

May 10, 2004

AGREEMENT

between

OAKCREST-ABSEGAMI EMPLOYEE ASSOCIATION

and

THE GREATER EGG HARBOR REGIONAL HIGH SCHOOL DISTRICT

July 1, 2003 - June 30, 2006

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ARTICLE 1

RECOGNITION

The Board of Education hereby recognizes the Oakcrest-Absegami Employee Association, hereinafter called Association, as the exclusive and sole representative for collective negotiation concerning the terms and conditions of employment for all personnel regularly employed by the Board including:

- Secretaries
- Secretary to Director of Curriculum and Instruction
- Computer Operator(s)
- Custodians
- Groundskeepers
- Maintenance Workers
- Assistants (Certification of Representative issued by PERC  
on January 28, 1997)
- Painters
- HVAC

But excluding:

- Administrators
- Teachers and related professionally certified personnel
- Secretaries employed in the District Offices of Superintendent and  
Secretary-Business Administrator
- Secretary to Assistant Superintendent
- Transportation Coordinator
- Assistant Transportation Coordinator
- Cafeteria Director
- Headcook Managers
- Supervisor of Building and Grounds
- Technician(s)
- Attendance Officer

All reference to male shall also mean female employees.

## ARTICLE 2

### NEGOTIATION OF SUCCESSOR AGREEMENT

- A. Negotiations for a subsequent Agreement shall begin within the time frames dictated by P.E.R.C. and shall be in accordance with N.J. Public Law Chapter 123.
- B. During negotiations, the Board and the Association shall present relevant data, exchange points of view and make proposals and counterproposals. The Board shall make available to the Association upon reasonable request all information which is in the public domain.
- C. In accordance with the mandates of Chapter 123, P.L. 1974, changes in terms and conditions of employment shall first be negotiated with the Association and any mutual modification shall be reduced to writing and signed by the Association and Board.
- D. The Board agrees not to negotiate concerning said employees in the negotiating unit as defined in Article 1 of this Agreement, with any organization other than the Association for the duration of this Agreement.
- E. This Agreement incorporates the entire understanding of the parties on all matters which are or could have been the subject of negotiation. During the term of this Agreement, neither party shall 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 executed this Agreement.
- F. If any member of the bargaining unit is required or permitted to be in attendance at a grievance or negotiation session which meets during working hours, there shall be no loss of pay suffered by the employee.

## ARTICLE 3

### GRIEVANCE PROCEDURE

- A. A grievance shall be defined as a misinterpretation, application or violation of policies, agreements, and administrative decisions affecting the employees except that the term "grievance" shall not apply to any matter for which a method of review is prescribed by Law.
- B. 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 the intervention of the Association, provided the adjustment is not inconsistent with terms of this Agreement and the Association has been given the opportunity to be present at such adjustment.

C. Procedure

Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the aggrieved employee to proceed to the next step. Failure at any step of this procedure to appeal a grievance to the next step within the specified time limits shall be deemed to be acceptance of the decision rendered at that step.

D. Level One:

A grievance to be initiated under the provisions of this Article, must be in writing and given to the appropriate supervisor within ten (10) working days after the grievant should have reasonably known of the event which occasioned the grievance. Such grievance may be initiated by an individual or by the Association.

E. Level Two:

If the aggrieved person is not satisfied with the disposition of his grievance at Level One, or if no decision has been rendered within ten (10) working days after presentation of the grievance, he may file the grievance in writing with the Business Administrator.

F. Level Three:

If the aggrieved person is not satisfied with the disposition of his grievance at Level Two, or if no decision has been rendered within ten (10) working days after presentation of the grievance at this step, he may file the grievance with the Business Administrator for transmittal to the Board of Education within five (5) working days after receipt of the disposition of the grievance by the Business Administrator.

G. Level Four:

The Board, or a committee thereof, shall review the grievance and shall, hold a hearing with the employee and render a decision in writing within fifteen (15) working days after receipt of the grievance by the Business Administrator for transmittal. In all cases, the decision of the Board is final for disposition of the matter grieved except as follows:

1. If the Association is not satisfied with the disposition by the Board of Education, or if no disposition has been made within the time period in paragraph G. above, and if the grievance pertains to an expressed provision of this Agreement, the grievance may be submitted before an impartial arbitrator within ten (10) calendar days.
2. If the parties cannot agree on an arbitrator, then the selection shall be pursuant to the rules and regulations of PERC.
3. The arbitrator so selected shall have no power to alter, add to, or subtract from the terms of this Agreement.

4. It is understood that arbitration is limited to the "four (4) corners" of this Agreement, and the arbitrator is not to consider any past practice precedent. Decision of the arbitrator shall be binding.
  5. Nothing in this Agreement is understood to prohibit any rule, regulation, directive, etc. from being promulgated by the Board unless it conflicts with the expressed provisions of this Agreement.
  6. Acknowledging binding arbitration as resolution of grievances under this contract, there shall be no strike, slowdown or any other form of job action.
- H. Any party in interest may be represented at all stages of the grievance procedure by himself, or at his option, by a representative selected or approved by the Association. When an employee is not represented by the Association, the Association shall have the right to be present at all stages of the grievance procedure.
- I. No reprisals of any kind shall be taken by either party against any party in interest, any Association representative, or any others participating in the grievance procedure by reason of such participation.
- J. It is understood that employees shall, during and notwithstanding the pendency of any grievance, continue to observe all assignments and applicable rules and regulations of the Board during and after such grievances and any effects thereof have been fully determined.
- K. Nothing herein precludes extension or truncation of the time-frames by mutual agreement.

#### ARTICLE 4

##### RIGHTS OF THE PARTIES

- A. Nothing contained herein shall be construed to deny or restrict to any employee such rights as he may have under New Jersey School Laws or other applicable laws and regulations.
- B. No employee shall be prevented from wearing pins or other identification of membership in the Association or its affiliates. However, wearing of pins, buttons, T-shirts and the like designed to advertise or support union activities in areas where students are present is prohibited.
- C. Whenever any employee is required to appear before any administrator, Board or any committee thereof concerning suspension without pay, disciplinary investigation, or termination, then he shall be entitled to have a representative present to advise him during such disciplinary hearing.

- D. If an employee is to be suspended without pay, denied increment(s), or terminated, then the employee will be supplied written reason(s) for such action.
- E. Except as otherwise specified in this Agreement, the Association recognizes that the Board has the responsibility and authority to manage and direct on behalf of the public all of the operations and activities of the school district to the full extent authorized by law, and retains all rights not expressly set forth herein.
- F. All assignments covered by this contract will be determined by the District Office and/or its designee. Nothing herein precludes the Board's right to promulgate rules and regulations that do not conflict with the expressed provision of this Agreement or applicable State Law.
- G. No employee shall be disciplined, suspended without pay or terminated without just cause. This clause does not cover any discipline, suspension without pay or termination during the first 15 months of employment. This clause does not cover non-renewals of unit employees.
- H. The parties agree to set up an ad hoc committee to study the issue of bomb searches and unit members involvement in them. The committee's work will cease as of June 30, 2001.

## ARTICLE 5

### ASSOCIATION RIGHTS AND PRIVILEGES

- A. The Board agrees to make available to the Association, in response to reasonable requests, all available information in the public domain which may be necessary for the Association to process any grievance.
- B. Representatives of the Association shall be permitted to transact official Association Business on school property at all reasonable times, provided that it has been previously cleared by the District Secretary-Business Administrator.
- C. The Association shall have the right to use the Bulletin Boards located in the time-clock rooms, the transportation office, and other locations mutually agreed upon by the parties.
- D. The Association shall be granted the use of a meeting room at all reasonable hours provided there is not additional cost to the school district, and provided the facilities are not being utilized. Application for such usage shall be made to the building principal. This provision may be suspended by the Board in the event that the Association or members of the unit engage in any job action during negotiation process.
- E. The Association shall be allowed to schedule a maximum of two (2) General meetings per year for a total of two (2) hours and involved employees shall be allowed to clock-in-and-

out for participation. The Association, however, must notify the Business Administrator in writing at least forty-eight (48) hours prior to such meetings. Employees shall also be required to make up the missed time.

- F. The Association shall be allowed to use school equipment when such is not in use, provided that written notification is given to the Board Secretary-Business Administrator at least twenty-four (24) hours prior thereto, stating the Association's approved secretary/operator. The Association shall pay for supplies and shall also pay for repairs due to negligent use. This provision may be suspended by the Board in the event that the Association or members of the unit engage in any job action during negotiation process.
- G. Reasonable use of inter-school mail facilities shall be granted to the Association.
- H. The rights and privileges of the Association and its representatives as set forth in this section of the Agreement shall be granted only to the Association as the exclusive representative of the employees.
- I. The Association shall have small bulletin boards in the cafeteria, locker area, by the custodian time clock and by faculty mailboxes for posting of union information.

## ARTICLE 6

### DAILY WORK HOURS AND SCHEDULE FOR CUSTODIANS, GROUNDSKEEPERS AND MAINTENANCE PERSONNEL

- A. The September to June work schedule is:
  - 1. The base work day shall not exceed eight (8) hours, including a designated thirty (30) minutes uninterrupted lunch period, except for overtime requirements.

First Shift -	between 12:00 p. m. and 1:30 p. m.
Second Shift -	between 7:00 p .m. and 9:30 p. m.

Starting time of each shift shall be designated annually by the Board of Education not later than thirty (30) days prior to September 1 of each year.
  - 2. In addition to thirty (30) minutes uninterrupted lunch period, each such employee covered under this Agreement shall be entitled to a designated fifteen (15) minute coffee break. Said coffee break shall be taken as follows:

First Shift -	between 9:00 a. m. and 10:30 a. m.
Second Shift -	between 5:00 p .m. and 6:30 p. m.



3. Each work week shall consist of five (5) days except for bona fide Board approved holidays.
  4. Employees as defined in this Article shall be paid twenty-five cents (0.25) per hour night differential for each hour of work performed between 6 p. m. and 6 a. m. on top of base hourly rate (and overtime rate if any).
- B. Effective July 1, 1998, the Board may schedule one (1) employee per building on a Tuesday-Saturday schedule. Effective July 1, 1999, the Board may schedule two (2) employees per building on a Tuesday-Saturday schedule. Assignment to such a schedule initially (7/1/98 and 7/1/99) shall be made from custodians on staff prior as of December 2, 1997 who volunteer for this schedule change, or, in the absence of volunteers, assignment by the administration from those custodians hired after December 2, 1997. The District may not involuntarily assign any employee who was on staff before December 2, 1997 to such a schedule. Effective July 1, 2000, an employee assigned to the Tuesday-Saturday shift shall remain on that shift for at least six months, unless the Board allows a transfer before that date. On the first work day of the pay period following the six month anniversary, the employee may transfer to a Monday-Friday shift if there is a custodian on staff with less seniority than he/she has at that time. In the absence of volunteers, the least senior employee shall be assigned to the Tuesday-Saturday shift.
- C. Summer Work Hours are:
1. The summer work schedule will begin on the first Monday immediately following the formal closing of school for students. Such work shall be day work subject to operational needs and/or mutual agreement.
  2. The summer work day for all such employees covered under this contract shall consist of eight (8) hours including uninterrupted lunch period and coffee break as detailed in Paragraph A.1. and A.2. Starting time of the summer work day shall be designated by the Board of Education annually.
  3. Each work week shall consist of five (5) days except for bona fide Board approved holidays.
- D. Overtime shall be as follows:
1. All work performed in excess of any work week of forty (40) hours, including two and one-half (2-1/2) hours uninterrupted lunch period, shall be compensated at the rate of time and one-half. If compensatory time has been granted in lieu of payment, such time must be used within ninety (90) calendar days of crediting or shall be lost. Compensatory time shall not exceed forty (40) hours on any last day of a quarter (September 30, December 31, March 31 and June 30). The supervisor and Business Administrator must approve use of such leave in writing in advance.

2. All overtime work shall be determined by the Business Administrator. Reasonable effort shall be made to equally distribute overtime to all members per shift.
  3. If any work week shall include a bona fide school holiday, granted under Article 13, or if an employee is absent due to personal leave granted under Article 18, Paragraph B, of this Agreement: "Death in Immediate Family", then this day shall be counted as an eight (8) hour day for computation of overtime for the work week for that employee. In cases where multiple holidays or a holiday and personal leave occur within the same work week, only one such eight (8) hour day shall be counted in the work week for computation of said overtime. Any work performed on a bona fide school holiday referred to above, shall be compensated at time and one-half, regardless of the number of hours worked in that week.
  4. Effective in the pay period which follows the mutual ratification of the 2000-2003 Memorandum of Agreement, the Business Office shall document overtime separately from the check itself.
  5. The parties agree that overtime paid between July 1, 2003 and the date of mutual ratification of the 2003-2006 Memorandum of Agreement shall be paid at the hourly rates in effect for 2002-2003.
- E. All such employees shall be granted a maximum of ten (10) minutes prior to the end of the work shift in which to put away equipment and supplies and for the purpose of clean-up. Such period shall not be deducted from the work week calculation for overtime.
- F. Any such employee who is called in to work at times other than his regularly scheduled shift shall be paid for a minimum of two (2) hours at straight-time pay or for the time actually worked, whichever is greater. If appropriate, such pay shall be at an overtime rate. This minimum time provision shall not be applicable if the required time is contiguous to an employee's regular work schedule, and, therefore, less than two (2) hours may be appropriate.

## ARTICLE 7

### DAILY WORK HOURS AND SCHEDULE FOR SECRETARIAL PERSONNEL

- A. The normal work day for secretarial personnel is eight (8) hours including a thirty (30) minute lunch period and a scheduled fifteen (15) minute break period each morning and afternoon for a full work day.
- B. All work performed in excess of forty (40) hours in any week shall be compensated at the rate of time and one-half. If any work week includes a bona fide school holiday, granted under Article 13, then the "normal" hours scheduled for that day in that week shall be creditable for overtime computation. If an employee is granted entitled leave for a death in

immediate family, per Board Policy, then such time shall be counted as one "normal" work day for computation of weekly overtime. In cases where multiple holidays, or a holiday and leave for death in the family occur within the same work week, only one such "normal" work day shall be counted in the work week for computation of overtime. In addition, if any work is performed on a bona fide school holiday referred to above, then such time shall be paid at the rate of time and one-half regardless of the number of hours in that week.

- C. All overtime worked shall be mutually agreed upon by the employee and immediate supervisor. In the event of an emergency, overtime assignment shall be made at the discretion of the Board Secretary-Business Administrator.
- D. If a secretary is required to work during a day when the total District is closed for the full day due to inclement weather or other emergency closing, compensatory time will be granted within ninety (90) working days at a time of mutual convenience of the parties involved.
- E.
  - 1. Secretary's holidays shall correspond to the school calendar during the school year. When students and teachers are not in attendance, secretaries shall not be required to be present. In addition, twelve (12) month secretarial employees shall receive July 4th and Labor Day as holidays.
  - 2.
    - a. Effective July 1, 1995, secretary's holidays shall correspond to the school calendar during the school year. The "school year" is defined as the time when students and teachers are required to be present. When students and teachers are not in attendance, secretaries shall not be required to be present.
    - b. During the period from the last student day of one school year to the first student day of the next school year, twelve (12) month employees shall receive July 4th and Labor Day as holidays. During that same period, ten (10) month employees shall receive Labor Day as a holiday.
- F. Twelve (12) month employees shall work a summer schedule of seven (7) hours commencing the day after Graduation. Such a schedule shall end two (2) days before teachers are first scheduled to arrive for the next school year. Ten (10) month employees shall commence their work year no less than two (2) days before all teachers are first scheduled to arrive for the next school year. Their work year shall end no less than two (2) work days after the students' school year ends, with two (2) additional work days worked at either the beginning or end of their work year at the discretion of the principal. This work year will not exceed 191 days.
- G. The administration shall make a reasonable attempt to secure a substitute for any secretarial employee who has been absent five (5) consecutive work days or more.

## ARTICLE 8

### DAILY WORK HOURS AND SCHEDULE FOR ASSISTANTS

- A. 1. The minimum work year for assistants who are employed from September 1 shall be 172 full days and eight (8) half days. Effective July 1, 2000, the work year for assistants shall be 174 full days and eight (8) half days.
- 2. All days under 1. above shall be scheduled on days which are listed in the school calendar.
- B. 1. Effective upon mutual ratification of the 1997-2000 Agreement, the work day for full-time assistants shall be seven (7) hours on Mondays and Fridays and seven (7) hours, 45 minutes on Tuesdays, Wednesdays and Thursdays. Effective July 1, 2004 the work day for full-time assistants shall be seven (7) hours and 30 minutes Monday through Friday . Half days under A. 1. above shall be three (3) and one-half hours in length. Effective with the mutual ratification of the 1997-2000 Agreement, the Board may create and fill less than full-time assistants positions..
- 2. Full-time assistants shall receive a 30 minute duty-free lunch.
- 3. Full-time assistants shall receive two (2) 20 minutes break per day. There shall be one (1) twenty (20) minute break on half days.
- C. When assistants are directed by the Board or its agents to participate in training outside the work day as defined in B. above, they shall be paid for all such time at the negotiated hourly rate, paying overtime where applicable.
- D. When an assistant who is certified to work as a substitute is assigned by the board or its agents to act as a full day substitute, he/she shall receive \$15 in addition to his/her pay as an assistant.

## ARTICLE 9

### NONDISCRIMINATION CLAUSE

The Board and the Association agree there shall be no discrimination, and that practices, procedures and policies of the School District shall clearly exemplify that there is no discrimination in the hiring, training, assignment, promotion, transfer, or discipline of Association personnel, or in the application or administration of this Agreement on the basis of race, creed, color, religion, national origin, sex, domicile, marital status or age.

## ARTICLE 10

### EMPLOYMENT PROCEDURES

A. General Contract Provision for employment procedures are:

1. Placement on Salary Schedule:

Each employee shall be placed on his proper step of the salary schedule. Any employee employed prior to January 1 of any school year shall be given full credit for one (1) year of service toward the next increment step for the following year.

2. Resignation:

- a. An employee who is resigning from his position shall be required to give two weeks' (14 days) notice to the District Office.
- b. Earned vacation for twelve (12) month personnel shall be paid according to the proportion of full months worked to the total contract year, unless proper notice (14 days) has not been given.
- c. If the full two-week notice is not given, earned vacation shall be paid only in the same proportion as the amount of notice actually given. For this purpose ten (10) full working days shall be used in calculating the amount of notice given by the employee.

3. Notification:

Employees shall be notified of their contract status for the ensuing year as follows: by May 30 for custodial employees, secretarial employees and assistants. Employment contracts shall contain a standard 60 day notification clause for termination of contract.

4. Buildings and Grounds Department employees, Secretarial and Assistant layoffs shall be district-wide and shall be by seniority per classification, i.e., last-in, first-out. Recall lists shall be maintained for one hundred twenty (120) calendar days. Recalls shall be by reverse procedure. Recalled employees shall have seniority rights and accumulated sick leave restored.
5. Employees shall not be required to transport students in their own vehicles. An employee may do so voluntarily, however, with the advance approval of his immediate supervisor.

6. Employees required to travel between buildings during the normal work day shall not forfeit pay and shall be reimbursed fifteen (15) cents per mile or as per adopted Board Policy, whichever shall be greater, for the use of his personal automobile.

## ARTICLE 11

### TRANSFERS/PROMOTIONS

- A. 1. Vacancies and/or new positions within the district shall be posted in all buildings and on all appropriate bulletin boards, including but not limited to the bulletin boards by the custodial time clock, in the teachers' lounge and in the Main Office copy room. A notice of the same shall be delivered to the President of the Association. All vacancies shall be posted for at least seven (7) calendar days before the application deadline for the position. Nothing herein shall interfere with the Board's right to make interim or permanent appointments.

2. Consideration for a vacancy or new position in the bargaining unit will be first given to applicants who are members of the classification of the department in which the vacancy occurs. In the event two (2) or more employees have the same relative qualifications, as solely determined by the employer, the employee with the greatest seniority shall be selected. The following language was agreed to on May 5, 1997: The parties agree that the above language does not give preference in filling a position to a current employee over an outside candidate for a position.

If the position is not filled by an employee from the classification, consideration will be given to applicants from each lower classification within such department. In the event two (2) or more employees have the same relative qualifications, as determined solely by the employer, the employee with the greater departmental seniority shall be selected. If the position is not filled by any member of the department in which the vacancy occurs, equal consideration will be given to all other applicants from the remaining departments. In the event two (2) or more employees have the same relative qualifications, as solely determined by the employer, the employee with the greater District seniority shall be selected. It is expressly understood that promotional positions are excluded from the provisions herein. It is also expressly understood that no "bumping" shall result from any such appointments as provided for herein.

3. There shall be separate classification seniority, departmental seniority, and district wide seniority.

Seniority shall mean the length of continuous service within the classification, within the department, and within the district in the bargaining unit.

<u>DEPARTMENT</u>	<u>CLASSIFICATION</u>
Building and Grounds	Maintenance Custodians-Groundskeepers
Secretarial	Secretary to Principal Data Processing and High School Secretary
Assistants	Assistants *

- If the Board creates a new assistant title, that position shall be a separate classification under Article 9, A. 4. and Article 10 , A. 3.

4. All extra-duty assignments shall be posted on a yearly basis and subject to A. 1. and A. 2.
- B. Notice of an involuntary transfer (i.e., either a change from school-to-school, change of shift assignment or a change in job assignment or a totally different assignment, i.e., secretary to custodian, etc.) shall be given to an employee as soon as practicable. If requested, a conference with the Business will be provided prior to such transfer or if not feasible, within forty-eight (48) hours of becoming effective.
  - C. Promotional positions are defined as those on a nonbargaining unit level of responsibility. A notice of such new supervisory positions shall be posted on the bulletin boards stating the requirements for the promotional position and indicating the closing date for accepting applications. A notice of same shall also be delivered to the President of the Association. Employees who desire to apply, shall submit their application, in writing, to the Business Administrator within the time limit specified in the notice. The Board retains sole right to determine promotions.

Newly hired or current employees newly appointed to a position shall be awarded the position with a ninety (90) day trial period. During this trial period it is the Board's sole prerogative to determine whether the said employee will be retained on a permanent basis. Nothing herein is understood to revise or circumvent tenure or statutory provisions.
  - D. When a unit member is transferred from one unit position to another, he/she shall be placed on the first available step on the relevant salary guide which will not result in a decrease in salary.

## ARTICLE 12

### EMPLOYEE EVALUATION AND RECORDS

- A. A job description will be provided to all support staff members. When such job description is changed, a copy of the changed job description will be given to affected employees.
- B. All monitoring or observations of the work performance of an employee shall be conducted openly by members of the Administrative Staff. The use of eavesdropping, public address, cameras, audio system, and similar surveillance devices shall not be permitted.
- C.
  - 1. Employees shall be evaluated at least once per year.
  - 2. The evaluation form will contain criteria established by the District and will indicate the following on each criterion: Satisfactory, Unsatisfactory, and Needs Improvement. The evaluator may append evaluative comments supporting his/her assessment of performance.
  - 3. An employee shall be given a copy of any evaluation report prepared by his evaluators at least one (1) day before any conference to discuss it. No such report shall be submitted to the central office, placed in the employee's file or otherwise acted upon without the employee having an opportunity for a conference with the evaluator within fifteen (15) working days of the observation.
  - 4. Any employee will be permitted to read and initial any letter of a negative or disciplinary nature which may be used to evaluate him prior to placing same in his personnel file. This signature in no way indicates agreement with the contents thereof. An employee may write a statement, not to exceed one typed page, expressing his point of view in regards to the above negative or disciplinary action, provided this statement is written and filed with the Secretary-Business Administrator within ten (10) working days after the employee was permitted to read and initial the original letter(s) of a negative or disciplinary nature.
- D. The Board of Education shall establish only one (1) official personnel file for each employee.



## ARTICLE 13

### HOLIDAYS

- A. All twelve (12) month custodians, groundskeepers and maintenance workers covered by this Agreement shall receive the following recognized Holidays with pay:

Independence Day  
Labor Day  
Columbus Day  
Veterans Day  
Thanksgiving Day  
Day after Thanksgiving  
Day before Christmas  
Christmas Day  
Day after Christmas  
Day before New Years Day  
New Years Day  
Martin Luther Kings Day  
Presidents Day  
Good Friday  
Easter Monday  
Memorial Day

- B. Effective after the date of the mutual ratification of the 2000-2003 Memorandum of Agreement, when July 4<sup>th</sup> falls on a Saturday or Sunday, the Board shall designate the preceding Friday or the following Monday as the holiday.

## ARTICLE 14

### VACATION

All twelve (12) month employees subject to this Agreement shall be entitled to paid vacation as follows:

- A. During the first year of employment, each employee shall receive one (1) vacation day per month of service up to a maximum of ten (10) days per year (employment on or before the 15th of a month shall constitute one month of service).
- B. After one and through five years of continuous service, each employee shall receive ten (10) vacation days.

- C. After six years of continuous service each employee shall receive fifteen (15) vacation days.
- D. After twenty (20) years of consecutive service, each employee shall receive twenty (20) vacation days.
- E. All vacation schedules shall be subject to final approval by the Business Administrator.
- F. Employees who change positions from ten (10) month to twelve (12) months shall receive credit for all ten (10) month service toward vacation entitlement. Employment must be without a break in service; only full months of service are creditable.

## ARTICLE 15

### SALARIES

- A. The salary of each employee covered by this Agreement is set forth in Schedules A, B and C which are attached hereto and made a part of this Agreement.
- B.
  - 1. Each employee shall be paid every other Friday during the regular work year.
  - 2. If a payday falls on a holiday, then payment shall be made on the last scheduled work day prior to the holiday.
- C. All employees covered by this Agreement shall be placed on the proper step of the appropriate salary guide. If after advertising for new hires, the Board is unable to employ a satisfactory, acceptable candidate, the Board shall first notify the Association and thereafter employ up through step 6 of the appropriate salary guide.
- D. If a unit Secretary is assigned the task of substitute calling, said secretary shall receive a stipend in addition to base payment of \$3776. In addition, the Board shall assume the phone charges associated with such task.
- E. Each employee who is required to serve on jury duty shall receive the difference between their salary and the payment made as jury duty compensation, upon presentation of a certificate of attendance to the Secretary-Business Administrator and subject to the following provisions:
  - 1. Questionnaires concerning availability of each employee for jury duty shall be completed by the employee to state the preferential time to be during non-working periods as specified by the school district.

2. Upon receipt of notification of jury duty, each employee shall request that such duty be postponed until non-working period and shall immediately advise the Business Administrator of such notification and response.

F. There shall be a direct deposit approach under the following terms:

1. An employee must inform the Business Office on the direct deposit application form of his/her desire to participate in direct deposit by August 1. Absent such a form each year, it is presumed that the employee does not wish to participate.
2. All direct deposits will be of the entire paycheck. There shall be no partial direct deposits.
3. The Board shall have no responsibility for receiving bank rules regarding access to deposited funds.
4. The employee may withdraw from direct deposit with reasonable written notice. However, no employee who has withdrawn may re-enter the plan until the next year.

## ARTICLE 16

### BOARD'S RIGHTS CLAUSE

Except as otherwise specified in this Agreement, the Association recognizes that the Board has responsibility and authority to manage and direct in behalf of the public, all of the operations and activities of the school district to the full extent authorized by law.

It is understood that employees shall, during and notwithstanding the pendency of any grievance, continue to observe all assignments and applicable rules and regulations of the Board until such grievances and any effect thereof shall have been fully determined.

It is understood by all parties that under the rulings of the courts of New Jersey and the State Commissioner of Education, the Board is forbidden to waive any rights or powers granted to it by law.

## ARTICLE 17

### UNIFORM ALLOWANCE

- A. Whenever the Board of Education mandates a uniform to be worn on duty then the Board shall provide such uniform, which shall include tops and bottoms. There shall be a maximum of six (6) uniforms per year.

- B. Custodians and maintenance employees who only work inside the buildings on a given day between the work day after student dismissal for the summer to the work day before students return may wear Board-supplied shorts when working. The uniform for custodian and maintenance employees will include cotton or cotton blend shirts. The parties recognize that the provision of these shirts will occur as the cycle for uniform replacement occurs for employees. Until the cycle is completed, custodians may wear Board-approved shirts (cotton blend) which they supply.

ARTICLE 18

SICK LEAVE

- A. Each employee shall be provided sick leave at the rate of one (1) day per month of employment which shall be accumulative from year to year without limit in accordance with N.J.S.A. 18A:30-1 et. seq. Beginning the second year of employment 10 month employees shall receive 10 days sick leave per year as of the first day of work in the year and 12 month employees shall receive 12 days sick leave per year as of July 1.
- B. Each employee shall be provided with written accounting of sick leave once each year.
- C. Upon retirement after at least fifteen (15) years of service in the district, an employee shall be compensated for all unused sick leave at the following rates of pay and under the following conditions.
  - 1. Employee must have at least fifty (50) days accumulated sick leave to be eligible for reimbursement.
  - 2. Employee must give the Board written notice of intent to retire one year prior to the proposed retirement date. Failure to do so will delay payment for one full year.
  - 3. Employees will be reimbursed up to a maximum of 160 days.
  - 4. Rates of Pay:
    - a. Buildings and Grounds Department Employees, Secretaries and Assistants  
\$15.00 per day - maximum \$2,400.00.

## ARTICLE 19

### TEMPORARY LEAVES OF ABSENCE

Employees shall be entitled to the following temporary non-accumulative leaves of absence with full pay each school year.

A. Personal Leave

With the approval of the Secretary-Business Administrator, an employee may be granted, for personal reasons other than personal illness, two (2) days of absence from regularly scheduled duties within the annual school calendar as approved by the Board of Education. These two (2) days of absence, when approved, shall be granted without loss of salary.

Any days not utilized by an employee in any one contractual year shall be converted to accumulated sick leave.

B. Death in Immediate Family

With the approval of the Secretary-Business Administrator, an employee may be granted days of absence, without loss of salary due to death in the staff member's immediate family.

The number of days of absence granted shall be determined by individual circumstances, and shall not be deducted from the two (2) days of personal leave as defined above. Immediate Family shall be defined as the employee's:

1. Husband or Wife
2. Children
3. Father or Mother
4. Brother or Sister
5. Father-in-law or Mother-in-law
6. Grandparents
7. Brother-in-law
8. Sister-in-law
9. Member of the household
10. Grandchild

ARTICLE 20

EXTENDED LEAVES

A. Child Rearing Leave:

1. Pregnant employees who are medically disabled are entitled to sick leave utilization in accordance with N.J.S.A. 18A:30-1 et. seq.
2. An employee with a child less than three (3) months old may apply for and will be granted Child Rearing Leave of Absence without pay provided application is made at least sixty (60) days prior to commencement of such leave.
3. An employee who is granted Child Rearing Leave shall return to work at the start of the first pay period which is at least sixty (60) days after written notice of such return is provided by the employee to the Board.
4. Salary and benefits shall not be provided to the employee during Child Rearing Leave.
5. Child Rearing Leave time shall not be considered as experience time for salary purposes and the employee shall return to the District's employ on the salary guide in effect at the time of return.
6. For purposes of salary guide placement for the year subsequent to Child Rearing Leave, six (6) full months constitutes one year credit for 12 month employees, and five (5) full months constitutes one year credit for 10 month employees.

- B. An employee may apply for and be granted an unpaid extended leave of absence for good cause for one (1) year. The granting of such leave shall remain the sole prerogative of the Board.

ARTICLE 21

INSURANCE PROTECTION

- A. 1. Each employee eligible and choosing will receive health insurance fully paid for by the Board for him/her and his/her dependents. Said coverage shall be the Blue Cross/Blue Shield "Blue Select" plan. The in-network Co-pay maximum shall be \$10.00 per visit.

2. An employee may continue to be covered by the "PACE" program by paying 15% of the "PACE" program premium due at the applicable enrollment level. Said payments will be made by way of payroll deductions.
  3. Insurance under 1. and 2. above shall include the Mandatory Second Surgical Opinion and the Pre-Admission Review option.
  4. Each employee eligible and choosing shall be entitled to select an HMO for insurance in accordance with the rules promulgated by the Administration.
  5. The Blue Select plan to include the following outpatient psychiatric and rehabilitation coverage: 80% of coverage allowance of \$100 (or \$80 per visit) with a \$2,000 benefit period maximum.
  6. The Blue Select network will be extended to Pennsylvania and Delaware.
- B. There shall be a co-pay prescription drug plan for an employee and his/her dependents. The employee co-pay shall be \$10.00 co-pay for name brands and \$5.00 for generic and mail order. The dosage limits per co-payment shall be: 1) up to a 30 day supply at retail; and, 2) 90 days for mail order.
- C. Effective July 1, 2003, the Board contribution toward a family dental plan shall be the actual premium in effect each year of this Agreement (2003-2004, 2004-2005 and 2005-2006). The premium in effect at each enrollment level for 2005-2006 shall become the Board maximum contribution for future years unless and until changed by the parties in writing.
- D. If another bargaining unit in the Greater Egg Harbor Regional High School District is granted an improved health insurance benefit during the term of this contract, then the Board shall either grant the same benefit herein or reopen negotiations concerning such insurance benefit.
- E. Voluntary Health Incentive Waiver Plan
1. There shall be a voluntary health insurance waiver plan for employees eligible to receive family or husband/wife coverage under Article 21, A. or any enrollment level under B. or C. above.
  2. An employee may waive insurance under one or more insurances under A., B. or C. above.
  3. Each year, the Board shall provide appropriate forms to all employees covered by family or husband/wife coverage and to employees who are eligible to receive prescription or dental insurance. Said form will contain a final return date.
  4. Employees who voluntarily elect to waive coverage shall be entitled to receive 25% of the premium cost of the waived insurance.

5. Payment of the monies in 4. above shall be made by separate check before July 31 after the conclusion of the waived year.
6. Employees must waive such insurance for a full year (July 1 through June 30) to be eligible for said payment.
7. Employees who have no other comprehensive family or husband/wife insurance shall not be permitted to waive coverage under Article 21, A.
8. An employee who waives coverage may re-enroll for the next year during the open enrollment period. The only exception is that if a spouse's health/hospitalization coverage (Article 21, A.) is terminated during the District's insurance year, the employee may re-enroll immediately in the District's plan. If such re-enrollment occurs during the insurance year, no incentive payment will be made to the employee for that year.
9. In order to protect all employees from Federal taxation of existing benefits when this plan is in effect, the District will comply with all Federal paperwork (a Section 125 account).



ARTICLE 22

SENIORITY AND REDUCTION-IN-FORCE

- A. The Board shall maintain a seniority list for each job title of support staff employees in the following job titles (each is a separate category):

Secretary to the Principal  
High School Secretary  
Computer Operator  
Custodian  
Groundskeeper  
Maintenance Employee  
Assistant

Copies of these lists shall be made available to the Association.

- B. In the event of a reduction in force within a job title listed in A. above, employees with five (5) or more years of experience in the District will not be laid off before employees with less than five (5) years of experience in the District within the same job title.
- C. In the event of a recall, any employee who has at least three (3) years of experience in the District, shall be recalled to their position (the last one filled before the reduction in force) in order of seniority within the affected job title.
- D. Support staff employees who have been reduced in force shall remain on the recall list for three (3) years from the effective date of the reduction in force. Support staff employees who have been reduced in force and who have five (5) years or more of seniority at the time of the reduction in force shall remain on the recall list for five (5) years from the effective date of the reduction in force.
- E. Notice of recall to work shall be addressed to the support staff member's last address appearing on the records of the school district by certified mail, return receipt requested. Within eight (8) calendar days from receipt of such notice of recall, the support staff member shall notify the Board of Education, in writing, whether or not he/she desires to return to work in the recall. If he/she fails to reply or if he/she indicates that he/she does not desire to return to such work, he/she shall forfeit all of his/her seniority and all rights to recall.
- F. Seniority shall not be accumulated during the period of layoff. Upon recall the support staff member shall have his/her accumulated seniority restored to the date of layoff.
- G. A support staff employee shall lose all accumulated school district seniority only if he/she resigns or is discharged for cause, irrespective of whether he/she is subsequently rehired by the school district.

## ARTICLE 23

### MISCELLANEOUS PROVISIONS

- A. In accordance with Chapter 123 N.J.S.A., any changes in the terms and conditions of employment expressed herein shall first be negotiated with the Association as majority representative.
- B. Copies of this Agreement shall be printed at the expense of the Board. The Agreement shall be presented to all employees now employed, hereinafter employed, or considered for employment by the Board.
- C. Injuries:  
  
All employees shall immediately report to the District Office, all injuries no matter how slight, suffered by them in connection with their employment.
- D. Repeated lateness to work shall be grounds for dismissal.
- E. Employees must punch their own time cards upon arrival to work as well as upon leaving the building. In no case will a time card of an employee be punched by any other person. Failure to comply strictly with this procedure shall constitute grounds for dismissal.
- F. Payment of dues to employee organizations affiliated with this Association shall be made in accordance with N.J.S.A. 52:14-15-9e.
- G. Payroll deduction for an ABCO credit union shall be provided to bargaining unit members.
- H. If another bargaining unit in the Greater Egg Harbor Regional High School District is granted an agency shop provision by the Board, then the Board shall either reopen negotiations concerning the issue, or grant the provision with the same benefits to this bargaining unit. The Association shall "save harmless" the Board from any suit or other action arising out of such provision if and when granted, including but not limited to legal fees and/or representation fees.
- I. The Board will establish a fund of \$1000 for each of the school years covered by this contract to pay for valid claims of an employee for damage to a vehicle of the employee due to vandalism while parked at the school during the time the employee is working during his/her scheduled hours. Upon presentation of a claim and appropriate validation of such claim by an employee to the Board of Education, the Board will reimburse to the employee the deductible amount paid by the employee under comprehensive insurance coverage to a maximum of the employee's deductible up to four hundred dollars (\$400).

ARTICLE 24

LIAISON COMMITTEE

A maximum of two (2) Association representatives shall meet with the Business Administrator up to two (2) times during the year to review and discuss current problems, practices of mutual interest and the administration of this agreement. Such meeting shall take place within two (2) weeks of such request by either party.

ARTICLE 25

DURATION

This Agreement shall be effective July 1, 2003 and through June 30, 2006.

WITNESS

IN WITNESS THEREOF the parties hereto have caused this Agreement to be signed by their respective representatives all on the day and year first above written.

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Board Secretary/Business Administrator

\_\_\_\_\_  
Association President

SCHEDULE A  
CUSTODIANS - GROUNDSKEEPERS - MAINTENANCE  
2003-2004

02-03 STEP	03-04 STEP	CUSTODIANS/ GROUNDSKEEPERS ANNUAL SALARY	02-03 STEP	03-04 STEP	MAINTENANCE ANNUAL SALARY
***	1	\$ 24,550	***	1	\$ 32,204
1	2	\$ 25,200	1	2	\$ 32,504
2	3	\$ 25,883	2	3	\$ 32,819
3	4	\$ 26,565	3	4	\$ 33,146
4	5	\$ 27,248	4	5	\$ 33,487
5	6	\$ 27,930	5	6	\$ 34,078
6	7	\$ 28,613	6	7	\$ 34,630
7	8	\$ 29,295	7	8	\$ 35,121
8	9	\$ 29,978	8	9	\$ 35,434
9	10	\$ 30,660	9	10	\$ 35,751
10	11	\$ 31,395	10	11	\$ 36,266
11	12	\$ 32,263	11	12	\$ 36,565
12	13	\$ 32,795	12	13	\$ 36,862
13	14	\$ 33,286	13	14	\$ 37,162
14	15	\$ 33,716	14	15	\$ 37,460
15	16	\$ 34,094	15	16	\$ 37,758
16	17	\$ 34,195	16	17	\$ 38,056
17	18	\$ 34,519	17	18	\$ 38,354
18	19	\$ 34,818	18	19	\$ 38,653
19	20	\$ 35,115	19	20	\$ 38,951
20	21	\$ 35,414	20	21	\$ 39,249
21	22	\$ 35,712	21	22	\$ 39,547
22	23	\$ 36,012	22	23	\$ 39,848
23	24	\$ 36,310	23	24	\$ 40,132
24	25	\$ 36,608	24	25	\$ 40,444
25	26	\$ 36,906	25	26	\$ 41,040
26	27	\$ 37,205	26	27	\$ 41,187
27	28	\$ 37,503	27	28	\$ 41,337
28	29	\$ 37,801	28	29	\$ 41,487
29	30	\$ 38,099	29	30	\$ 41,784
30	31	\$ 38,397	30	31	\$ 42,233
31	32	\$ 38,696	31	32	\$ 43,127
32	33	\$ 38,994			
33	34	\$ 39,292			
34	35	\$ 39,740			
35	36	\$ 40,039			
36	37	\$ 40,337			
37	38	\$ 40,784			
38	39	\$ 41,680			

Notes re Buildings and Grounds Department Employees:

1. Any Buildings and Grounds Department employee holding a valid fireman's license, assigned by the head custodian as fireman on duty for any shift, shall receive \$8.00 per diem in addition to his contractual salary.
2. The custodian managing the receiving room in each school shall receive an annual stipend of \$600.00.

SPECIAL SALARIES:

PAINTER

\$45,217

HVAC MECHANIC

\$56,702

SCHEDULE A  
CUSTODIANS - GROUNDSKEEPERS - MAINTENANCE  
2004-2005

CUSTODIANS/ GROUNDSKEEPERS			MAINTENANCE		
03-04 STEP	04-05 STEP	ANNUAL SALARY	03-04 STEP	04-05 STEP	ANNUAL SALARY
***	1	\$ 25,128	***	1	\$ 33,514
1	2	\$ 25,778	1	2	\$ 33,814
2	3	\$ 26,460	2	3	\$ 34,129
3	4	\$ 27,177	3	4	\$ 34,460
4	5	\$ 27,893	4	5	\$ 34,804
5	6	\$ 28,610	5	6	\$ 35,161
6	7	\$ 29,327	6	7	\$ 35,782
7	8	\$ 30,043	7	8	\$ 36,362
8	9	\$ 30,760	8	9	\$ 36,878
9	10	\$ 31,476	9	10	\$ 37,206
10	11	\$ 32,193	10	11	\$ 37,539
11	12	\$ 32,965	11	12	\$ 38,079
12	13	\$ 33,877	12	13	\$ 38,393
13	14	\$ 34,434	13	14	\$ 38,705
14	15	\$ 34,950	14	15	\$ 39,020
15	16	\$ 35,401	15	16	\$ 39,333
16	17	\$ 35,798	16	17	\$ 39,646
17	18	\$ 35,905	17	18	\$ 39,959
18	19	\$ 36,245	18	19	\$ 40,272
19	20	\$ 36,559	19	20	\$ 40,585
20	21	\$ 36,871	20	21	\$ 40,898
21	22	\$ 37,185	21	22	\$ 41,211
22	23	\$ 37,497	22	23	\$ 41,525
23	24	\$ 37,812	23	24	\$ 41,840
24	25	\$ 38,126	24	25	\$ 42,139
25	26	\$ 38,439	25	26	\$ 42,466
26	27	\$ 38,752	26	27	\$ 43,092
27	28	\$ 39,065	27	28	\$ 43,247
28	29	\$ 39,378	28	29	\$ 43,404
29	30	\$ 39,691	29	30	\$ 43,561
30	31	\$ 40,004	30	31	\$ 43,873
31	32	\$ 40,317	31	32	\$ 44,345
32	33	\$ 40,630	32	33	\$ 45,283
33	34	\$ 40,944			
34	35	\$ 41,257			
35	36	\$ 41,727			
36	37	\$ 42,041			
37	38	\$ 42,354			
38	39	\$ 42,823			
39	40	\$ 43,764			

Notes re Buildings and Grounds Department Employees:

1. Any Buildings and Grounds Department employee holding a valid fireman's license, assigned by the head custodian as fireman on duty for any shift, shall receive \$9.00 per diem in addition to his contractual salary.
2. The custodian managing the receiving room in each school shall receive an annual stipend of \$600.00.

SPECIAL SALARIES:

PAINTER	\$47,478
HVAC MECHANIC	59,537

3. Effective 7/1/04, boiler checks on weekends and holidays are to be paid at a rate of 1½ times the straight time hourly rate for all hours worked during these checks, regardless of the number of hours worked during the week.



**SCHEDULE A**  
**CUSTODIANS - GROUNDSKEEPERS - MAINTENANCE**  
2005-2006

04-05 STEP	05-06 STEP	CUSTODIANS/ GROUNDSKEEPERS ANNUAL SALARY	04-05 STEP	05-06 STEP	MAINTENANCE ANNUAL SALARY
***	1	\$ 25,734	***	1	\$ 34,890
1	2	\$ 26,384	1	2	\$ 35,190
2	3	\$ 27,066	2	3	\$ 35,505
3	4	\$ 27,783	3	4	\$ 35,835
4	5	\$ 28,535	4	5	\$ 36,183
5	6	\$ 29,288	5	6	\$ 36,544
6	7	\$ 30,040	6	7	\$ 36,919
7	8	\$ 30,793	7	8	\$ 37,571
8	9	\$ 31,545	8	9	\$ 38,180
9	10	\$ 32,298	9	10	\$ 38,721
10	11	\$ 33,050	10	11	\$ 39,066
11	12	\$ 33,803	11	12	\$ 39,416
12	13	\$ 34,613	12	13	\$ 39,983
13	14	\$ 35,570	13	14	\$ 40,313
14	15	\$ 36,156	14	15	\$ 40,641
15	16	\$ 36,698	15	16	\$ 40,971
16	17	\$ 37,171	16	17	\$ 41,299
17	18	\$ 37,588	17	18	\$ 41,628
18	19	\$ 37,700	18	19	\$ 41,957
19	20	\$ 38,057	19	20	\$ 42,286
20	21	\$ 38,387	20	21	\$ 42,614
21	22	\$ 38,714	21	22	\$ 42,943
22	23	\$ 39,044	22	23	\$ 43,272
23	24	\$ 39,372	23	24	\$ 43,601
24	25	\$ 39,703	24	25	\$ 43,932
25	26	\$ 40,032	25	26	\$ 44,246
26	27	\$ 40,361	26	27	\$ 44,589
27	28	\$ 40,689	27	28	\$ 45,247
28	29	\$ 41,018	28	29	\$ 45,409
29	30	\$ 41,347	29	30	\$ 45,575
30	31	\$ 41,676	30	31	\$ 45,739
31	32	\$ 42,004	31	32	\$ 46,067
32	33	\$ 42,333	32	33	\$ 46,562
33	34	\$ 42,662	33	34	\$ 47,547
34	35	\$ 42,991			
35	36	\$ 43,319			
36	37	\$ 43,814			
37	38	\$ 44,143			
38	39	\$ 44,471			
39	40	\$ 44,964			
40	41	\$ 45,952			

Notes re Buildings and Grounds Department Employees:

1. Any Buildings and Grounds Department employee holding a valid fireman's license, assigned by the head custodian as fireman on duty for any shift, shall receive \$10.00 per diem in addition to his contractual salary.
2. The custodian managing the receiving room in each school shall receive an annual stipend of \$600.00.

SPECIAL SALARIES:

PAINTER	\$49,852
HVAC MECHANIC	62,514

3. Effective 7/1/04, boiler checks on weekends and holidays are to be paid at a rate of 1½ times the straight time hourly rate for all hours worked during these checks, regardless of the number of hours worked during the week.

SCHEDULE B

SECRETARIAL EMPLOYEES

2003-2004

02-03 STEP	03-04 STEP	SECRETARY TO PRINCIPAL ANNUAL SALARY	HIGH SCHOOL SECRETARY/ COMPUTER OPERATOR ANNUAL SALARY
***	1	\$ 31,109	\$ 30,129
1	2	\$ 31,309	\$ 30,329
2	3	\$ 31,519	\$ 30,539
3	4	\$ 31,737	\$ 30,758
4	5	\$ 31,964	\$ 30,986
5	6	\$ 32,200	\$ 31,287
6	7	\$ 32,437	\$ 31,576
7	8	\$ 32,673	\$ 31,871
8	9	\$ 32,909	\$ 32,167
9	10	\$ 33,145	\$ 32,462
10	11	\$ 33,391	\$ 32,766
11	12	\$ 33,858	\$ 33,234
12	13	\$ 34,327	\$ 33,703
13	14	\$ 34,793	\$ 34,170
14	15	\$ 35,262	\$ 34,637
15	16	\$ 35,729	\$ 35,105
16	17	\$ 36,198	\$ 35,574
17	18	\$ 36,665	\$ 36,041
18	19	\$ 37,134	\$ 36,510
19	20	\$ 37,602	\$ 36,978
20	21	\$ 38,070	\$ 37,446
21	22	\$ 38,537	\$ 37,913
22	23	\$ 39,006	\$ 38,382
23	24	\$ 39,474	\$ 38,850
24	25	\$ 39,942	\$ 39,318
25	26	\$ 40,410	\$ 39,786
26	27	\$ 40,879	\$ 40,253
OFF2	OFF2	N/A	\$ 41,190
OFF3	OFF3	N/A	\$ 42,127

See Article 11, D. for salary guide placement in a transfer or promotion situation.

SCHEDULE B

SECRETARIAL EMPLOYEES

2004-2005

03-04 STEP	04-05 STEP	SECRETARY TO PRINCIPAL ANNUAL SALARY	HIGH SCHOOL SECRETARY/ COMPUTER OPERATOR ANNUAL SALARY
***	1	\$ 32,464	\$ 31,436
1	2	\$ 32,664	\$ 31,636
2	3	\$ 32,874	\$ 31,846
3	4	\$ 33,095	\$ 32,066
4	5	\$ 33,324	\$ 32,296
5	6	\$ 33,562	\$ 32,535
6	7	\$ 33,810	\$ 32,851
7	8	\$ 34,058	\$ 33,154
8	9	\$ 34,306	\$ 33,464
9	10	\$ 34,555	\$ 33,775
10	11	\$ 34,803	\$ 34,085
11	12	\$ 35,061	\$ 34,405
12	13	\$ 35,551	\$ 34,895
13	14	\$ 36,043	\$ 35,388
14	15	\$ 36,532	\$ 35,879
15	16	\$ 37,025	\$ 36,369
16	17	\$ 37,516	\$ 36,860
17	18	\$ 38,008	\$ 37,353
18	19	\$ 38,498	\$ 37,843
19	20	\$ 38,991	\$ 38,335
20	21	\$ 39,482	\$ 38,827
21	22	\$ 39,973	\$ 39,318
22	23	\$ 40,464	\$ 39,809
23	24	\$ 40,957	\$ 40,301
24	25	\$ 41,447	\$ 40,793
25	26	\$ 41,939	\$ 41,284
26	27	\$ 42,431	\$ 41,775
27	28	\$ 42,923	\$ 42,265
OFF2	OFF2	N/A	\$ 43,250

See Article 11, D. for salary guide placement in a transfer or promotion situation.

SCHEDULE B

SECRETARIAL EMPLOYEES

2005-2006

04-05 STEP	05-06 STEP	SECRETARY TO PRINCIPAL ANNUAL SALARY	HIGH SCHOOL SECRETARY/ COMPUTER OPERATOR ANNUAL SALARY
***	1	\$ 33,888	\$ 32,807
1	2	\$ 34,088	\$ 33,007
2	3	\$ 34,298	\$ 33,217
3	4	\$ 34,518	\$ 33,438
4	5	\$ 34,750	\$ 33,670
5	6	\$ 34,990	\$ 33,910
6	7	\$ 35,240	\$ 34,162
7	8	\$ 35,501	\$ 34,494
8	9	\$ 35,761	\$ 34,812
9	10	\$ 36,022	\$ 35,137
10	11	\$ 36,282	\$ 35,464
11	12	\$ 36,543	\$ 35,789
12	13	\$ 36,814	\$ 36,125
13	14	\$ 37,329	\$ 36,640
14	15	\$ 37,845	\$ 37,157
15	16	\$ 38,359	\$ 37,673
16	17	\$ 38,877	\$ 38,188
17	18	\$ 39,392	\$ 38,703
18	19	\$ 39,908	\$ 39,220
19	20	\$ 40,423	\$ 39,735
20	21	\$ 40,941	\$ 40,252
21	22	\$ 41,456	\$ 40,768
22	23	\$ 41,972	\$ 41,284
23	24	\$ 42,487	\$ 41,800
24	25	\$ 43,005	\$ 42,316
25	26	\$ 43,520	\$ 42,832
26	27	\$ 44,036	\$ 43,348
27	28	\$ 44,552	\$ 43,864
28	29	\$ 45,069	\$ 44,379
OFF2	OFF2	N/A	\$ 45,412

See Article 11, D. for salary guide placement in a transfer or promotion situation.

**SCHEDULE C**  
**ASSISTANTS**

<b><u>2003-2004</u></b>			
02-03 STEP		03-04 STEP	HOURLY RATE
***		1	\$ 9.88
1		2	\$ 10.08
2		3	\$ 10.28
3		4	\$ 10.48
4		5	\$ 10.68
5		6	\$ 11.64
6		7	\$ 12.42
7		8	\$ 13.20
8		9	\$ 13.77
9		10	\$ 14.48
10		11	\$ 14.78
11		12	\$ 15.11
<b><u>2004-2005</u></b>			
03-04 STEP		04-05 STEP	HOURLY RATE
***		1	\$ 10.55
1		2	\$ 10.75
2		3	\$ 10.95
3		4	\$ 11.15
4		5	\$ 11.35
5		6	\$ 11.55
6		7	\$ 12.51
7		8	\$ 13.29
8		9	\$ 14.07
9		10	\$ 14.64
10		11	\$ 15.35
11		12	\$ 15.65
12		13	\$ 15.98
<b><u>2005-2006</u></b>			
04-05 STEP		05-06 STEP	HOURLY RATE
***		1	\$ 11.47
1		2	\$ 11.49
2		3	\$ 11.69
3		4	\$ 11.89
4		5	\$ 12.09
5		6	\$ 12.29
6		7	\$ 12.49
7		8	\$ 13.45
8		9	\$ 14.23
9		10	\$ 15.01
10		11	\$ 15.58
11		12	\$ 16.29
12		13	\$ 16.59
13		14	\$ 16.92

