1, 1990. Said jacket will be provided as soon as practicable.

Section 3.

Wet weather clothing: hat, slickers, and boots shall be provided for those employees required to work outside in bad weather.

The Employer will provide up to a total of six (6) pairs of soil protective garments for employees in the bargaining unit. The garments will be replaced by the Employer when they become unusable.

**ARTICLE XI**

**BULLETIN BOARDS**

Bulletin boards will be made available in each school to the Association and the Employer for the purpose of posting Association notices relating to meetings, dues, entertainment, health and safety, job openings, rollover, vacations, the school calendar as soon as Board approved, a calendar of school events requiring custodial/maintenance coverage as soon as the event is scheduled, and general Association activities.

**ARTICLE XII**

**NONDISCRIMINATION**

The Employer agrees not to discriminate against an employee because of an employee's activities as a member of the Association. There shall be no discrimination against any employee because of sex, race, age, color, religious creed, national origin, political affiliation, citizenship, or Association affiliation.

**ARTICLE XIII**

**MAINTENANCE OF EXISTING CONDITIONS**

No clause in this Agreement shall be understood to imply any lowering of the working conditions heretofore existing in the schools. This Section shall not apply to any subject matter covered by this Agreement.

**ARTICLE XIV**  
**GRIEVANCE PROCEDURE**

**Section 1.**

It is hereby agreed that the Employer has the right to discharge for just cause. The employer agrees to advise the Association of any such discharge and the reason therefor at the time of such action. Any employee is entitled to represent himself or to be represented by a designee of his choice at any step in the grievance procedure.

**Section 2.**

**A. Definitions:**

1. A "grievance" is a claim by an employee or the Association based upon the interpretation, application, or violation of this Agreement, Board policies or administrative decisions and practices affecting an employee or a group of employees. The term "grievance" shall not include or apply to any matter: (a) which is a complaint of a non-tenure employee arising by reason of his or her not being re-employed; or (b) which is a complaint by any employee occasioned by appointment to, lack of appointment to, retention in or lack of retention in, any position for which tenure is not required.
2. An "aggrieved person" is the person or persons or the Association making the claim.
3. A "party in interest" is the person or persons making the claim and any person including the Association or the Board, who might be required to take action or against whom action might be taken in order to resolve the claim.

**B. Purpose:**

1. This procedure is to secure, at the lowest possible level, equitable solutions to the problems which may from time to time arise affecting the terms and conditions of employment of employees. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedures.
2. Nothing herein contained shall be construed as limiting the right of any employee having a grievance to discuss the matter informally with any appropriate member of the administration, and having the grievance adjusted without intervention of the Association, provided the adjustment is not inconsistent with the terms of this Agreement.

3. The number of days permitted for responses or appeals to the next level shall not be considered as merely procedural, but shall be deemed of the essence. Any grievance shall be considered settled on the basis of the last answer of the Board or its representative if not appealed to the next step within the time limits set forth herein. If no response is given by the representative of the Board within the time specified, the grievance shall automatically be moved to the next level. The time limits may be extended by written agreement between the parties.

C. Procedure:

1. Level One:

- a. An employee with a grievance shall first discuss it with his or her principal or immediate superior, either directly or through the Association's designated representative, with the objective of resolving the matter informally.
- b. A grievance under Level One must be initiated within twenty (20) school days after the occurrence of the facts of the grievance, and/or the grievance shall be deemed to be settled and the right to further processing under this procedure waived.

2. Level Two:

- a. If the aggrieved person is not satisfied with the disposition of his or her grievance at Level One; or, if no decision has been rendered within five (5) school days after presentation of the grievance, he or she may file the grievance in writing with the Association's designated representative. Within five (5) school days after receiving the written grievance the Association's designated representative may refer it to the Superintendent of Schools.
- b. The submission to the Superintendent shall contain a statement setting forth:
  - (i) The nature of the grievance.
  - (ii) The nature and extent of the loss, injury or inconvenience, and the remedy requested.
  - (iii) The results of previous discussions.
  - (iv) The stated dissatisfaction with the decision previously rendered.
  - (v) Documents and information relevant to the grievance which are then within the custody of the Association.



3. Level Three:

- a. If the aggrieved person is not satisfied with the disposition of his or her grievance at Level Two, or if no decision has been reached within fifteen (15) school days after the grievance was delivered to the Superintendent, he or she may, within five (5) school days after a decision by the Superintendent or fifteen (15) school days after the grievance was delivered to the Superintendent, whichever is sooner, request in writing that the Association's designated representative submit his or her grievance to the Board of Education.

The request shall be submitted in writing through the Superintendent, who shall attach all related correspondence and forward the request to the Board. The Board shall review the grievance, at its option, hold a hearing with the employee, and render a decision in writing within ten (10) school days of receipt of the request.

- b. Within a reasonable length of time but not later than the date of the next regular meeting of the Board, if possible, the Board and the Association's designated representative shall attempt to reach a mutually acceptable settlement.
- c. A claim shall only be processed beyond Level Three if such a claim does pertain to the interpretation, application, or violation of this Agreement.

4. Level Four:

- a. If the grievance is not resolved to the satisfaction of the aggrieved party, and the Grievance Committee of the Association feels the grievance has merit, and if the grievance pertains exclusively to alleged misinterpretation, inequitable application or violation of any of the provisions of this Agreement, the grievance may be submitted to the Public Employment Relations Commission for arbitration by a written notice to the Board within ten (10) school days following receipt of the Board's decision.
- b. The decision of the arbitrator shall be in writing and shall set forth his or her findings of fact, reasoning and conclusions on the issues submitted. The arbitrator shall be without power or authority to make any decision which requires the commission of an act prohibited by or violative of any law, or which is violative of the terms of this Agreement. The arbitrator shall have no power or authority to add to nor to subtract from or to modify any of the terms of the Agreement, nor shall he or she in any case have the power to rule on any issue or dispute which is not an arbitrable grievance by law or as defined in this Article, or which is excepted from this grievance procedure or arbitrator's review by law or by any other provision of this Agreement, or on any decision provided by this Agreement to be made in the discretion of the Superintendent or the Board. The decision of the arbitrator shall be

submitted to the Board and the Association and shall be final and binding on the parties.

- c. The costs for the services of the arbitrator, including per diem expenses, if any, and the actual and necessary travel, subsistence expenses and the cost of the hearing room shall be borne equally by the Board and the Association.
- D. All employees, including the grievant, shall fulfill all obligations of employment during the processing of grievance at all levels.
- E. Decisions rendered at Level One which are unsatisfactory to the aggrieved person and all decisions rendered at Levels Two and Three of the grievance procedure shall be in writing setting forth the decision and the reasons therefor and shall be transmitted promptly to all parties in interest and to the Association.
- F.
  - 1. The disposition of any grievance at any steps of the procedure by agreement between the Association and the Board shall be final and binding upon the grievant or other persons who are involved or affected thereby. Any interpretation of the Agreement agreed upon by the Board and the Association in writing shall be final and binding upon all those covered by this Agreement and the Board of Education.
  - 2. Any aggrieved person may be represented at all stages of the grievance procedure by himself or herself, or at his or her option, by representative(s) selected or approved by the Association. When an employee is not represented by the Association, the Association shall have the right to be present and to state its views at all stages of the grievance procedure.
- G.
  - 1. Forms for filing grievances, serving notices, taking appeals, making reports and recommendations, and other necessary documents shall be prepared jointly by the Superintendent and the Association 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 subject to the Open Public Meetings Act, *N.J.S.A. 10:4-6, et seq.* and shall include only such parties in interest and their designated or selected representatives, heretofore referred to in this Article.
- H. The Board may, at its election, institute a grievance against the Association for claimed misinterpretation, misapplication or violation of this Agreement by the Association or its representatives. Prior to obtaining the services of an arbitrator, the Board shall notify the Association in writing of its intention so to do, with reasons. The parties shall meet within ten (10) school days after the date of such notice in order to attempt to resolve the matter. If the grievance is not resolved within ten (10) school days after the first such

meeting, the Board may then proceed to obtain the services of an arbitrator by following the applicable procedures of Level Four.

### Section 3.

The Board of Education, subject only to the legally enforceable express terms of this Agreement, reserves to itself all rights and responsibilities of management of the School District and full jurisdiction and authority to make and revise policy, rules, regulations and practices in furtherance thereof.

By way of illustration and not by way of limitation of the rights and responsibilities reserved to the Board are the right to executive management and administrative control of the school system and its properties and facilities and employees; to adopt or modify and to post rules and regulations governing working conditions; to hire, assign, promote, transfer and retain employees covered by this Agreement, or to suspend, demote, discharge or take other disciplinary action against employees; to relieve employees from duties because of lack of work or for other legitimate reasons; to decide upon the methods and means of instruction and the duties, responsibilities and assignments of employees with respect thereto, including the determination of work load, and the terms and conditions of employment generally; to create, abolish, fill or fail to fill any position; to maintain the thoroughness and efficiency of the School District operations entrusted to it; to introduce new or improved methods and facilities; to contract out such goods and services as it deems proper; and to take whatever other actions may be necessary to accomplish the mission of the School District in any situation, subject only to the legally enforceable provisions of this Agreement.

### Section 4.

- A. This Agreement represents and incorporates the complete and final settlement by the parties of all issues which were or could have been the subject of negotiations. During the term of this Agreement neither party will be required to negotiate with respect to any such matter, whether or not covered by this Agreement and whether or not within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Agreement.
- B. The Board agrees that any changes in terms and conditions of employment during the term of this Agreement shall be negotiated with the majority representative before implementation by the Board.

## ARTICLE XV

### RIGHT OF VISITATION

#### Section 1.

The representatives or any officer of the Association shall have admission to the Employer's premises at any time during working hours for the purpose of ascertaining whether this Agreement is being carried out in good faith or for the purpose of assisting in the adjustment of any grievance which may have arisen. No such representative, however, shall have the privilege of roaming about the premises, but shall first apply to the school Principal for permission to visit, which permission shall be reasonably granted, it being understood, however, that such representatives shall not in any way interfere with the operation of the school during working hours and that this privilege shall be so exercised as to keep at a minimum time lost thereby to the Employer.

#### Section 2.

When Officers of this Association are required to attend a meeting with the Employer, this meeting shall take place during work hours and the Officers shall not have this time deducted from their wages.

## ARTICLE XVI

### WAGES

#### Section 1.

All custodians and maintenance mechanics shall be appointed and salaries fixed by the Employer on a school year basis, July 1 through June 30.

Salary rates are not to be changed during the year other than for a change in classification.

#### Section 2.

The salary guide schedules for all employees covered in this Agreement are set forth in Schedule "A", which is attached hereto and made a part hereof. "Step" does not mean years of service. The Employer shall have the right to hire employees at a step higher than the initial step.

## ARTICLE XVII

### LONGEVITY

After fifteen (15) accumulated years of service in the school system a service increment of \$450 shall be added to the annual salary for the ensuing school year, and another \$450 service increment after twenty (20) years of accumulated service.

## ARTICLE XVIII

### HEALTH CARE BENEFITS

- A. Employees covered by this Agreement shall participate in the health care benefits provided by the Employer for all its employees.
- B. The Board shall pay all premiums for the employee, spouse, and children up to the ages permitted by the insurance carrier, and shall include:
  - a. New Jersey Blue Cross and Blue Shield comprehensive packaged group plan.
  - b. Rider J, extended benefits supplementing New Jersey Blue Cross and Blue Shield.
  - c. Major Medical Expense Benefits.
- C. The Board will pay one-hundred percent (100%) of the premiums for the employee, spouse and children permitted under the family plan by the dental plan insurance carrier. The Board payments toward the premium cost of such dental care insurance must be permitted by the State Health Benefits Plan in which the Board is a participating employer.
- D. The Board will pay one-hundred percent (100%) of the premiums for the employee, spouse and children permitted under the family plan by the prescription program insurance carrier. Effective July 1, 1994, such prescription insurance program will provide for a co-payment of five (\$5.00) dollars for each prescription.
- E. The Board will pay one-hundred percent (100%) of the premiums for the employee, spouse and children permitted under the family plan by the optical program insurance carrier.

- F. Employees who leave the Board's employ shall be covered under the health-care program for one (1) additional calendar month.
- G. The Board shall pay for the benefits provided under Article XVIII B. for any employee who retires at or after age fifty-five (55) with twenty-five (25) or more years of continuous service in this District and who is receiving pension benefits under a State administered retirement system, until the sixty-fifth birthday of such employee.

## ARTICLE XIX

### DEFECTIVE EQUIPMENT

Employees shall not be required to operate defective equipment. Unsafe conditions or defective equipment shall be reported to the proper school authorities as soon as possible in order to ensure proper correction, repair or replacement.

## ARTICLE XX

### NEW CLASSIFICATIONS AND WORK OUT OF CLASSIFICATION

#### Section 1.

a. In the event a new classification is established in the area of custodial and/or maintenance work, negotiations shall be reopened upon request of either party for the purpose of establishing wage rates and working conditions.

This Article applies to new classifications only.

b. When a custodian performs carpentry, masonry, painting, roofing, plumbing or electrical maintenance work, normally performed by a maintenance mechanic, the custodian shall be paid the maintenance mechanic's rate for that time, provided that the task has been identified as being covered by this Section before the start of the task, and the custodian works at least four (4) hours in a specific day in that classification and, if overtime pay is involved, the work will be offered to available maintenance mechanics before being offered to a custodian.

**ARTICLE XXI**  
**REPRESENTATION FEE**

**Section 1.**

Any employee who is not a member of the Association shall pay a representation fee in lieu of dues for services rendered by the Association. Such representation fee shall be paid and administered pursuant to the requirements of New Jersey law. The Association represents and agrees that membership in the Association is available to all employees on an equal basis and the Association has established and maintains a demand and return system which complies with the requirements of law. The payroll deductions for such representation fees shall be made pursuant to the procedure applicable in the District to salary deductions. The Association agrees to indemnify and save the Board harmless from any damages which may be incurred by the Board as the result of claims made by any employee relating to this Paragraph and any payroll deductions made hereunder, provided that the Board gives the Association timely notice in writing of any claim, demand, suit or other form of liability in regard to which it will seek to implement this Paragraph.

**ARTICLE XXII**  
**TERM OF AGREEMENT**

**Section 1.**

This Agreement shall become effective as of July 1, 1993, and shall remain in full force and effect and expire on June 30, 1996.

**Section 2.**

The Association shall have the right to open negotiations on a Successor Agreement by advising the Board of Education to that effect on or before September 1 of the year in which the Contract expires.

This Agreement shall remain in full force and effect until a Successor Agreement is negotiated.

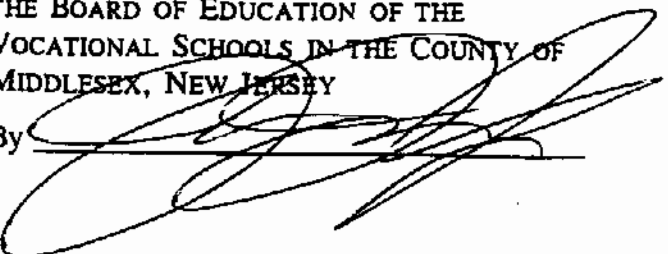
IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their duly authorized officers on this 14 day of July, 1994.

THE MIDDLESEX COUNTY VOCATIONAL  
HIGH SCHOOL EMPLOYEES ASSOCIATION

By   
PRESIDENT

ATTEST:  TREAS.

THE BOARD OF EDUCATION OF THE  
VOCATIONAL SCHOOLS IN THE COUNTY OF  
MIDDLESEX, NEW JERSEY

By 

ATTEST: 



**SCHEDULE "A"**

**MIDDLESEX COUNTY VOCATIONAL SCHOOLS**

**CUSTODIAL SALARY GUIDES**

1993-1994		1994-1995			1995-1996			
92-93	93-94	CUSTODIAL	93-94	94-95	CUSTODIAL	94-95	95-96	CUSTODIAL
STEP	STEP	SALARY	STEP	STEP	SALARY	STEP	STEP	SALARY
				1	19,200		1	20,300
	1	18,600		2	19,900	1	1	20,300
1	2	19,000	1	3	20,575	2	2	21,005
2	3	19,800	2	4	21,350	3	3	21,710
3	4	20,600	3	5	22,125	4	4	22,515
4	5	21,400	4	6	22,900	5	5	23,320
5	6	22,200	5	7	23,675	6	6	24,125
6	7	23,050	6	8	24,500	7	7	24,930
7	8	23,900	7	9	26,825	8	8	25,735
8	9	32,600	8	10	29,725	9	9	27,760
9	9	32,600	9	11	33,500	10	10	29,790
			9	11	33,500	11	11	31,960
						11	12	34,400
							12	34,400

HEAD CUSTODIAN \$1815

HEAD CUSTODIAN \$1917

HEAD CUSTODIAN \$2006

**MAINTENANCE SALARY GUIDES**

1993-1994		1994-1995			1995-1996			
92-93	93-94	MAINTENANCE	93-94	94-95	MAINTENANCE	94-95	95-96	MAINTENANCE
STEP	STEP	SALARY	STEP	STEP	SALARY	STEP	STEP	SALARY
				1	27,200		1	27,850
	1	26,450		2	28,350	1	1	27,850
1	2	27,700	1	3	29,550	2	2	29,000
2	3	28,950	2	4	30,750	3	3	30,150
3	4	30,200	3	5	31,950		4	31,325
4	5	32,550	4	6	33,200	4	5	32,500
5	6	33,800		7	34,450	5	6	33,675
6	7	35,050	5	8	35,600	6	7	34,850
7	8	36,300	6	9	36,660	7	8	36,025
8	9	37,900	7	10	37,720	8	9	36,925
9	9	37,900	8	11	38,800	9	10	37,825
			9	11	38,800	10	11	38,725
						11	12	39,700
							12	39,700

