

Contract no. 1697

F

**AGREEMENT**

**between**

**MILLVILLE SUPPORT STAFF**

**and**

**THE MILLVILLE BOARD OF EDUCATION**

**July 1, 1991 to June 30, 1994**

## Article I

### RECOGNITION

The Board agrees to and hereby does recognize the Association as the sole and exclusive negotiating agent for the purpose of collective negotiations in matters relating to terms and conditions of employment on behalf of all full time (a unit member who works a minimum of 20 hours):

#### A.Aides

1. Security Aides
2. Library Aides
3. Classroom Aides

#### B.Secretaries

1. Principal Clerk w/knowledge of Typing
2. Principal Clerk w/knowledge of Shorthand
3. Senior Accounting Clerk
4. Senior Clerk Typist
5. Computer Operator
6. Clerk Stenographer
7. Accounts Clerk
8. Register Clerk
9. General Office Personnel
10. Administrative Clerk Data Processing

The Millville Board of Education has the right to refuse recognition in the aforementioned unit at any time to the following.

1. Secretary to the Superintendent (1)
2. Secretaries to the Assistant Superintendents and Director of Personnel (2)
3. Secretary to the Board Secretary (1)
4. Secretary in charge of District Payroll (1)

## Article II

### NEGOTIATION OF SUCCESSOR AGREEMENT

- A. Policy Changes  
Consistent with Chapter 123, P.L. of N.J. 1974, the Board shall not affect any change in Policy concerning terms and conditions of employment except those so negotiated and included as part of this Agreement and contained herein.
- B. Not later than October 30, of the year of expiration, the Board agrees to initiate negotiations with the Association over a Successor Agreement in accordance with the procedure set forth herein in good-faith effort on both sides to reach continuing agreement on salaries and other conditions of employment. By the same date, the Association agrees to present to the Board its proposals for the successor agreement. Any agreement so negotiated shall apply to all members of the negotiation unit and shall be reduced to writing and signed by all the parties.
- C. Negotiations shall commence with a meeting at a mutually satisfactory place within fifteen (15) days after a receipt of a proposal, unless the Board and the Association mutually agree to an extension of time. During negotiations, the Board and the Association shall present relevant data exchange points of view, and make proposals and counterproposals. Each party shall promptly make available to the other upon request, information within its possession which is not privileged under law and which is relevant to the subject under discussion. Either party may, if it so desires, utilize the services of outside consultants and may call upon professional and lay representatives to assist in the negotiations.
- D. Whenever members of the bargaining unit are mutually scheduled by the parties hereto to participate during working hours in conferences, meetings or in negotiations respecting the collective bargaining agreement, they will suffer no pay loss in pay.
- E. Modification  
This Agreement shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.
- F. Except as this Agreement shall hereinafter otherwise provide, all terms and conditions of employment applicable on the effective date of this Agreement to employees covered by this Agreement as established by the rules, regulations and/or policies of the Board in force on said date, shall continue to be so applicable during the term of this Agreement. Unless otherwise provided in this Agreement, nothing contained herein shall be interpreted and/or applied so as to eliminate, reduce or otherwise detract

from any employee benefit existing prior to its effective date.

- G. The Board agrees not to negotiate concerning said employees in the negotiating unit as defined in Article I of this Agreement, with any organization other than the Association for the duration of this Agreement.

## Article III

### GRIEVANCE PROCEDURE

#### A. Definitions

##### 1. Grievance

A "grievance" is a claim by an employee or the Association based upon the interpretation, application, or violation of this Agreement, policies or administrative decisions affecting an employee or group of employees.

##### 2. Aggrieved Person

An "aggrieved person" is the person or persons or the Association making the claim.

##### 3. Party in Interest

A "party in interest" is the person or persons making the claim and any person including the Association or the Board, who might be required to take action or against whom action might be taken in order to resolve the claim.

#### B. Purpose

The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems which may from time to time arise affecting employees. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

#### C. Procedure

##### 1. Time Limits

The number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement.

##### 2. Year-End Grievances

In the event a grievance is filed, at such time that it cannot be processed through all the steps in this grievance procedure by the end of the school year, and, if left unresolved until the beginning of the following school year, could result in irreparable harm to a party in interest of time limits set forth herein shall be reduced so that the grievance procedure may be exhausted prior to the end of the school year or as soon thereafter as practicable.

##### 3. Level One - Principal or Immediate Supervisor

- a. A grievance, to be considered under this procedure, must be initiated by the employee within thirty (30) calendar days of the time the employee knew or should know of its occurrence.
  - b. An employee with a grievance shall first discuss it with the principal or immediate supervisor, either directly or through the Association's designated representative, with the objective of resolving the matter informally.
4. Level Two - Assistant Superintendent  
If the aggrieved person is not satisfied with the disposition of the grievance at Level One, or if no decision has been rendered within five (5) school days after the presentation of the grievance, the employee may file the grievance in writing with the Assistant Superintendent within five (5) school days after the decision at Level One or ten (10) school days after the grievance was presented, whichever is sooner within five (5) school days after receiving the written grievance, the Assistant Superintendent shall render a decision.
5. Level Three - Superintendent  
If the aggrieved person is not satisfied with the disposition of the grievance at Level Two, or if no decision has been rendered within five (5) school days after the presentation of the grievance, the employee may file the grievance in writing with the Superintendent within five (5) school days after the decision at Level Two or ten (10) school days after the grievance was presented, whichever is sooner. Within five (5) school days after receiving the written grievance, the Superintendent shall render a decision.
6. Level Four - Board of Education  
If the grievance is not resolved at Level Three, or if no decision has been rendered within the five (5) day period, it may be appealed to the Board directly.
- a. Any appeal to the Board shall be within fifteen (15) school days after the decision in Level Three is rendered and shall be in writing, stating the grievance and the reasons for not accepting the decision rendered in Level Three.
  - b. Within fifteen (15) days after the receipt of the written appeal, the Board shall hear the grievance.
  - c. Within fifteen (15) days after the hearing the grievance, the Board shall communicate its decision in writing to the employee, giving reasons for its decision. A copy of the decision shall be sent to the

President of the Association.

7. Level Five - Arbitration

- a. If the employee is dissatisfied with the decision of the Board of Education and only if the grievance pertains to a violation of this Agreement between the Board and the Association, the employee may request the appointment of an arbitrator. Such request to be made known to the Superintendent by certified mail, receipt returnable, no later than fifteen (15) calendar days after the decision, in writing, of the Board.
- b. Such request can be honored only if the grievant or grievants and the organization representing them waive the right, if any, in writing of said grievant or grievants and the organization representing them to submit the underlying dispute to any other administrative or judicial tribunal until after the grievance procedure had been exhausted. This paragraph is not to be construed as a waiver of entitled legal rights.
- c. Within fourteen (14) calendar days after such written notice of submission to arbitration, the Board and the Association shall attempt to agree upon a mutually acceptable arbitrator. The following procedure will be used to secure the services of an arbitrator:
  - (1) A joint request shall be made to the PERC, to submit a roster of persons qualified to function as arbitrator in the dispute in question.
  - (2) If the parties are unable to agree upon a mutually satisfactory arbitrator from the list submitted, they will request the PERC to submit a second list.
  - (3) If the parties are unable to agree, within fourteen (14) calendar days of the initial request for arbitration, upon a mutually satisfactory arbitrator from the second submitted list, the PERC may be requested by either party to designate an arbitrator. The arbitrator shall limit himself to the issues submitted to him and shall consider nothing else. He can add nothing to, nor subtract anything from the agreement between the parties or any policy of the Board. The findings of the arbitrator shall be binding upon the parties.

8. Cost of Arbitration

- a. Each party shall bear the total cost incurred by themselves.

- b. The fees and expenses of the arbitrator are the only costs which shall be shared equally.
- c. Where grievance proceedings are mutually scheduled by the parties during school time, persons proper to be present shall suffer no loss of pay.

D. Rights of Employee

1. Employee and Association

Any aggrieved person may be represented at all stages of the grievance procedure by himself, or, at his option, by a representative(s) selected or approved by the Association. When an employee is not represented by the Association, the Association shall have the right to be present and to state its views at all stages of the grievance procedure.

2. Reprisals

No reprisals of any kind shall be taken by the Board or by any member of the Administration against any party in interest, any representative, any member of the Association, or any other participant in the grievance procedure by reason of such participation.

E. Miscellaneous

1. If, in the judgment of the Association, a grievance affects a group or class of employees, the Association may submit such grievance in writing to the Assistant Superintendent directly and the processing of such grievance shall be commenced at Level Two. The Association may process such a grievance through all levels of the grievance procedure even though the aggrieved person does not wish to do so.

2. Written Decisions

Decisions rendered at Level Two which are unsatisfactory to the aggrieved person and all decisions rendered at Level Three of the grievance procedure shall be in writing, setting forth the decisions and the reasons therefore, and shall be transmitted promptly to all parties in interest and to the Association. Decisions rendered at Level Two shall be in accordance with the procedures set forth herewith.

3. Separate Grievance File

All documents, communications and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any of the participants.

4. Forms

Forms for filing grievances, serving notices, taking appeals, making reports and recommendations, and other necessary documents, shall



be prepared jointly by the Superintendent and the Association and given appropriate distribution so as to facilitate operation of the grievance procedure.

5. Meetings and Hearings

All meetings and hearings under this procedure shall not be conducted in public and shall include only such parties in interest and their designated or selected representatives, heretofore referred to in this article.

## Article IV

### EMPLOYEE RIGHTS AND PRIVILEGES

- A. Pursuant to Chapter 123, Public Laws 1975, 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 mutual aid and protection. As a duly selected body exercising governmental power under the 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 1975 or other laws of New Jersey or the Constitution of New Jersey and the United States; that it shall not discriminate against any employee with respect to hours, wages, or any terms or conditions of employment by reason of his membership in the Association and its affiliates, his participation in any activities of the Association and its affiliates, collective negotiations with the Board, or his 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 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. No employee shall be disciplined, reprimanded, reduced in rank or compensation or deprived of any professional advantage without just cause. Any such action asserted by the Board, or any agent or representative thereof, shall not be made public and shall be subject to the grievance procedure herein set forth.
- D. Whenever any employee is required to appear before any administrator or supervisor, Board, or any committee or member thereof concerning any matter which could adversely affect the continuation of that employee in his position, employment, or the salary or any increments pertaining thereto, then he shall be given prior written notice of the reasons for such meeting or interview and shall be entitled to have a representative(s) of the Association present to advise him and represent him during such meeting or interview. Any suspension of any employee pending charges shall be with pay.
- E. No employee shall be prevented from wearing pins or other identification of membership in the Association or its affiliates.

## Article V

### ASSOCIATION RIGHTS AND PRIVILEGES

- A. The Board agrees to furnish to the Association in response to reasonable requests from time to time all available information concerning the financial resources of the district, including but not limited to: annual financial reports and audits, directory of all personnel in the unit and all changes that may arise, tentative budgetary requirements and allocations, agendas, and minutes of all Board meetings, census data, and such other information that shall assist the Association in developing intelligent, accurate, informed and constructive programs on behalf of the employees together with information which may be necessary for the Association to process any grievance or complaint.
- B. Whenever any representative of the Association or any employee is mutually scheduled by the parties to participate during working hours in negotiations, grievance proceedings, conferences, or meetings, he shall suffer no loss in pay.
- C. Representatives of the Association, shall be permitted to transact official Association business on school property at all reasonable times, provided that this shall not interfere with or interrupt normal school operations.
- D. The Association and its representatives shall have the right to use school buildings and 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.
- E. The Association shall have the right to use school facilities and equipment, including typewriters, mimeographing machines, other duplicating equipment, calculating machines, and all types of audio-visual equipment at reasonable times, when such equipment is not otherwise in use. The Association shall pay for the reasonable cost of all materials and supplies incident to such use.
- F. The Association shall have the right to use the inter-school mail facilities and school mail boxes as it deems necessary and without approval of the building principals or other members of the administration.
- G. The rights and privileges of the Association and its representatives as set forth in this Agreement shall be granted only to the Association as the exclusive representative of the employees, and to no other organization(s) representing any portion of the unit or potential member of the unit.

H. The Board shall permit a designated regular member of the Association to visit the schools to investigate working conditions, employee complaints or problems, or for any other purposes relating to the terms and conditions of this Agreement. Where one representative visits the school for such purposes, no advance notice need be given; however, the representative shall notify the principal immediately upon arrival in the building. In cases where two representatives visit a school for any of the aforementioned purposes, the principal shall be notified at least one school day in advance of the visit. Such advance notification may be waived with the express consent of the principal. In the event of emergency circumstances or prearranged special event, more than two representatives shall be permitted to visit a school.

Article VI

JOB SECURITY

- A. Should a Reduction in Force (R.I.F.) occur - said employees shall have seniority rights according to years service in their specific work category as determined by the individual job description up to a period of two (2) years.
- B. Employee's with seniority rights according to years of service in their specific work category will receive first consideration of vacancies in said work category. Final decision rests with the Board of Education.

## Article VII

### WORK YEAR

- A. The Aides covered under this Agreement shall work a year to coincide with the teachers' work year.
- B. The work year for ten (10) month secretaries is two (2) full weeks prior to the first teacher day and ending one (1) week after the last teacher's day.
- C. The work year for twelve (12) month secretaries will be the full year less scheduled vacations and school holidays.
- D. All secretarial/clerical employees will be granted two (2) days compensation time in lieu of previous days off from spring break. Compensation days will also be granted to new employees.

## Article VIII

### WORK SCHEDULES

The work schedules for The Association covered in this Agreement shall be as follows:

- A. Classroom aides' work day shall be the same as the teachers' work day.
- B. Security aides and library aides' work day shall be eight (8) hours/day plus a one-half (1/2) hour lunch period.
- C. All clerical members of the unit shall work a thirty-five (35) hour week at places and times determined by the Board.
- D. Summer hours in school offices shall be 7 1/2 hours per day, inclusive of one (1) hour for lunch. These hours shall be in effect one (1) week after the closing of school and continue until two (2) weeks prior to the opening of school.
- E. In the event of emergency closings (snow days), ten (10) month secretaries and aides covered by this Agreement shall not report to work. All twelve (12) month employees will report to work during inclement weather when it is safe to come in (must be prior to ten 10:00 a.m.). If secretaries voluntarily report to work for a whole day (prior to ten 10:00 a.m.), they shall be granted a half day of compensation time. Support personnel choosing not to come in may use a vacation day, accrued compensation time or a personal day.

## Article IX

### SALARIES

#### A. Salary Schedule

The salary of each employee covered by this agreement is set forth in Schedule A (for Aides) and Schedule B (for Secretaries) which is attached hereto and made a part hereof.

#### B. Method of Payment

1. Pay dates for all Support Staff members shall be semi-monthly and consistent with other bargaining units.
2. Summer Payment Plan  
Each ten (10) month employee may individually elect to have ten (10%) percent of his monthly salary deducted from his pay. These funds shall be paid to the employee or his estate on the final pay day in June, according to a schedule of payment throughout the summer as requested by the employee, or upon death or termination of employment, if earlier.
3. Credit Union  
Automatic Payroll Deductions for the Cumberland County Teacher Credit Union (CUMCO) will be provided for those employees requesting same.
4. Final Pay  
Each ten (10) month employee shall receive his final pay on his last working day in June.
5. Secretaries shall advance one (1) step on the guide for each year of service.
6. New secretarial employees may be granted up to three (3) years of out of district comparable work experience credit, granting one-half (1/2) year's credit for each such year to six (6) years.
7. Any employee who is required to work beyond the normal work day for his/her classification, by the Superintendent of Schools, or his designee, shall be compensated by compensatory time off or cash at the regular rate between thirty-five (35) and forty (40) hours and time and one-half for all time over forty (40) hours.
8. Ten (10) month secretaries are paid for forty-five (45) weeks. However, should they be required to work beyond the normal contracted period,



with the Superintendent's approval, they shall be paid on a pro-rated basis of their annual salary.

C. Work Related Credits

Stipends to be paid for work related credits obtained over and above high school requirements:

15 credits	\$ 50.00
30 credits	100.00
45 credits	125.00
AA	150.00

## SALARY SCHEDULES

- A. Salaries to be increased by Seven (7%) Percent for each of three (3) consecutive years. Said increase to be calculated on the previous year's guide - negotiated increase is compounded each year.
- B. Salary Schedule A (Aides) - See Addendum #1 page 15.
- C. Salary Schedule B (Secretaries) - See Addendum #2 pages 16 and 17.
- D. All employees covered under this Agreement shall be enrolled in P.E.R.S.
- E. Longevity Pay  
Longevity pay for in-district service to the Board for Secretaries and Aides will be added to base salary annually as follows:

	<u>1992-1994</u>
After 10 years through 14 years	\$ 200.00
After 15 years through 19 years	\$ 300.00
After 20 years	\$ 400.00

No longevity credit shall be granted for service outside the Millville School District.

Employees employed before January 1st, in any given year, shall be granted one (1) full year of experience. No other part-time credit will be granted.

## SALARY SCHEDULE A

### Addendum #1

#### SECURITY AIDES SALARY GUIDE

Security aides working an additional hour per day shall receive a flat One Hundred Fifty (\$150.00) Dollar differential each contract year.

1991-92	\$15,876
1992-93	\$16,961
1993-94	\$18,357

#### LIBRARY AND CLASSROOM AIDES SALARY GUIDE

1991-92	\$15,726
1992-93	\$16,811
1993-94	\$18,207

SALARY SCHEDULE B - Section 1

\*12 month employees

CLASSIFICATION: Aa

ADMINISTRATIVE CLERK -  
DATA PROCESSING

<b>STEP</b>	<b>1991-92 Salary</b>	<b>1992-93 Salary</b>	<b>1993-94 Salary</b>
1	20,467	21,879	23,695
2	21,039	22,451	24,267
3	21,646	23,063	24,886
4	22,251	23,711	25,548
5	22,858	24,358	26,251
6	23,464	25,006	26,951
7	24,213	25,797	27,795
8	24,972	26,599	28,653
9	25,729	27,409	29,521
10	26,488	28,219	30,399
11	27,245	29,030	31,275
12	28,003	29,839	32,153
13	28,904	30,793	33,174
14	29,814	31,755	34,206
15	30,867	32,872	35,392
16	31,928	33,997	36,600
17	32,989	35,131	37,819
18	34,111	36,465	39,492

SALARY SCHEDULE B - Section 1

\*12 month employees

CLASSIFICATION: A

PRINCIPAL CLERK - TYPING  
PRINCIPAL CLERK STENO  
SENIOR ACCOUNTS CLERK  
COMPUTER OPERATOR

<b>STEP</b>	<b>1991-92 Salary</b>	<b>1992-93 Salary</b>	<b>1993-94 Salary</b>
1	16,326	17,452	18,901
2	17,048	18,174	19,623
3	17,606	18,738	20,196
4	18,236	19,420	20,892
5	18,820	20,041	21,579
6	19,446	20,712	22,297
7	20,101	21,407	23,050
8	20,826	22,175	23,871
9	21,570	22,965	24,718
10	22,371	23,816	25,629
11	23,182	24,680	26,558
12	24,012	25,566	27,512
13	24,846	26,455	28,474
14	25,675	27,341	29,432
15	26,499	28,223	30,386
16	27,317	29,098	31,337
17	28,138	29,976	32,287
18	29,007	31,008	33,582

SALARY SCHEDULE B - Section 1

\*12 month employees

CLASSIFICATION: B

SENIOR CLERK TYPIST  
ACCOUNTS CLERK  
CLERK STENOGRAPHER

<b>STEP</b>	<b>1991-92 Salary</b>	<b>1992-93 Salary</b>	<b>1993-94 Salary</b>
1	16,266	17,388	18,831
2	16,744	17,866	19,309
3	17,251	18,377	19,827
4	17,799	18,959	20,420
5	18,386	19,583	21,089
6	18,972	20,207	21,760
7	19,605	20,880	22,483
8	20,274	21,591	23,246
9	21,004	22,364	24,074
10	21,750	23,157	24,924
11	22,566	24,024	25,852
12	23,390	24,900	26,795
13	24,230	25,797	27,760
14	25,052	26,675	28,711
15	25,884	27,566	29,674
16	26,706	28,444	30,628
17	27,526	29,322	31,578
18	28,393	30,352	32,871

**SALARY SCHEDULE B - Section 1**

\*12 month employees

**CLASSIFICATION: C**

**CLERK TYPIST  
SCHOOL CLERK**

<b>STEP</b>	<b>1991-92 Salary</b>	<b>1992-93 Salary</b>	<b>1993-94 Salary</b>
1	15,948	17,048	18,463
2	16,395	17,495	18,910
3	16,870	17,974	19,395
4	17,350	18,487	19,919
5	17,862	19,031	20,505
6	18,477	19,679	21,196
7	19,072	20,312	21,872
8	19,705	20,987	22,597
9	20,376	21,699	23,363
10	21,123	22,490	24,208
11	21,871	23,285	25,062
12	22,697	24,163	26,001
13	23,522	25,040	26,946
14	24,363	25,939	27,912
15	25,184	26,817	28,865
16	26,006	27,696	29,817
17	26,827	28,574	30,769
18	27,693	29,604	32,061

SALARY SCHEDULE B - Section 2

\*10 month employees

CLASSIFICATION: A

PRINCIPAL CLERK - TYPING  
PRINCIPAL CLERK - STENO  
SENIOR ACCOUNTS CLERK  
COMPUTER OPERATOR

<b>STEP</b>	<b>1991-92 Salary</b>	<b>1992-93 Salary</b>	<b>1993-94 Salary</b>
1	14,126	15,101	16,354
2	14,752	15,727	16,980
3	15,234	16,214	17,476
4	15,780	16,804	18,079
5	16,286	17,343	18,673
6	16,828	17,923	19,295
7	17,393	18,523	19,945
8	18,022	19,189	20,656
9	18,666	19,874	21,390
10	19,359	20,610	22,180
11	20,060	21,356	22,982
12	20,780	22,123	23,808
13	21,500	22,893	24,638
14	22,219	23,661	25,471
15	22,929	24,420	26,293
16	23,641	25,182	27,118
17	24,351	25,941	27,941
18	25,102	26,834	29,061



**SALARY SCHEDULE B - Section 2**

\*10 month employees

**CLASSIFICATION: B**

**SENIOR CLERK TYPIST  
ACCOUNTS CLERK  
CLERK STENOGRAPHER**

<b>STEP</b>	<b>1991-92 Salary</b>	<b>1992-93 Salary</b>	<b>1993-94 Salary</b>
1	14,076	15,047	16,296
2	14,488	15,459	16,708
3	14,927	15,902	17,156
4	15,401	16,405	17,670
5	15,910	16,946	18,249
6	16,416	17,485	18,830
7	16,965	18,069	19,456
8	17,544	18,683	20,116
9	18,178	19,355	20,834
10	18,821	20,039	21,568
11	19,528	20,790	22,372
12	20,239	21,545	23,186
13	20,969	22,324	24,022
14	21,680	23,085	24,846
15	22,398	23,853	25,678
16	23,109	24,613	26,503
17	23,820	25,374	27,326
18	24,572	26,267	28,447

SALARY SCHEDULE B - Section 2

\*10 month employees

CLASSIFICATION: C

SCHOOL CLERK  
CLERK TYPIST

<b>STEP</b>	<b>1991-92 Salary</b>	<b>1992-93 Salary</b>	<b>1993-94 Salary</b>
1	13,799	14,751	15,975
2	14,186	15,138	16,362
3	14,598	15,553	16,782
4	15,014	15,997	17,236
5	15,455	16,467	17,742
6	15,989	17,030	18,343
7	16,504	17,576	18,927
8	17,053	18,162	19,554
9	17,632	18,778	20,217
10	18,281	19,464	20,952
11	18,928	20,152	21,690
12	19,641	20,910	22,501
13	20,353	21,666	23,316
14	21,081	22,445	24,152
15	21,792	23,205	24,977
16	22,505	23,968	25,803
17	23,213	24,725	26,624
18	23,967	25,621	27,748

## Article X

### INSURANCE

- A. For each Support Staff member 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 as follows:
1. The Board shall provide to each Support Staff member a Blue Cross of New Jersey (or other carrier of Board's choice offering equal to, or better coverage) prescription drug plan (Four (\$4.00) Dollar co-pay 1991-92; Five (\$5.00) Dollar co-pay 1992-94).
  2. The Board shall provide employee and dependent coverage at the rate of One Hundred (100%) Percent of the cost, Blue Cross, Blue Shield, Rider J and Major Medical coverage for such staff who elect to have this coverage, as provided by the New Jersey State Health Benefits Plan.
  3. The Board shall provide full family dental insurance through Delta Dental Program I-B (or other carrier of the Board's choice offering equal or better coverage) for 1991-94 . A Twenty-five (\$25.00) Dollar per person deductible up to Seventy-five (\$75.00) Dollar per family per year shall be in force.
  4. The Board shall provide full optical insurance through Vision Service Plan (or other carrier of the Board's choice offering equal or better coverage) for 1992-94. A Twenty (\$20.00) Dollar per person deductible per year shall be in force.

## Article XI

### LEAVE OF ABSENCE

#### A. Sick Leave

1. Each employee of permanent status is credited with one (1) working day for sick leave for each month of service, or major fraction thereof during the first school year of employment and with twelve (12) days for ten (10) month employees, and fifteen (15) days for twelve (12) month employees for each school year thereafter.
2. Any amount of sick leave allowance not used in any contract year shall accumulate to the employee's credit from year to year, to be used if and when needed for such purpose. (Civil Service Rules: 4:1-17.16)
3. Death in the immediate family shall be considered grandparent, parent, brother, sister, husband, wife, child, mother-in-law, father-in-law and grandchildren or other relative living with the family.
4. Illness in immediate family same as "3" above. Maximum days that may be used for this are three (3) days in any one (1) year.

#### B. Personal Leave

1. All employees who have not completed one (1) year's service with the Board will be granted one-half (1/2) day of personal leave after each full calendar month of employment to a maximum of two (2) days. After service of one (1) year or more, two (2) personal leave days in each fiscal year shall be granted.

Personal leave may be used for:

- (a) personal emergencies
  - (b) observation of religious or other days of celebration
  - (c) personal business
  - (d) death in the immediate family
  - (e) other personal affairs
2. Requests for personal leave must be approved, in advance, by the administration. Personal leave may be scheduled in units of one-half (1/2) days or multiples thereof.

#### C. School Business

Permission may be granted by the Superintendent for Support Staff to attend meetings or conventions concerning school business.

#### D. Maternity Convenience and Child Rearing Leaves

**An employee requesting such leave without pay shall make written application at least sixty (60) days prior to commencement of such leave and shall specify the anticipated return date on the initial application.**

- 1. Advise the administration at least sixty (60) days prior to return of such intention, or submit notice of resignation at such time.**
- 2. Prior to return from such leave supply district with medical certification of ability to resume job function.**
- 3. Maximum time for such leave shall be two (2) aggregate years.**

## Article XII

### RETIREMENT BONUS

Upon retirement from the Millville School System, each Support Staff member shall receive a payment for unused accumulated sick leave in accordance with the following formula:

- A. Employees who retire after working ten (10) years in the Millville School System will be compensated for One Hundred (100%) Percent of their accumulated sick leave at a rate of Twenty-five (25%) Percent of the per diem rate times the total number of accumulated sick leave days.
- B. In order to be eligible for the retirement bonus specified in the above, an employee must have acquired at least fifty (50) days minimum of accumulative sick leave.
- C. Payment of retirement bonus shall be made twelve (12) months after written notification of anticipated retirement.
- D. Sick Leave Pay to Members Estate - In the event of the death of a unit member, the accumulated sick leave entitlement under point A shall be paid to the estate of the deceased.

## Article XIII

### AGENCY SHOP

A. In order to adequately offset the per capita cost of services rendered by the Association as majority representative, the representation fee shall be Eighty-five (85%) Percent of the amount charged for regular membership dues, initiation fees and assessments by the Association to its own members.

B. The Board will deduct the representation fee in equal installments, as nearly possible, from the paychecks paid to each employee who has chosen not to become a full dues paying member of the Millville Supportive Staff Association.

C. Within forty-five (45) days of the onset of employment of any non-member, the Eighty-five (85%) Percent assessment fee shall be assessed retroactive to the first day of his or her employment.

D. Any non-member leaving his or her position with the school system will be obligated to pay the representation fee only through the last day of the month for which he received a salary.

Article XIV.

VACATION SCHEDULES

A. Vacation allowances for twelve (12) month employees shall be as follows:

Under one (1) year	One (1) day per month
After one (1) year up to five (5) years	Twelve (12) days
After five (5) years up to twelve (12) years	Fifteen (15) days
After twelve (12) years up to twenty (20) years	Twenty (20) days
After twenty (20) years	Twenty-five (25) days

(Employment year is the fiscal year July 1 through June 30)

B. In lieu of required Civil Service vacations, ten (10) month secretaries are paid for Two Hundred Twenty-Five (225) days, however, actual work year is One Hundred Ninety-Five days (i.e., Forty-five week pay times five (5) days/week equal Two Hundred Twenty-Five (225) days.

C. All school offices close at 1:30 p.m. when schools operate one-half (1/2) day prior to vacations.



Article XV

VACANCIES

- A. All vacancies, including newly created positions, or those vacated due to promotions or resignations, are to be posted so that all Association members are aware of the openings. The President of the Association shall receive a copy of posted notices. Any Association member who wishes the opportunity to apply for the open position should apply for said position within fifteen (15) days of the date of the announcement.
  
- B. Any secretary may apply for the open position, whether it be promotional or transfer from one position to another.

## Article XVI


### PROFESSIONAL IMPROVEMENT POLICY

- A. As a means of encouraging professional improvement on the part of staff members, the Board will reimburse staff members for tuition for courses taken beyond those required to meet employment requirements, to a maximum of six (6) points per year. Such courses shall have the prior approval of the Superintendent of Schools and their successful completion shall be attested to be submission of an official transcript accompanied by a receipted tuition voucher.
- B. To be eligible for reimbursement, courses taken must be related to the improvement of the employee's work skills.

Article XVII

DURATION

This Agreement shall be effective as of July 1, 1991, and shall continue in full force and effect until June 30, 1994.

For the Board 

For the Association Carole Cassaroon

ATTEST: 

DATED: Oct. 30 1991

## SIDEBAR AGREEMENT

This represents a Sidebar Agreement to negotiations that have concluded.

The Sidebar Agreement provides for the following: that the fringe benefit package including sick leave payout shall remain equal to that of the teacher unit.

That is to say, should any unit receive a new benefit or an increase in existing benefits, said increase or addition shall be afforded the Support Staff, effective immediately upon ratification and board approval.

For the Association

Carole Cassaboon

Date: 10/30/91

For the Board

[Signature]

Date: October 30, 1991