

AGREEMENT

EAST RUTHERFORD BOARD OF EDUCATION

With

EAST RUTHERFORD EDUCATIONAL SECRETARIES, CLERKS AND AIDES

ASSOCIATION

2001-2002

2002-2003

2003-2004

PREAMBLE

This Agreement entered into this 30th day of March, 2000, by and between the Board of Education of East Rutherford, County of Bergen, New Jersey, hereinafter called the "Board" and the East Rutherford Educational Secretaries, Clerks and Aides Association, hereinafter called the "Association".

In consideration of the following mutual covenants IT IS HEREBY AGREED as follows:

ARTICLE I

RECOGNITION

- A. The Board hereby recognizes the Association as exclusive and sole representative for collective negotiation concerning the terms and conditions of employment for all secretaries, clerks, teacher aides whether under contract, part-time, employed or to be employed by the Board but excluding professional employees, craft employees, fire employees and supervisors within the meaning of the Act, Secretary to the Superintendent, Secretary to the Board Secretary, Bookkeeper, Board Office Clerk, all employees in other collective negotiations units and all other employees by the East Rutherford Board of Education.

ARTICLE II

NEGOTIATION PROCEDURE

- A. Negotiations will commence in accordance with Chapter 123.

ARTICLE III

GRIEVANCE PROCEDUREA. DEFINITIONS

1. The term "grievance" means an alleged violation and/or that there has been an inequitable, improper or unjust application, interpretation or violation of a policy, agreement, or administrative decision affecting said employee or employees.
2. The term "grievance" and the procedure relative thereto shall not be deemed applicable in the following instance:
The failure or refusal of the Board to renew a contract of a non-tenure employee.
3. The term "employee" shall be defined as those employed in positions in Article I, Paragraph A.
4. The term "representative" shall include any organization, agency or person authorized or designated by any employee or group of employees, or be a public employees' association, or by the Board to act on its or their behalf and to represent it or them.
5. The term "immediate supervisor" shall mean the person to whom the aggrieved employee is directly responsible under the Table of Organization prevailing in this school district.
6. The term "party" means an aggrieved employee, his/her immediate superior, the school principal, or any staff member below the Superintendent who may be affected by the determination of the Superintendent in connection with the procedure herein established.
7. The term "day" shall mean a regularly scheduled work day.

B. PROCEDURE

1. Any aggrieved employee shall institute action under the provisions hereof within 10 days of the occurrence complained of, or within 10 days after he/she would reasonably be expected to know of its occurrence. Failure to act within said period shall be deemed to constitute an abandonment of the grievance.
2. An employee or his/her representative processing a grievance shall be assured freedom from restraint, interference, coercion, discrimination, or reprisal. The aggrieved person and/or his/her representative shall have access to all written records within his/her own personnel folder in the presence of an administrator within four (4) working days of the request.

3. In the presentation of a grievance, the employee shall have the right to present his/her own appeal or to designate a representative to appear with him/her at any step in his/her appeal. A minority organization shall not have the right to present or process a grievance.
4. Whenever the employee appears with a representative, the Board shall have the right to designate a representative to participate at any stage of the grievance procedure.
5. The aggrieved party shall file a written grievance with their immediate superior. A hearing shall be scheduled by the aggrieved party's immediate superior with ten (10) working days following the receipt of the written grievance. Where the immediate superior is below the rank of the principal, the principal shall be notified and shall have the right to be present at and participate in said hearing. A decision shall be rendered within ten (10) working days of the hearing.
6. If the grievance is not resolved or a decision is not rendered to the employee's satisfaction within ten (10) working days from the determination referred to in Paragraph 5 above, the employee shall submit his/her grievance to the Superintendent of Schools in writing, specifying:
 - a. The nature of the grievance;
 - b. The results of the previous discussion;
 - c. The basis of his/her dissatisfaction with the determination;
 - d. Identification of the specific provision(s) of the Agreement, specific Board Policy, and/or specific administrative decision involved;
 - e. The remedy sought by the grievant(s).

If the grievance is not submitted to the Superintendent within ten (10) working days, the matter will automatically be considered resolved.

7. A copy of the writing called for in Paragraph 6 above shall be furnished to the school principal and the immediate superior of the aggrieved employee.
8. Within ten (10) working days from receipt of the written grievance (unless a different period is mutually agreed upon), the Superintendent shall hold a hearing at which all parties in interest shall have the right to be heard.
9. Within ten (10) working days of said hearing (unless a different period is mutually agreed upon), the Superintendent shall, in writing, advise the employee and his/her representative, if there be one, of his/her determination and shall forward a copy of said determination to the school principal and to the immediate superior of the aggrieved employee.

10. In the event of the failure of the Superintendent to act in accordance with the provisions of Paragraphs 8 and 9, or in the event a determination by him/her in accordance with the provisions thereof is deemed unsatisfactory by either party, within ten (10) working days of the failure of the Superintendent to act or within ten (10) working days of the determination by him/her, the aggrieved employee may appeal to the Board of Education.
11. Where an appeal is taken to the Board, there shall be submitted by the appellant the writing set forth in Paragraphs 6 and 9, and a further statement in writing, setting forth the appellant's dissatisfaction with the Superintendent's action. A copy of said statement shall be furnished to the Superintendent and to the adverse party.
12. If the appellant, in his/her appeal to the Board, does not request a hearing, the Board may consider the appeal on the written record submitted to it, or the Board may, on its own, conduct a hearing, or it may request the submission of additional written material.
13. The Board shall make a determination within fifteen (15) working days from the date of said hearing or meeting regarding the grievance and shall, in writing, notify the employee, his/her representative, if there be one, the principal, and the Superintendent of its determination. This time period may be extended by mutual agreement of the parties.
14. In the event an employee is dissatisfied with the determination of the Board, he/she shall have the right to request advisory arbitration pursuant to the rules and regulations established by the Public Employment Relations commission under the provisions of Chapter 123, Laws of 1974.

A request for advisory arbitration shall be made no later than fifteen (15) working days following the determination of the Board. Failure to file within said time period shall constitute a bar to such arbitration unless the aggrieved employee and the Board shall mutually agree upon a longer period within which to assert such a demand.

In the event of arbitration, the cost of the arbitrator's services shall be shared by the parties and each of the parties shall bear his/her own costs.

15. In the event a grievance should be filed by any employee who is not subject to the jurisdiction of any principal, he/she shall discuss his/her grievance initially with the Superintendent, and if dissatisfied with the determination, may appeal to the Board in accordance with the provisions herein set forth.
16. All employees shall be entitled to resort to the full procedure hereinabove set forth.
17. When an aggrieved part is not represented by the Association, the Association President or Vice-President shall have the right to be present and to state the views at all stages of the grievance procedure.

ARTICLE IV

EMPLOYEE RIGHTS

- A. Pursuant to Chapter 123, Public Laws of 1974, the Board hereby agrees that every employee of the Board shall have the right freely to organize, join and support the Association and its affiliates for the purpose of engaging in collective negotiations and other concerted activities for their mutual aid and protection. As a duly selected body exercising governmental power under color of law of the State of New Jersey, the Board undertakes and agrees that it shall not directly or indirectly discourage or deprive or coerce any employee in the enjoyment of any rights conferred by Chapter 123, Public Laws of 1974, or other laws of New Jersey or the Constitutions of New Jersey and the United States; that it shall not discriminate against any employee with respect to hours, wages, or any terms of conditions of employment by reason of his/her membership in the Association and its affiliates, his/her participation in any activities of the Association and its affiliates, collective negotiations with the Board or hi/her institution of any grievance, complaint or proceeding under this Agreement or otherwise with respect to any terms or conditions of employment.
- B. Nothing contained herein shall be construed to deny or restrict to any employee such rights as he/she may have under New Jersey School Laws or other applicable laws and regulations. The rights granted to employees hereunder shall be deemed to be in addition to those provided elsewhere.
- C. Whenever any employee is required to appear before the Superintendent, Board, or any committee or member thereof, concerning any matter which could adversely affect the continuation of the employee in his/her office, position or employment or the salary or any increments pertaining thereto, then said employee shall be given prior written notice of the reason for such meeting or interview, and shall be entitled to have a representative of the Association present to advise him/her during such meeting or interview.
- D. Criticism of Employees: It is the desire of the Board of Education that any reprimand of a staff member not be done at a public gathering.
- E. The Board of Education shall provide each new employee all information necessary for employment, including available health insurance and a contract agreement as soon as possible but at least within 30 days.

ARTICLE V

ASSOCIATION RIGHTS AND PRIVILEGES

- A. The Association and its representatives may use the school buildings at all reasonable hours for meetings. The principal of the building in question shall be notified in advance of the time and place of all such meetings, and may approve the use of the school building.
- B. The Association may use school facilities and equipment including typewriter, mimeographing machines, other duplicating equipment, calculating machines, at reasonable times when such equipment is not otherwise in use. However, the prior approval of the principal or his/her designated representative must be obtained. The Association will provide all material and supplies at its own cost and expense.
- C. The Association may have the right to use the interschool mail facilities and school mail boxes as it deems necessary with the prior approval of the Superintendent of Schools.
- D. At least thirty (30) days prior to any official Board action which will cause a reduction in force of covered employees to occur, the Administration shall notify the Association of the impending action.
- E. Employees covered by this agreement shall be released 15 minutes early to attend Association meetings.

ARTICLE VI

SALARIES

- A. Employees shall be notified of their contract and salary status for the ensuing year no later than May 30th.
- B. Beginning with the 1984-85 school year, there will be one session on Wednesday before Thanksgiving. Dismissal will be at the same time as student dismissal.
- C. Commendations and Reprimands:
- Section 1 – Commendations
- 1.1 All commendations received shall be placed in the employee's file.
- 1.2 The employee shall be notified of such commendations.
- Section 2 – Reprimand Procedure
- 2.1 When a reprimand is to be placed in an employee's personnel file, the employee shall receive a copy (agreed 6/22/89).
- 2.2 Any reprimand in an employee's file shall be reviewed at two (2) year intervals between the employee and Superintendent at the request of the employee to determine if the reprimand is to be removed or remain. The employee will be notified of results in writing.
- D. The salaries of all employees and provisions covered by this Agreement are set forth in the Schedule as attached.
- E. Starting salaries for positions covered under the contract shall not exceed salaries set forth on the attached salary schedule. 212-day employees shall be paid in 22 equal semi-monthly installments. 12-month employees shall be paid in 24 equal semi-monthly installments.
- F. Employees may, individually, elect to have any amount of their monthly salary deducted from their pay. These funds shall be deposited in the South Bergen Federal Credit Union, 61-63 Morris Avenue, Garfield, New Jersey. Changes will be allowed the week prior to the beginning of the school year.
- G. The Board reserves the right to withhold any increment in accordance with Title 18A:29-4.
- H. 1991-1992: At nineteen (19) years service in the district, \$750.00 will be added to the employee's base salary, and at twenty-five (25) years service in the district, \$1,000.00 will be added to the employee's base salary. In addition, an employee will receive a one-time payment of \$1,000.00 at 20, 25, 30, 35, 40 and 45 year anniversaries.

- I. In order to increase the incentive for the maximum employee attendance, the following provision is provided:
 - a. At legal retirement time, an employee shall be compensated \$25.00 per day for number of days over eighty (80) accumulated sick days up to \$3,000.00.
 - b. In the event of the death of an employee prior to retirement from the East Rutherford School District, said payment shall be made to the estate of said employee.

- J. Whenever an Aide is assigned to cover for a Secretary on a long term basis (beyond 10 days), the aide shall be placed on her corresponding step of the secretaries' guide for the duration of the assignment.

- K. Whenever an employee covered by this agreement is required to work beyond their regular work day, they shall receive comp time equal to the amount of time beyond the regular work day which may be taken with the consent of the principal. After forty (40) hours, the employee shall be compensated at the rate of \$20.00 per hour. ?

- L. Placement on the certified aide guide requires a valid county substitute teaching certificate. Movement on this guide for current staff will be horizontal.

ARTICLE VII

WORK YEAR AND WORK HOURS

The work year for unit employees shall be Monday through Friday of each week during a calendar year except those holidays from September through August enumerated as follows:

Full-Time Employees and Part-Time Salaried Employees: Independence Day, Labor Day, Columbus Day, Election Day, Veterans' Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve, Christmas Day, New Year's Day, Martin Luther King Day, Washington's Birthday, Good Friday, and Memorial Day.

Part-Time Employees: Columbus Day, Thanksgiving Day, Christmas Day, New Year's Day and Memorial Day.

Secretaries: Regular work hours shall begin ½ hour prior to student arrival and never before 7:30 A.M. Secretaries shall work 7-1/2 hours per day inclusive of a one-hour duty-free lunch.

Teacher Aides: Regular work hours shall begin at the same time as the students arrive. Teacher aides shall work 7 hours per day inclusive of a 50 minute duty-free lunch.

On days when school is not in session or during summer vacation, flexible work hours may be granted with the approval of the Chief School Administrator.

All 212-day employees receive those holidays listed above exclusive of those which occur during Winter Recess and Spring Recess.

During the school year, if any of the snow days are unused and schools are closed in lieu of the scheduled but unused snow days, all employees shall not be required to report to work.

Full-time non-teaching employees will receive fourteen (14) holidays to coincide with the Administrator's calendar. All other employees, including teacher aides, will continue to work the teachers' calendar.

Summer hours for secretaries shall be 9:00 A.M. to 3:00 P.M. with 1 hour duty-free lunch.

All secretaries and teacher aides to assist at Back-To-School Night.

All 212 day secretaries will be grand-fathered in their current position unless they voluntarily accept a different position.

Upon completion of district construction project vacation schedules must insure uninterrupted summer building coverage subject to administrative approval.

ARTICLE VIII

PROMOTIONS

Promotional positions are defined as follows:

Positions paying a salary differential.

All vacancies in promotional positions shall be adequately publicized by the Superintendent in accordance with the following procedure:

- A. When school is in session, a notice shall be posted in each school as far in advance as practicable, ordinarily a least fifteen (15) days before the final date when applications must be submitted and in no event less than fifteen (15) days before such date. A copy of said notice shall be given to the Association at the time of posting.
- B. Employees who want to apply for a promotional position that may be filled during the summer period when school is not regularly in session shall be notified of said position by the President of the Association, who will be notified by mail or phone. The employee shall submit their names to the Superintendent with the position(s) for which they desire to apply and an address where they can be reached during the summer.

When an application is made for a position by an employee, the applicant will be given a written reply to his/her application within thirty (30) days after a decision has been made.

ARTICLE IX

TEMPORARY LEAVE OF ABSENCE

As of the beginning of the 1989-90 school year, employees shall be entitled to the following temporary non-cumulative leaves of absence with full pay each school year:

- A. Two (2) days leave of absence for personal, legal, business, household, or family matters which require absence during school hours. Application to the employee's principal or other immediate superior for personal leave shall be made a least one (1) day before taking such leave (except in the case of emergencies). In the event personal days are not used, they shall be converted into accumulated sick days.
- B. Up to three (3) days for two (2) representatives of the Association to attend conferences and conventions of state and National affiliated organizations without compensation.
- C. Up to five (5) days at any one time in the event of death of an employee's spouse, child, parent, grandparent, brother or sister; up to three (3) days at any one time in the event of death of an employee's father-in-law, mother-in-law, son-in-law, or daughter-in-law, step-parents and grandchildren.
- D. Employees shall be granted one (1) day in the event of death of an employee's relative outside the employee's immediate family as defined above.

In the event of death of an employee or student in the East Rutherford School District, the principal or immediate superior of said employee or student shall grant to an appropriate number of employees sufficient time off to attend the funeral.

- E. Other leaves of absence with pay may be granted by the Board for good reason.
- F. Two (2) professional days per year shall be granted. These days will be used to attend conferences, workshops, etc. that are relative to the employee's job related duties. The appropriate forms shall be completed and submitted to the Chief School Administrator for his/her approval.

Leaves taken pursuant to Section E above shall be in addition to any sick leave to which the employee is entitled.

All secretaries covered by this contract shall be entitled to twelve (12) sick days per year which shall be cumulative. All other categories shall be entitled to ten (10) sick days as allowed by law.

ARTICLE X

EXTENDED LEAVES OF ABSENCE

- A. Leaves of absence, with or without pay, may be granted by the Board for good reason and must be applied for in writing.
- B. All benefits to which an employee was entitled at the time his/her leave of absence commenced, including unused accumulated sick leave, shall be restored to him/her upon his/her return, and he/she shall be assigned to the same position which he/she held at the time said leave commenced, if available, or, if not, to a substantially equivalent position.
- C. All extensions or renewals of leave shall be applied for in writing prior to March 15th, and if approved, granted in writing within thirty (30) days thereafter.
- D. When absence due to prolonged illness or injury exceed the annual sick leave and the accumulated sick leave in any school year, the Board of Education shall pay any such person each day's salary less the compensation of a substitute for such length of time as may be determined by the Board of Education in each individual case during that school year. Verification of such illness or injury by the employee's doctor shall be submitted by the employee. A day's salary is defined as follows:
- 212-day employee – 1/220 of the annual salary
12 month employee – 1/240 of the annual salary
10 month employee – 1/200 of the annual salary
- E. A leave of absence without pay for up to six (6) months shall be granted for the purpose of caring for a sick member of the employee's immediate family. Immediate family shall be defined as the employee's spouse, child, son-in-law, parent, father-in-law, mother-in-law, daughter-in-law, brother or sister.

Up to six (6) months shall be granted as a single block of time and shall not be used in part. Each employee shall be eligible to request said leave no more than once in any five (5) year period and sick leave shall be defined as prolonged and catastrophic in nature. No more than two (2) employees shall be given this leave at any one time.

ARTICLE XI

SENIORITY AND TENURE

In the event of a reduction in force caused by the abolishment of a secretarial position, the following procedures shall apply:

1. The least senior secretary qualified to fill the remaining secretarial positions shall be the one dismissed.
2. Qualification shall be defined as possessing the requisite skills to efficiently perform the duties and responsibilities inherent in the remaining positions.
3. The Board shall maintain a recall list. Recalls shall be accomplished in the reverse order of lay-off, provided that the individual is qualified to fill the vacant position.
4. Upon recall, salary and benefits shall be restored to their former level.

ARTICLE XII

INSURANCE

As of the beginning of 1989-90 school year, the Board, after agreement with the Association regarding appropriate insurance carriers, shall provide the health care insurance protection. The Board shall pay the full premium for each employee and, in cases where appropriate, for family plan coverage.

For each employee who remains in the employ of the Board for the full school year, the Board shall make payment of insurance premiums to provide insurance coverage for the full twelve (12) month period commencing September 1st and ending August 31st; when necessary, premiums on behalf of the employee shall be made to assure uninterrupted participation and coverage.

The board shall pay the full premium for each employee, and in cases where appropriate, for family plan coverage for dental benefits.

The Board shall pay the full premium for an optical plan for each employee and his/her family. Premium shall not exceed \$164.76 per staff member per year for 1998-1999 and the Board will pay up to 5% increase in vision premium for each subsequent year covered by this agreement and Association shall choose plan.

The Board shall provide to each employee a description of the Health Care Insurance Coverage provided under this article which shall include a clear description of conditions and limits of coverage listed above not later than the beginning of the school year said coverage begins.

If the Board changes carriers, the benefits of the new carrier shall be equal to the existing plan.

ARTICLE XIII

VACATIONS

All full-time twelve (12) month employees shall receive vacation as follows:

UPON COMPLETION OF:	# OF DAYS
1 year	10
10 years	15
15 years	20

All full-time secretaries shall receive vacation time as follows:

Winter Recess*

Spring Recess*

There shall be no carry-over of vacation days. Any vacation days not used during the applicable school year shall be forfeited.

Vacation days may be taken when school is in session upon supervisory approval.

*Inclusive of holidays provided in Article VII of this Agreement which may occur during Winter Recess and Spring Recess.

ARTICLE XIV

MISCELLANEOUS PROVISIONS

- A. A mutually agreeable calendar for the coming year shall be developed by the Administrator and the secretary by April 15th of each school year.
- B. This Agreement shall be binding for the term of said Agreement
- C. If any provision of this Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law; but all other provisions or applications shall continue in full force and effect.
- D. Any individual contract between the Board and an individual employee, heretofore or hereafter executed, shall be subject to and consistent with the terms and conditions of this agreement. If an individual contract contains any language inconsistent with this Agreement, this Agreement, during its duration, shall be controlling.
- E. Whenever any notice is required to be given by either of the parties to this Agreement to the other pursuant to the provisions of this Agreement, either party shall do so by telegram or certified mail, return receipt requested, at the following addresses:
1. If by the Association to the Board:
East Rutherford Board of Education
Uhland and Grove Streets
East Rutherford, NJ 07073
 2. If by the Board to the Association:
East Rutherford Educational Secretaries, Clerks and Aides Association
Uhland and Grove Streets
East Rutherford, NJ 07073
- F. Copies of the current Agreement shall be printed by the Board of Education in booklet form and provided to all Association members now employed and hereinafter employed.

ARTICLE XV

REPRESENTATION FEE

Section 1 – PURPOSE OF FEE

If an employee does not become a member of the Association during any membership year (i.e. from September 1 to the following August 31) 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 to offset the costs of services rendered by the Association as majority representative.

Section 2 – AMOUNT OF FEE

Prior to the beginning of each membership year, the Association will notify the Board Office in writing of the amount of the regular membership dues, initiation fees, and assessments charged by the Association to its own members for that membership year. The representation fee to be paid by non-members will be equal to the maximum allowed by law.

Section 3 – DEDUCTION AND TRANSMISSION OF FEE

The Board agrees to deduct from the salary of any employee who is not a member of the Association for the current membership year the full amount of the representation fee set forth in Section 2 above and promptly will transmit the amount so deducted to the Association.

The Board agrees to deduct the representation fee in equal installments as nearly as possible, from the paychecks paid to each employee during the remainder of the membership year in question. The deductions will begin thirty (30) days after the employee begins his/her employment in a bargaining unit position.

Section 4 – TERMINATION OF EMPLOYMENT

If an employee who is required to pay a representation fee terminates his/her employment with the Board before the Association has received the full amount of the representation fee to which it is entitled under the Article, the Board will deduct the unpaid portion of the fee from the last paycheck paid to said employee during the membership year in question and promptly forward same to the Association.

Section 5 – PROCEDURE

Except as otherwise provided in this Article, the procedure for the deduction 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.

INDEMNIFICATION AND SAVE HARMLESS PROVISION

LIABILITY

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 to conformance with this provision, provided that:

- A. 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;
- B. If the Association so requests in writing, the Board will grant to it full responsibility for the defense of such claim, demand, suit or other form of liability and will cooperate fully with the Association in gathering evidence, securing witnesses and in all other aspects of said defense.

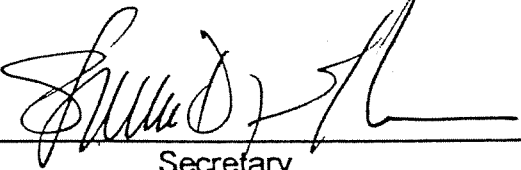
ARTICLE XVI

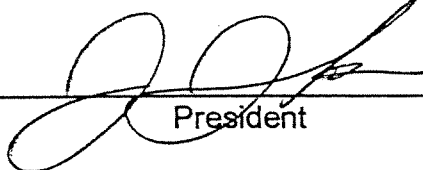
DURATION OF AGREEMENT

This Agreement shall be effective as of July 1, 2001 and shall continue in effect until June 30, 2004, subject to the Association's right to negotiate a Successor Agreement as provided in Article II hereof. This Agreement shall continue in effect from year to year unless notice is received as set forth in Article II hereof.


IN WITNESS WHEREOF, the parties hereto have caused these presents to be executed by their respective presidents, attested by their respective Secretaries, and their corporate seals to be placed hereon, all on the day and year first above written.

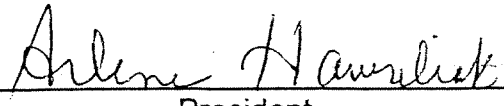
ATTEST: EAST RUTHERFORD BOARD OF EDUCATION


Secretary


President

ATTEST: EAST RUTHERFORD EDUCATIONAL SECRETARIES, CLERKS AND AIDES ASSOCIATION


Secretary


President

NON-CERTIFIED TEACHER AIDE SALARY GUIDE

STEP	2001-2002	2002-2003	2003-2004	
1	12,000 13230	12,000	12,000	10.50
2	12,500 13230	12,500	12,500	10.5
3	13,000 13230	13,000	13,000	10.5
4	13,900	13,900	13,900	11.0
5	14,800	14,800	14,800	11.7
6	15,700	15,700	15,700	12.4
7	16,600	16,600	16,600	13.1
8	17,500	17,500	17,500	13.8
9		18,113	18,113	14.3
10			18,783	14.9

CERTIFIED TEACHER AIDE SALARY GUIDE

STEP	2001-2002	2002-2003	2003-2004	
1	15,500	15,500	15,500	
2	16,000	16,000	16,000	
3	16,600	16,600	16,600	
4	17,265	17,265	17,265	
5	18,200	18,200	18,200	✓ 14.44
6	19,400	19,400	19,400	
7	20,500	20,500	20,500	
8	21,700	21,700	21,700	

annual ÷ 180 days ÷ 7 hours/day

Salary Guide 2001-2002

Step	Secretarial Staff
1	22568
2	23608
3	24648
4	25688
5	26888
6	28478
7	29518
8	30558
9	31598
10	32638
11	33678
12	34666
13	35706

Salary Guide 2002-2003

Secretarial Staff

Step

1 23471

2 24552

3 25634

4 26716

5 27964

6 29217

7 30699

8 31780

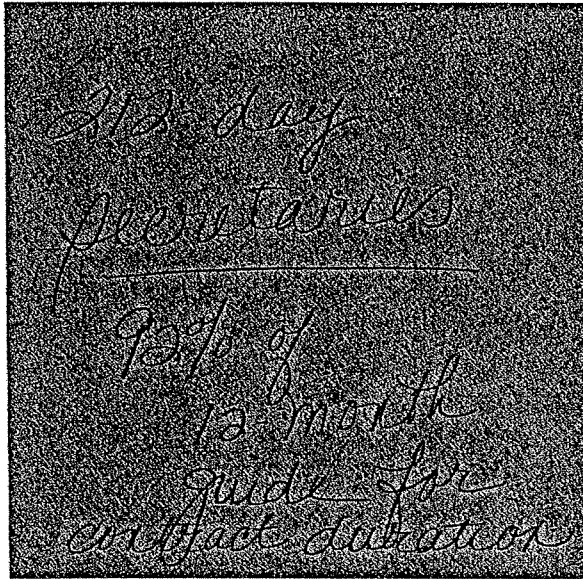
9 33262

10 33944

11 35025

12 36053

13 37134



*12 day
per year
12 month
guide for
contract duration*

Salary Guide 2003-2004

Secretarial Staff

Step

1	24410
2	25534
3	26659
4	27784
5	29082
6	30402
7	31927
8	33052
9	34176
10	35701
11	36426
12	37495
13	38620

ADDENDUM
TO THE 2001-2004 AGREEMENT
between the
East Rutherford Board of Education
and the
East Rutherford Educational Secretaries, Clerks and Aides Association

A change in steps 1-3 of the salary guide for the NON-CERIFIED TEACHER AIDES as follows:

<u>STEP</u>	<u>2002-2003</u>	<u>2003-2004</u>
1	\$13,230	\$13,230
2	\$13,230	\$13,230
3	\$13,230	\$13,230

Agreed to and accepted by
EAST RUTHERFORD BOARD OF EDUCATION

Richard Vartan 1/30/03
Richard Vartan, President Date

Agreed to and accepted by
EAST RUTHERFORD EDUCATIONAL SECRETARIES, CLERKS AND AIDES
ASSOCIATION

Arlene Havriliak 1/29/03
Arlene Havriliak, President Date