

Agreement

Between

**BOARD OF EDUCATION OF THE AREA
VOCATIONAL-TECHNICAL SCHOOLS OF MERCER COUNTY**

and

MERCER COUNTY VOCATIONAL EDUCATION ASSOCIATION

July 1, 2017 - June 30, 2017

TABLE OF CONTENTS

<u>ARTICLE</u>	<u>TITLE</u>	<u>PAGE</u>
I	Recognition	4
II	Negotiations Procedure	4
III	Board Rights	5
IV	Association Rights, Privileges and Responsibilities	5
V	Employee Rights	6
VI	Grievance Procedure	7
VII	Employee Assignment	9
VIII	Position Openings	9
IX	Professional Development and Educational Improvement	9
X	Employee Evaluation	10
XI	Work Year	11
XII	Workday	12
XIII	Vacations	15
XIV	Sick Leave	16 5
XV	Contingency Leave Days	18
XVI	Leave of Absence	19 8
XVII	Maternity Leave	19
XVIII	Protection of Employees and Property	21 0
XIX	Class Size	21
XX	Salaries	22 +
XXI	Fringe Benefits	23 24
XXII	Seniority: Non-Certificated Staff	25 7

Commented [HR1]: This now starts on page 24

Commented [HR2]: This now begins on page 26

XXIII	Notification of Employment, Return or Resignation	268
XXIV	Miscellaneous	268
XXV	Agency Shop	279
XXVI	Duration of Agreement	279
	Salary Guide A - 10 Month Teachers	3129
	Salary Guide B -12 Month Teachers	320
	Salary Guide C - 10 Month Coordinators	33+
	Advancement/Placement Chart – 10 and 12 Month Teachers and Coordinators	342
	Salary Guide E – Teacher Assistants	353
	Advancement/Placement Chart – Teacher Assistant	364
	Salary Guide F - Secretaries Group I	375
	Salary Guide G - Secretaries Group II	386
	Salary Guide H - Secretaries Group III	397
	Advancement/Placement Chart - Secretary I, II, III	3840
	Salary Guide I - Custodians Group I	3941
	Salary Guide J - Custodians Group II	4042
	Salary Guide K - Custodians Group III	43+
	Salary Guide L – Painter	442
	Advancement/Placement Chart – Custodian I, II, III And Painter	453

Commented [HR3]: This is now on page 27

Commented [HR4]: This is now on page 27

Commented [HR5]: This is now on page 28

Commented [HR6]: This is now on page 28

ARTICLE I

RECOGNITION

- A. The Board of Education of the Area Vocational-Technical Schools of Mercer County (hereinafter the "Board") hereby recognizes the Mercer County Vocational Education Association, an affiliate of the New Jersey Education Association, (hereinafter the "Association") as the exclusive representative for collective negotiations and grievances concerning terms and conditions of employment for the following full-time positions:

Classroom Teachers
Teacher Assistants
School Nurses
Vocational Assessment Evaluators
Secretaries
Custodians and Painter
Student Personnel Services Coordinators
C.I.E. Coordinators
Apprentice Coordinator
Social Worker
Social Worker Coordinator
Student Admissions and Career Development Coordinator
School Counselor
[School Psychologist](#)
[Health Career Instructor](#)

- B. Unless otherwise indicated, the term "employee" or "Association Member" when used hereinafter in this Agreement shall refer to all personnel represented by the Association in the negotiating unit as above defined. All references to males shall be read to cover females as well, except where specifically stated otherwise.

ARTICLE II

NEGOTIATIONS PROCEDURE

- A. 1. The parties agree to enter collective negotiations over a successor Agreement in accordance with Chapter 123, Public Laws of 1974, in good faith and mutual respect to reach agreement on all mutually agreed upon negotiable matters concerning the terms and conditions of employment. Any agreement so negotiated shall apply to all personnel for whom the Association is authorized to negotiate; shall be reduced to writing; shall be submitted for adoption by appropriate action of the Board and the Association; and upon adoption shall be executed by both parties. The Board and the Association reserve the right to ratify or reject any tentative agreements reached by their negotiations committees.
2. During the first meeting of negotiations a calendar of negotiation meetings shall be established, a mutually acceptable place or places for the meetings, as well as the details relative to negotiation procedures shall be agreed to.

3. Negotiation meetings shall be held at a date and time mutually agreeable to the parties concerned.
- B. Before and during negotiations, the Board shall make available to the Association, upon proper advance request, the opportunity to inspect and use all pertinent public records, data and information concerning the Mercer County Vocational-Technical Schools.
- C. The Association and the Board agree to submit their written proposal for a successor agreement at the first meeting of the negotiating teams.
- D. Neither party in any negotiations shall have any control over the selection of the negotiating representatives of the other party.
- E.
 1. 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.
 2. 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.

ARTICLE III

BOARD RIGHTS

The Board of Education retains and reserves unto itself all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of New Jersey and of the United States, including but not limited to the following areas: the determination and administration of educational policy; the operation of the schools; the management and control of school properties; courses of instruction; methods of instruction; materials for instruction; and the selection, direction, transfer, promotion, discipline or dismissal of all personnel.

ARTICLE IV

ASSOCIATION RIGHTS, PRIVILEGES AND RESPONSIBILITIES

- A. Whenever any representative of the Association or any employee participates during working hours in negotiations, and grievance proceedings, he/she shall suffer no loss in pay.
- B. The Association and its representatives shall have the right to use school buildings at all reasonable hours for Association meetings upon the Principal's approval.
- C. The Association shall have the privilege of using school equipment with the permission of the Principal at the close of the regular school day when it is not being used for school purposes. The Association agrees that only experienced operators will use the equipment and that the Association will pay the cost of all materials and supplies. It is further understood that the use of school equipment shall be limited to that which is necessary for the preparation or reproduction of official Association communications or notices.
- D. The Association shall have in each school building, a bulletin board in a designated faculty lounge. The Association will also be assigned by the Principal space on the bulletin board in the main office for Association notices. Copies of all materials to be posted on such bulletin

boards shall be furnished to the building Principal and shall be posted upon approval by the building Principal.

- E. The Association shall have the right to use the school mailboxes.

ARTICLE V

EMPLOYEES RIGHTS

- A. Pursuant to Chapter 123, Public Laws of 1974, the Board hereby agrees that every employee of the Board shall have the right, freely to organize, join and support the Association and its affiliates for the purpose of engaging in collective negotiations or as stated in Title 34:13A-5.3 of the PERC law: "Except as hereinafter provided, public employees shall be protected in the exercise of the right, freely and without fear of penalty or reprisal, to form, join, and assist any employee organization or to refrain from such activity." Alleged violations of this paragraph may be pursued before the Public Employment Relations Commission or any other appropriate legal forum, but shall not be arbitrable under Article VI of this agreement.
- B. No employee shall be prevented from wearing lapel pins or other similar identification of membership in the Association or its affiliates.
- C. The personal life of an employee is not an appropriate concern or attention of the Board except as it may directly prevent the employee from performing properly assigned functions during the workday.
- D. Employees shall be given a copy of any material concerning them which is placed in any file in the district at the time of insertion. All documents for employees' files shall be labeled "file." In the event that a copy is not furnished, then the original shall not be used against the employee in any subsequent proceeding. The Board shall adopt a policy reflecting the content of this sub-paragraph and it shall become a part of the business record keeping procedures of the school district. An employee shall have the right, upon request, to review the contents of his/her personnel file. An employee shall be entitled to have a representative of the Association accompany him/her during the review. At least once every three (3) years, an employee shall have the right to indicate those documents and/or other materials in the file which (s)-he believes to be obsolete or otherwise inappropriate to retain. Said documents shall be reviewed by the Superintendent, and, if in his/her judgment, they are obsolete or otherwise inappropriate to retain, they will be destroyed. The Superintendent's judgment shall not be arbitrable. Pre-employment material is not available for review by the employee.
- E. Employees shall be entitled to full rights of citizenship, and no religious or political activities of any employee or the lack thereof shall be grounds for any discipline or discrimination with respect to the employment of such employee, providing said activities do not violate any local, state or federal law and do not interfere with the orderly operation of the school.
- F. The Board and the Administration agree to support employees in the performance of their duties subject to accepted standards of professional, ethical and statutory educational

responsibility. This support includes mutual courtesy as well as protection from personal attacks and reprimands in the presence of others.

ARTICLE VI

GRIEVANCE PROCEDURES

A. Definition

1. ~~1.~~—A Grievance is defined as a complaint by an employee, or employees, that there has been to his/her, or them, a personal injury or inconvenience because of a violation, misinterpretation, or inequitable application of any of the provisions of this Agreement, except that the term "grievance" shall not apply to: (a) any matter for which a method of review is prescribed by law, or (b) any rule or regulation of the State Commissioner of Education, or (c) any matter which, according to law is either beyond the scope of Board authority or limited to unilateral action by the Board alone, or (d) as complaint of a non-tenured employee which arises by reason his/her not being reemployed, or (e) a complaint by any certified personnel occasioned by appointment to or lack of appointment to, retention in or lack of retention in, any position for which tenure is either not possible or not required.
2. ~~2.~~—Nothing herein contained shall be construed as limiting the right of any employee who feels unjustly treated having grievances to discuss matters informally with any appropriate member of the Administration, and having the grievance adjusted or resolved without the intervention of a Committee, provided the settlement is not inconsistent with the terms of this Agreement.
3. ~~3.~~—The Board of Education will make appropriate arrangements to assure that disabled persons can participate in the grievance process on the same basis as the non-disabled. Such accommodations may include but are not limited to the provision of interpreters or the assurance of a barrier-free location for the grievance hearing.

B. Purpose

The purpose of this procedure is to secure at the lowest possible administrative level, equitable solutions to the problems which may, from time to time, arise affecting the terms and conditions of employment.

C. Procedure

1. A grievance should be presented for consideration as promptly as possible, and in no event later than twenty (20) school days after the employee has become aware of the alleged occurrence. If not filed in writing within this period, then the grievance shall be considered as waived.
2. The last decision given on any grievance in any of the first three (3) steps shall be considered a satisfactory adjustment unless, within seven (7) school days after the decision has been given, the procedure is carried forward to the next step by the aggrieved.
3. In the event the 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, the time limits set forth herein shall be

reduced so that the grievance procedure may be exhausted prior to the end of the school year.

4. The procedure shall be as follows unless any step or steps thereof are waived, combined, or extended by mutual consent so stated in writing.

Level One

1. Any employee who believes he/she has a grievance shall discuss the alleged grievance with his/her immediate Supervisor/Principal in an attempt to resolve the matter informally at that Level.
2. If, as a result of the discussion, the matter is not resolved to the satisfaction of the employee within the five (5) school days, he/she shall set forth his/her complaint in writing to his/her Supervisor/Principal. The Supervisor/Principal shall communicate his/her decision to the employee, in writing, within three (3) school days of receipt of the written complaint.

Level Two

The employee may appeal the Supervisor/Principal's decision to the Superintendent of Schools. The appeal to the Superintendent must be in writing and must set forth the grounds upon which the grievance is based. The Superintendent of Schools shall then confer with the concerned parties. He/she shall attempt to resolve the matter as quickly as possible, but within a period not to exceed ten (10) school days. The Superintendent of Schools shall communicate his/her decision in writing, along with supporting reasons, to the employee and the Supervisor/Principal.

Level Three

Any employee is hereby given the right to appeal the decision of the Superintendent of Schools to the School Board within ten (10) school days of the receipt of the written decision with supporting reasons. The appeal shall be made by filing a Notice of Appeal with the School Board Secretary which notice shall be accompanied by a copy of the decision along with written reasons in support of the appeal. The School Board shall hold a hearing with the Employee, or Employees, if requested, and render a written decision within thirty (30) calendar days of receipt of the Notice of Appeal by the Business Administrator/Board Secretary.

Level Four

The Association and the Board shall have the right to refer the decision of the Board to binding arbitration by written notice to the other party within ten (10) school days of receipt of the written decision of the Board.

The Public Employment Relations Commission shall be the agency used in selecting an arbitrator and in the arbitration procedures.

This arbitrator, in making his/her award, shall limit himself/herself to the issues submitted to him/her and shall consider nothing else. He/she shall not alter any part of the Agreement between the parties or any policy of the Board. The decision of the arbitrator shall be binding. Only the Board and the aggrieved and his/her representatives shall be given copies of the arbitrator's report of

findings and recommendations. This shall be accomplished within thirty (30) days of the completion of the arbitrator's award. The expense and salary for the services of the arbitrator shall be shared equally by the Board and the Association.

All meetings and hearings under the grievance procedures outlined in the four levels shall not be conducted in public. The Board and the aggrieved shall mutually respect confidences regarding public disclosure of the nature of the grievance through all levels of this process.

ARTICLE VII

EMPLOYEE ASSIGNMENT

- A. 1. Schedules of teachers who are assigned to more than one school shall be arranged so that no such teacher shall be required to engage in an unreasonable amount of inter-school travel.
- 2. Employees shall be notified of any changes in their schedules as soon as practical.
- 3. Employees required by the Principal/Supervisor to use their own automobiles in the performance of their assignment shall be reimbursed per mile for all such travel at the current State rate of reimbursement subject to New Jersey Department of Education regulations.

ARTICLE VIII

POSITION OPENINGS

All vacancies in positions within the District, except for supervisory positions, shall be posted for at least ten (10) calendar days prior to the deadline for submission of all applications. Postings shall occur in one location at Assunpink, Sypek, Health Careers Center and Career Prep at Mercer County Community College (MCCC). This article shall not apply in the case of an emergency as determined by the Superintendent in his/her sole discretion.

ARTICLE IX

PROFESSIONAL DEVELOPMENT AND EDUCATIONAL IMPROVEMENT

- A. 1. The Superintendent and Supervisors of Staff agree to cooperate with the Association in arranging in-service courses, workshops, conferences, and programs designed to improve the quality of instruction and work practices.
- 2. In-service programs shall be conducted during the in-school employee workday, if employee attendance is required.
- 3. Whenever the Board of Education requires an in-service course, workshop, or seminar to be offered for the benefit of the system, all related charges approved by the Superintendent shall be paid by the Board.

4. In addition to district-wide in-service programs, the Superintendent will act upon requests of individual employees for authorization to attend workshops, conferences or seminars for the purpose of professional or technical improvement. If approved, such authorization will include all costs related to the attendance at such activities including reasonable per diem allowance for meals, travel and lodging as appropriate and will be subject to NJDOE regulations.

B. All staff with emergency or a provisional certification who achieves full certification will be granted an increase in annual salary by one increment and will be paid in accordance with the new salary rate upon receipt of certificate by the Superintendent's office, commencing the payroll period following Board approval.

C. After achieving full certification and receiving an increment as outlined above, an instructor may still take professional development work and acquire a bachelor's degree or an advanced degree in the area of education of their certification. The degree shall be presented to the Superintendent's office for verification and the Superintendent will then make a recommendation to increase the instructor's salary by one increment, effective July 1 of the next school year. In the event that the eligible employee is at the top of his/her guide, upon recommendation by the Superintendent he/she shall receive an additional \$1,000.00 in compensation annually effective July 1 of the next school year.

D. The Board shall reimburse no more than ~~one thousand two hundred and fifty~~ (\$1,250) per employee, per year, covered by this Agreement for courses taken at any accredited school, college or university toward a matriculated degree, not to exceed a total of ~~nine-ten thousand~~ dollars (\$109,000) budgeted per school year. In addition, staff who wish to pursue technical upgrading courses shall be reimbursed by the Board providing that written application is submitted prior to taking the course to the immediate Supervisor and Superintendent for approval. The Superintendent shall respond in writing within two (2) weeks of his/her receipt of the request. Payment shall be made upon receiving the tuition receipt and official transcripts of a completed course with a "B" average or above (includes B-) and pass (in pass/fail courses) by the Superintendent's office. An employee receiving tuition reimbursement must remain employed with the Mercer County Technical School District for at least one academic year after completion of the class, or reimburse the Board in full, except in cases of Reduction- In-Force or involuntary layoff.

Commented [HR7]: One thousand two hundred and fifty

Commented [HR8]: Ten thousand

E. A stipend of one thousand two hundred dollars (\$1,200) shall be paid to each employee for each curriculum project developed and recommended by the Superintendent and approved by the Board of Education.

F. Any in-service workshops/training seminars for teachers and coordinators which the Board determines to provide shall be eligible for continuing education as defined by the provisions and requirements of the Continuing Education Code, N.J.A.C. 6:11-13.1 et seq., as amended and modified hereafter.

ARTICLE X

EMPLOYEE EVALUATION

A. Performance appraisals of all personnel will be conducted at times as determined by the Principal and as requested by the Superintendent. All appraisals will be made out in

triplicate; one copy for the Superintendent, one copy for the employee, and one copy to be maintained in the Principal's office.

- B. Employees shall be provided with a copy of each observation/evaluation forty-eight hours prior to any post-observation evaluation conference occurring.
- C. Employees must deliver their completed PDP's to their immediate supervisor/evaluator by 4:00 PM on the second Friday in May of each year. Employees shall receive copies of all evaluations at least one week prior to the close of the regular school year.

ARTICLE XI

WORK YEAR

- A. The work year for certificated staff and Assistants shall be as follows:
 - 1. Ten (10) month Teachers and Teacher Assistants shall work no more than ~~one hundred eighty-seven-five~~ (185) days per year. All newly employed Teachers and Teacher Assistants shall be required to work two (2) additional orientation days prior to the commencement of the school year.
 - 2. Ten month coordinators shall work no more than one hundred eighty-five (185) days per year; however, they may be required to work an additional ten (10) days on an as needed basis. Unless otherwise mutually agreed, such days shall be scheduled adjacent to the beginning or end of the year or some combination thereof. Compensation for such additional work shall be at his/her per diem rate.
 - 3. Twelve (12) month teachers shall work no more than two hundred-sixteen (216) days per year.
- B. The non-certificated staff shall work on all weekdays of the year except as follows:
 - 1. They shall not be required to work on vacation days as provided in Article XIII of this Agreement.
 - 2. They shall receive not less than thirteen (13) scheduled holidays in observance of the following:

July 4	Labor Day
Thanksgiving Day	Christmas Eve
Thanksgiving Friday	Christmas Day
Martin Luther King Day	New Year's Day
Good Friday	Memorial Day

The exact schedule for the observance of the ten listed holidays shall be established annually by the Board. An additional three holidays shall be scheduled by the Board within the ten month student calendar.

Commented [HR9]: This should read "one hundred and eighty-five"

3. They shall be guaranteed not less than ten (10) additional non-work days scheduled during or in lieu of Winter and Spring breaks. (Clause B.3. shall not apply subsequent to the 2017-2018 contract year.)

C. 1. Whenever non-certificated staff are required to cover assignments to maintain office or building coverage on the scheduled non-work days provided under section B.3. of this Article, the coverage hours shall be from 9:00 a.m. to 3:00 p.m. with no lunch break; in return, a full comp day will be granted.

The office secretarial coverage schedule for these days shall include all secretarial staff on the -affected campus, inclusive of the Admissions and Career Prep at MCCC, with the Assunpink Center. A rotating list based on seniority should be followed, however, the assigned secretary can have another secretary volunteer to cover.

Commented [HR10]: This should be, "affected"

(Clause C. 1. shall not apply subsequent to the 2017-2018 contract year.)

2. Whenever non-certificated staff are required or requested to work on the holidays provided under B.2. of this Article, they shall receive additional compensation in accordance with Article XII, B.4. and C.4. of this Agreement. The holiday shall count as a full day worked for purposes of determining when the threshold of forty (40) hours has been reached.

D. Employees included under 18A:31-2 shall be permitted to attend both days of the Annual Convention of the New Jersey Education Association without loss of pay.

E. Except as required under Article XII, Section C.7., employee attendance shall not be required when student attendance is not required due to inclement weather.

ARTICLE XII

WORKDAY

A. 1. Teachers must check-in and check-out in the appropriate column of the personnel roster. On each workday all ten month Teachers and Teacher Assistants shall sign in at 7:45 a.m. and shall sign out at 3:15 p.m.

All other Teachers are expected to be on the job at least fifteen (15) minutes before the start of the A.M. session and to remain fifteen (15) minutes after the close of the P.M. session of the school day. Student contact hours shall be five and one-half (5-1/2) hours per day, except that nurses engaged in a full clinical supervision day shall work seven and one-half (7-1/2) hours, with forty-five (45) minutes included for lunch and fifteen (15) minutes included for break.

Teachers may volunteer service in the district above and beyond these hours. Such time shall be considered as professional employment for insurance purposes.

2. The lunch period for teachers shall be forty-five (45) minutes per day.

3. Attendance at the following evening events shall continue to be on a voluntary basis without monetary compensation; however, secondary teachers and non-certified staff who volunteer to work at the following evening events, as necessary, shall receive an early release time of 2:45 p.m. on the day of the event. If an administrator requires a non-certificated staff member who is attending an evening event to stay beyond 2:45 p.m. for reasons of student supervision and safety, that staff member will be provided 30 minutes of release time the following day. Where possible, a non-certificated staff member not leaving at 2:45 P.M. will be assigned to student supervisory duties prior to assigning a non-certificated staff member who is leaving at 2:45 p.m. Full-time post-secondary teachers who volunteer to work at the following events, as necessary, shall receive an early release time of 15 minutes on the two consecutive days immediately following the day of the event:

- (1) Student Orientation Night
- (1) Parents' Night
- (1) Open House
- (1) Graduation

In addition to the above, secondary and post-secondary teachers and non-certified staff who volunteer to work at least eight (8) additional documented hours at Board approved, after contracted workday activities, shall be given one compensatory day. Beyond one (1) compensatory day earned, with prior approval of the Superintendent, an hourly rate of \$31 will be paid.

- B. 1. The regular work hours for secretaries shall be:
 - (a) From Labor Day until June 30: seven and three-quarter ($7\frac{3}{4}$) hours per day, not extending beyond 4:00 p.m., nor beginning before 7:30 a.m., except for the secretary substitute caller who shall begin the workday at 7:00 a.m. and leave at 2:45 p.m.
 - (b) From July 1 to Labor Day: seven (7) hours per day, not extending beyond 4:00 p.m., nor beginning before 7:30 a.m. except for the secretary substitute caller who shall begin the workday at 7:00 a.m. and leave at 2:45 p.m.
 - (c) Effective September 1, 2002, actual hours shall be 7:30 a.m. to 3:15 p.m. except if altered by mutual agreement within the above parameters.
 - (d) As is presently the case, secretaries will be allowed to select their seven and three-quarters ($7\frac{3}{4}$ - regular) or ~~seven~~ (7 - summer) hours provided that all office areas are covered from 7:30 a.m. to 4:00 p.m.
2. Secretaries shall receive a one (1) hour lunch per day.
3. The regular workweek shall be Monday through Friday. The offices shall be closed on Saturdays unless program changes warrant a readjustment of working days.
4. When additional time beyond regular hours is needed to do the work assigned, such time shall be paid at a rate equal to the regular hourly rate up to forty (40) hours per

week, and one and one-half (1-1/2) times the regular hourly rate for hours beyond forty (40) per week.

- C.
1. Custodial employees shall have a five (5) day, forty (40) hour workweek as scheduled by the Manager of Buildings and Grounds. From July 1 to Labor Day they shall work one-half (1/2) hour less per day.
 2. Custodial employees shall receive a one-half (1/2) hour lunch per day.
 3. Custodians working the evening shift shall receive a differential in the form of eight (8) hours pay for seven (7) hours of work. An evening shift shall be any shift that ends at 6:00 P.M. or later on a work day.
 4. When additional time beyond regular hours is needed to do the work assigned, such time shall be paid at a rate equal to the regular hourly rate up to forty (40) hours per week, and one and one-half (1-1/2) times the regular hourly rate for hours beyond forty (40) per week.
 5. Custodians I and II holding a New Jersey Black Seal License may be requested by the Manager of Buildings and Grounds to conduct inspections during weekends and holidays or when school is not in session. A list shall be posted at each work site and inspection assignments shall be offered to the next qualified person, provided that person is not already engaged in other employment for the Board at that time. If said employee refuses the assignment he/she shall be rotated to the bottom of the list. Whenever possible, except in cases of emergency, such inspections shall be required on prior notice of at least two (2) workdays. They shall receive compensation of one and one-half (1-1/2) times their hourly rate for at least four (4) hours of time.
 6. When custodians are called in on any emergency call when they would otherwise not be scheduled to work, such as weekends, holidays, or scheduled school recesses, they shall receive compensation of one and one-half (1-1/2) times their hourly rate for at least four (4) hours of time.
 7. Custodial employees may be required to work during an emergency school closing. Custodial employees who work during an emergency school closing shall receive, in addition to a regular day's pay, payment at their regular hourly rate for each hour or fraction thereof actually worked.
 8. The district shall have the right in its sole discretion to hire substitutes when any employee absence occurs. In the event a substitute custodian is not available and a shift change is required by an employee, a ~~two~~one week notice will be given to the employee where feasible. If an emergency situation occurs and less than ~~two~~one weeks notice is given, any employee who volunteers to accept such temporary assignment will be paid time-and-a-half for the shift that they are covering. A district-wide list shall be posted at each work site and shift change assignments, whether emergent or with ~~two~~one weeks notice, shall be offered only to the next qualified Custodian II. If said employee refuses the assignment he/she shall be rotated to the bottom of the list. In the event all Custodian II's on the list refuse to accept voluntarily a shift change, then the Manager of Buildings and Grounds or his designee may offer the shift change assignment to a Custodian I employee. If no

Commented [HR11]: Consistency needed: 1-1/2 (as throughout)

Commented [HR12]: Consistency needed: 1-1/2 (as throughout)

Commented [HR13]: Consistency needed: 1-1/2 (as throughout)

Custodian I accepts the shift change assignment, then the Manager of Buildings and Grounds or his designee may appoint involuntarily the least senior first person on the Custodian I or II on a rotation basis list previously used.

- D. 1. Coordinators, who receive no extra compensation for night work, are not limited to specified hours, but are expected to give whatever time is necessary to accomplish the work assigned to them. They are expected to keep the office to which they are assigned informed as to where they are during the hours the office is open for business.
- 2. The regular office hours for coordinators shall be:
 - (a) From Labor Day until June 30: 7:45 a.m. to 3:15 p.m. = 7-1/2 hours
 - (b) From July 1 to Labor Day: 8:45 a.m. to 3:45 p.m. = 7 hours.
 - (c) It is understood that when additional time is needed to do the work assigned, those involved will stay on the job a reasonable amount of time without extra compensation.
- 3. Coordinators shall receive a one (1) hour lunch per day.
- 4. The regular work week shall be from Monday to Friday. The office shall be closed on Saturdays unless program changes warrant a readjustment of working days.

ARTICLE XIII

VACATIONS

- A. Vacations shall not be cumulative from one year to another. However, this shall not prohibit the Superintendent from permitting an employee, who requests in writing (includes e-mail), to take a vacation earned by service in one school year within a reasonable period of time after the beginning of the next school year. The pay during the time of vacation shall represent the employee's regular salary amount approved for the particular school year.
- B. The time of all vacations shall be at the discretion of the Superintendent.
- C. No one who has been employed less than three (3) months shall be granted a vacation. During the first twelve (12) months of employment, secretaries and custodians shall earn three-quarters (3/4) of a day per month. Following his/her first twelve (12) months of employment, he/she shall earn one and one-quarter (1-1/4) days per month. Thereafter, they shall earn fifteen (15) days per year. After fifteen (15) years of employment with the District they shall receive twenty (20) vacation days per year.
- D. In figuring vacations, Saturdays, Sundays, and legal holidays shall not be counted.
- E. One week's vacation time may be taken in days.
- F. Full-Time Health Career Instructors Vacation: ten (10) days of vacation must be scheduled when students are not present.

ARTICLE XIV

SICK LEAVE

- A. Employees shall not be absent from work without first obtaining permission from the Superintendent, unless the absence is caused by personal illness which is covered by sick leave.
1. Sick leave is hereby defined to mean the absence from the employee's post of duty because of personal disability due to illness, injury, or because the employee has been excluded from school by the school's medical authorities on account of a contagious disease or of being quarantined for such a disease.
- B. They shall forfeit their pay for absence for any cause except Contingency Leave days and Personal Leave Days, outlined hereafter, except that the Superintendent shall have the authority to excuse upon request and at his discretion any employee for one day's absence from duty without forfeiture of salary.
- C. In case of personal illness, allowance of full pay will be made for twelve (12) days in any school year for 10-month employees and fourteen (14) working days in any school year for 12-month employees. If any such person requires in a school year less than this specified number of days of sick leave with pay allowed, all days of such leave not utilized that year shall be accumulated to be used for additional sick leave with full pay in subsequent years. Employees who report for work and become ill will be charged one-half ~~(1) day less or a full day if they worked less than three hours.~~ ~~r sick leave for each hour or portion of an hour not worked.~~ Employees shall not be charged sick time if the employee is absent because of illness during dwell time or lunch time.
- D. In cases where an employee requires in any school year more than the allowable number of sick days plus his/her accumulated number of days from past years, the number of days over this allowable total will be reported to the Board of Vocational Education. He/she may receive full pay for these extra days when recommended by the Superintendent and approved by the Board of Education. A doctor's certificate stating the illness, the inability of the employee to report for work, and the period of such disability will be required in case of absence on account of personal illness for more than three consecutive working days.
- E. Upon retirement under the rules and regulations of the New Jersey Teachers' Pension & Annuity Fund or the Public Employees Retirement System of New Jersey, the Board of Education of the Vocational Schools in the County of Mercer shall provide supplemental compensation for unused sick leave as follows:
1. For employees hired and on the payroll prior to July 1, 1988, the procedure for determining compensation shall be fifty (50%) percent of the unused portion of sick leave accumulated with the Mercer County Vocational School District, as of July 1 of the last year of employment, times the daily rate of pay established by the existing guide at the time of retirement. For employees hired and on the payroll commencing on or after July 1, 1988, the procedure for determining compensation shall be fifty (50%) percent of the unused portion of sick leave accumulated with the Mercer

County Vocational School District, as of July 1 of the last year of employment, times one-half the daily rate of pay established by the existing guide at the time of retirement.

2. The maximum payments under this clause shall be \$1,000 per year of service in the district for certificated employees, and \$500 per year of service in the district for non-certificated employees.
3. To qualify for the supplemental compensation, personnel must submit written notification to the Superintendent of Schools on or before December 1, of their intention to retire the following July 1; if notification is provided after December 1, payment shall be made on or about the second July 1 following notification. An employee may elect to receive supplemental sick leave compensation as a single lump sum payment or annually over a two (2) year period.
4. In the event of death of an employee prior to retirement, benefits payable under this section shall be paid to his/her estate.
5. For employees hired after July 1, 2000, the maximum payment each under this clause shall be \$10,000.

Commented [HR14]: "of"

F. In addition to paragraph E., employees shall be eligible annually to receive supplemental compensation based on the following:

1. "Eligible days" are those days accumulated each year over and above ten (10) days, i.e., the first ten (10) days per year of unused sick leave are not eligible for conversion to supplemental compensation but are accumulated per law as sick leave for use in the future or for supplemental compensation under paragraph D upon retirement. Employees with ten (10) days or less remaining of their annual allotment at year's end have no eligible days for annual supplemental compensation.
2. Days converted annually to supplemental compensation are not carried forward for use in the future as accumulated sick leave or supplemental compensation at retirement, but are permanently erased from the employee's sick leave account.
3. Payment shall be in accordance with paragraph E.1. above.
4. Payment shall be made in July for eligible days accumulated in the preceding school year.
5. Participation in the annual supplemental compensation program outlined above is voluntary.
6. Paragraph F. shall be interpreted and applied as follows:
 - a. The first payment under this paragraph shall be made in July.
 - b. Notice from an employee of a desire to receive payment in any July must be received by the first day of the preceding December.

- c. Payment in July shall be based on the number of days an employee has accumulated as of the preceding June 30 compared to the number of days he/she earned during his/her years of employment in the district. No payment is available for the first ten (10) days of sick leave earned in each year based on the average number of days accumulated per year as of June 30. Therefore, the formula shall be:

$$\begin{array}{l} \text{Number of days earned since employment} \\ - \quad \frac{10 \times \text{number of years of employment}}{\text{equals number of days eligible for payment}} \end{array}$$

All days relevant to this formula shall reflect prorating for any years of partial service.

- d. For employees who do not choose to receive this payment in July but choose to do so in some future year, the above formula shall also apply when calculating their eligible days, i.e., they shall be paid for days over and above an average of ten (10) days earned per year since their employment.
- e. Sick days converted to supplemental compensation and are not carried forward for use in the future as accumulated sick leave or for supplemental compensation at retirement, but are permanently erased from the employee's sick leave account.

ARTICLE XV

CONTINGENCY LEAVE DAYS

- A. In addition to sick leave, absence without salary deduction shall be allowed in the amounts specified for each of the following cases, provided that the total number of days so used do not exceed six (6) in any one school year. Contingency Leave will be granted only if written request is submitted in advance to the immediate Supervisor/Principal for review, who in turn will submit same to the Superintendent for approval.
1. One day may be used as death of others for the death of a nephew, niece, uncle or aunt, brother-in-law, or sister-in-law ~~or grandparent~~ for the day of the funeral.
 2. One day may be used in the case of sickness in the immediate family as listed in Section B.1 below.
 3. No deduction in salary or contingency days will be made due to absence by reason of a court subpoena related to District business. In all other cases, absence by reason of a court subpoena will result in a reduction in contingency day.
 4. Persons employed as full-time permanent employees of Mercer County Vocational Schools will be entitled to four (4) days of Contingency Leave during the school year July 1 through June 30, for personal business, including religious observations.
 5. Contingency Leave will not be charged against vacation time, but cannot be taken in conjunction with vacation.

6. Contingency leave days pursuant to Article XV(A 4.) remaining unused at the end of the school year will accumulate as sick leave pursuant to Article XIV, subject to N.J.S.A. 18A:30-7.

B. Family Bereavement Leave

1. In case of the death of a spouse, civil union partner, significant other/companion, parent, step-parent, parent-in-law, grandparent, step-child, sibling, child or grandchild no deduction in salary will be made for absence on the five working days following such death.

ARTICLE XVI

LEAVE OF ABSENCE

Leave of absence, particularly professional improvement leaves for tenured professional staff, shall be given full consideration by the Superintendent. The request should be made in a reasonable time prior to the actual leave, thus allowing sufficient time for due consideration to be given to the employee's request and the school system. An explanation of the decision shall be returned, in writing, within a two-week period of time after the request for the leave has been made. During the period of an approved leave of absence without pay (i.e. for extended periods of one month or more), all health/medical benefits are only available to the employee and dependents through the provisions of COBRA and FMLA.

ARTICLE XVII

MATERNITY LEAVE

The Board shall grant maternity and/or childcare leaves to any employee upon request subject to the following stipulations and limitations:

- A.
 1. The Board shall grant a leave of absence for medical reasons associated with pregnancy on the same terms and conditions governing leaves of absence for other illness or medical disability as set forth in N.J.S.A. 18A:30-1 et seq. and Article XIV, "Sick Leave", of this Agreement. An employee on such a leave may, if she desires, use her accumulated sick leave for the period of disability related to her pregnancy and childbirth.
 2. Any employee who becomes pregnant shall notify the Board of the anticipated due date at least three (3) months prior to said date. Such notification shall be accompanied by a certification from a physician regarding the anticipated due date.
 3. Such employees shall notify the Board of the date on which they plan to commence their pregnancy disability leave thirty (30) days prior to the beginning of the leave. No physician's certification shall be required for leaves that commence within four (4) calendar weeks prior to the anticipated due date and terminate within four (4) calendar weeks after the birth of the child. The Board may require the employee to produce a certificate from a physician in support of requested leave dates

commencing earlier than four (4) calendar weeks prior to the anticipated due date or terminating later than four (4) calendar weeks after the birth of the child. If the Board desires a second medical opinion the employee may, at her option, obtain said second opinion from the Board's physician at Board expense or from a mutually agreed second physician at her own expense.

4. Employees who notify the Board of certain anticipated disability dates and who subsequently require medical leave earlier than the dates initially requested, or extending beyond the termination date originally requested, shall be entitled to use their accumulated sick leave during this additional period of time. The Board may require the employee to produce a certificate from a physician in support of the modified leave dates. If the Board desires a second medical opinion the employee may, at her option, obtain said second opinion from the Board's physician at Board expense or from a mutually agreed second physician at her own expense.
 5. Nothing in this Section A. shall be construed as limiting a pregnant employee's right to take disability sick time prior to giving notice whenever such need arises.
- B. Child-rearing leaves without pay shall be granted for the duration of the school year in which they commence and shall be renewed for tenured staff for one (1) additional year at the employee's request. Such leaves shall commence immediately following the period of pregnancy disability in the case of the mother, and at the point of childbirth in the case of the father. Such leaves shall be applied for at least sixty (60) school days prior to the requested commencement date. Such unpaid absences shall be without benefits except for what would be allowed under the Federal Family and Medical Leave Act and/or the New Jersey Family Leave Act which are subject to their individual notice requirements.
- C. Any employee adopting a child (up to the child's (12th) birthday) shall be granted a childrearing leave as set forth in paragraph B. above except that the leave shall commence upon physical custody of the child, or earlier if necessary to fulfill the requirements of the adoption agency, and application shall be made as soon as the employee has been approved by the adoption agency.
- D. Any employee may request an early return to duty from a child-rearing leave by notifying the Superintendent of Schools in writing. The Superintendent shall respond with the decision within four (4) weeks of the request.
- E. Advancement on the salary guide shall be as follows: The employee shall be granted a full salary step if he worked sixty-five (65%) percent of his work year, either ten (10) months or twelve (12) months, in which the leave commences. Paid sick leave shall count as time worked for purposes of salary guide movement.
- F. Unpaid leaves under this Article shall not be counted for tenure attainment.

ARTICLE XVIII

PROTECTION OF EMPLOYEES AND PROPERTY

- A. The Board of Education and the Mercer County Vocational Education Association recognizes their responsibilities as defined in the following State Statutes: 18A:16-6; 18A:16-6.1; 18A:25-2; 18A:33-1; 18A:40-6.

18A:16-6 - Indemnity of officers and employees against civil actions

18A:16-6.1 - Indemnity of officers and employees in certain criminal actions

18A:25-2 - Authority over pupils

18A:33-1 - District to furnish suitable facilities; adoption of courses of study

18A:40-6 - In general (Health Measures)

- B. 1. Employees shall immediately report cases of assault suffered by them in connection with their employment to their Principal or other immediate supervisor.
2. Such notification shall be immediately forwarded to the Superintendent, the Superintendent shall comply with any reasonable request from the employees for information in the possession of the Superintendent relating to the incident or the persons involved, and shall act in an appropriate way as liaison between the employee, the police, and the courts.
- C. Malpractice Insurance shall be paid by the Board for those instructors teaching in the Health Occupations, Practical Aide and Medical Assistant program and the School Nurse, through the school's Blanket Malpractice Insurance Policy.

ARTICLE XIX

CLASS SIZE

- A. Educators are generally agreed that good teaching requires reasonable limits to be set on the number of students in particular shops, laboratories and classrooms. In order that the educators offered by the Mercer County Vocational-Technical Schools shall be quality education, the Board will cooperate in a policy of establishing reasonable class sizes.
- B. Where class sizes exceed reasonable numbers, the concerned instructor shall have the right to consult with the Principal in reference to alleviating the condition.

ARTICLE XX

SALARIES

A. **SALARY:**

1. Salary will be paid by ~~check or~~ direct deposit on the 15th and no later than the last day ~~end~~ of the month. If either day falls on a non-work day, then payment will be on the previous work day. In addition, 10-month employees are hereby given the option of receiving their ten months' salary over a 12-month period. In the event a staff member's employment is terminated for any reason, his/her last paycheck will be a live check.
2. Under no circumstances will the Mercer County Board of Vocational Education make payroll advances other than for vacation periods.
3. When an employee is absent from his/her post of duty due to an injury caused by an accident within his/her employment, the employee will continue to receive his/her regular salary for a period up to one year. The employee is required to reimburse the Board for any workers' compensation award received for wage replacement or in lieu of salary. An employee's regular salary will be reduced by the amount of the bi-weekly workers' compensation award. When a workers' compensation check is received, it will be forwarded immediately to the employee. Copies of the check or back-up showing the period covered will be kept in the employee's file. At the next regularly scheduled Board payroll date, the employee will receive a gross salary check equal to his/her regular salary less the workers' compensation award received. Payroll deductions will be based on the "net gross pay" (i.e. regular salary less workers' compensation), except for the employee's pension contribution which must be based on his/her full pension salary. If an employee receives an award or settlement from Workers' Compensation other than for wage replacement or in lieu of salary, that award or settlement shall not be reimbursed to the Board. During said temporary disability, the employee shall not be deducted for sick leave. All medical benefits will continue on the same level as if the employee were not disabled.
4. Salary Guide for all full time employees by job title covered by this Agreement is attached hereto and made a part hereof as Exhibit 1.

Commented [HR15]: "will be reduced"

B. **INCREMENTS:**

1. Step increases are granted at the start of each new school year to all employees hired prior to March 1 of the preceding school year. If employment takes place after said date, those employees shall not receive a step increase.
2. An increment is not automatic, increments can be granted annually only on the recommendation of the Superintendent and the approval of the Board. Increments can be given until the top step of the employee's classification has been reached.

3. An increment may be withheld by the Superintendent if service is unsatisfactory. Unsatisfactory performance can be attributed to "evaluation of job performance", "insubordination", "failure to comply with Mercer County School Board Policy", "lack of professional ethics." These reasons are not intended to be all-inclusive. The aggrieved employee has the right to appeal to the Mercer County Vocational School Board.

C. SALARY DEDUCTIONS:

1. The County Board of Vocational Education offers employees to select various payroll deductions in addition to compulsory deductions.
2. Contributory insurance is compulsory for one year. After the first year, contributory insurance may be discontinued, however, it may not be ~~reinstated~~ once discontinued. Dues for MCVEA shall be deducted annually for employees on payroll as of July 1.
3. Optional deductions will be made from the employee's paycheck upon written authorization by the employee for deductions approved by the Board.

Commented [HR16]: reinstated

D. LONGEVITY ALLOWANCE:

1. The Board of Education shall provide a longevity allowance for employees hired prior to July 1, 2000, in addition to their regular salary, as indicated:

15 Years - An employee after the fifteenth (15th) year of employment with the school system shall receive a longevity allowance of \$1050.00 plus the regular annual salary.

20 Years - An employee after the twentieth (20th) year of employment with the school system shall receive a longevity allowance of \$1300.00 plus the regular annual salary.

25 Years - An employee after the twenty-fifth (25th) year of employment with the school system shall receive a longevity allowance of \$1550.00 plus the regular annual salary.
2. For employees hired after July 1, 2000, the Board of Education shall provide a longevity allowance for employees in addition to their regular salary, as indicated:

20 Years - An employee after the twentieth (20th) year of employment with the school system shall receive a longevity allowance of \$1000.00 plus the regular annual salary.

25 Years - An employee after the twenty-fifth (25th) year of employment with the school system shall receive a longevity allowance of \$1200.00 plus the regular annual salary.

E. SUBSTITUTE DIFFERENTIAL:

Whenever any non-certificated employee is designated by the immediate supervisor, principal or Superintendent to substitute for and perform the duties of another employee at a higher rank, the substituting employee shall receive the higher pay differential, based on his or her step on the higher-rank salary guide, retroactive to the first (1st) day of assignment provided he/she performs the duties of another employee at a higher rank for five (5) consecutive days in the position.

F. CHAPERONING STIPEND:

1. Employees shall receive a taxable stipend for chaperoning student activities as follows:

a. Seventy-Five Dollars (~~\$75~~100.00) per weekend day

b. One Hundred Dollars (\$100.00) overnight,

~~and One Hundred Dollars (\$100.00) for next day.~~

G. CLUBS AND ADVISORY STIPENDS:

Employees shall receive a taxable stipend for the Career Student Organizations (CTSO) and Health Science Academy (~~HASHSA~~) clubs and advisory positions listed below, but not limited to:

Tier 1: \$1,200: HOSA; Student Council; Yearbook; Model UN; National Honor Society; DECA-Distributive Education Clubs of America

Tier 2: \$900: Math League; Prom/Social Advisor

Tier 3: \$600 Debate Team; ProStart; FFA

H. PERKINS GRANT PROGRAM STIPEND:

The bargaining unit member with primary responsibility for providing secretarial support to the Perkins Grant Program will be paid a stipend of \$3,000.

Commented [HR17]: HSA

ARTICLE XXI

FRINGE BENEFITS

A. HEALTH BENEFITS PROGRAM:

The County Board of Vocational Education will adopt and provide medical insurance and prescription coverage under the New Jersey School Employee's Health Benefits Plan. The Board will cover all full-time employees, as determined by the State Health Benefit Plans covered by this Agreement and their dependents for the medical and prescription coverages. Employees will be able to select any of the plan offerings. Premium costs will be paid by the Board for any plan chosen by the employee, both for the employee and all eligible dependents, subject to any premiums costs to be incurred by the employee per State statute. Any future change of carriers by the Board will require that the plan be equal to or better than the insurance plan in effect as of July, 2009.

B. DENTAL PLAN:

The Board agrees to provide the New Jersey State Health Benefit Dental Expense Plan to its employees and their eligible dependents, with premium paid by the Board for any level of coverage selected. The deductibles are \$50 per individual and \$150 family. The NJ SHBP Dental Expense plan will pay:

100% Diagnostic and Preventative
80% _Basic Restorative
65% _Major Restorative
50% _Periodontic, Prosthodontics

The plan maximum per insured per year is \$3000 except orthodontic expenses which has a separate \$1,000 individual lifetime benefit maximum.

C. CONTRIBUTORY INSURANCE:

Employees must join the Group Life Insurance Plan as determined by TPAF, PERS, or Defined Contribution Retirement Program (DCRP) regulations. At his/her option, the full-time employee covered by this Agreement may discontinue this coverage any time after one year of service upon written notification of one month to the Payroll Department. However, once it has been discontinued, the insurance may not be reinstated.

D. PENSION PLAN:

The full-time employee covered by this Agreement is required to enroll in the Public Employees' Retirement System or Teachers' Pension & Annuity Fund or DCRP, whichever is applicable. Upon written notification of induction into the Plan by the Pension Division, the required periodic contribution will be made as a payroll deduction on a regular basis by the Payroll Department. Should any back payments be required due to the delay in notification of enrollment in the Plan, such back payments will also be deducted automatically during the prescribed period.

E. VISION CARE:

The Board shall provide a vision care plan for employees only, providing for an examination every twelve (12) months, and lenses and frames every twelve (12) months, with no deductible. The Board will pay the full cost of the premium. The Board retains the right to change carriers as long as the level of benefits is the same.

F. SHOP ATTIRE AND UNIFORMS:

1. All full-time instructors shall be provided with shop attire and uniforms for his/her use for instructional purposes.
2. For custodians, the Board shall provide yearly, three (3) uniforms of good quality and one jacket. All clothing must bear the school logo, which will be provided.

The amount of up to \$100.00 shall be paid yearly to custodians and painters covered by this Agreement toward the purchase of one pair of heavy-duty work shoes. Proof of payment must be submitted to the Board office for reimbursement.

The Board shall provide one pair of heavy-duty work gloves to those employees that require work gloves and a full length one piece raincoat of good quality for employees required to work in inclement weather.

3. For the painter, the Board shall provide yearly three (3) uniforms/consisting of white pants and shirt) and one jacket. All clothing must bear the school logo, which will be provided.
4. The Board shall provide yearly three (3) uniforms for nurses and clinical instructors to include one (1) pair of shoes (not to exceed \$100 for shoes)

G. MEMBERSHIP DUES:

The Board shall assume the cost for teachers/coordinators for membership to ~~Associations related to their position and program areas covered under this Agreement~~ professional organizations or associations related to their position. These memberships shall be institutional memberships, where possible, and lifetime membership shall be considered, where applicable, as approved by the Superintendent.

Life membership on the position shall be obtained, where applicable, to realize a greater saving to the Board. Also, the Board shall pay membership dues to Community Service organizations as approved by the Superintendent.

H. WORKSHOP/CONVENTION ATTENDANCE:

Requests by coordinators to attend workshops or conventions applicable to the school system, plus expenses to be incurred, shall be submitted to the Superintendent, in writing, and through the Superintendent, shall be brought to the attention of the Board. Convention attendance shall be subject to NJDOE regulations.

I. INSURANCE WAIVER PAYMENTS:

The Board will pay 25% of the saved premiums or \$5,000, whichever is less, to employees who waive insurance coverage under paragraphs A, B, or E above in accordance with state and federal regulations. Payments will be made in two (2) equal parts in December and in June. Proof of alternative coverage must be supplied by the employee. Re-enrollment in any of the plans will be governed by the rules of the carrier.

ARTICLE XXII

SENIORITY NON-CERTIFICATED STAFF

A. SENIORITY:

1. School district seniority is defined as service to the Mercer County Technical School District in the collective bargaining unit covered by this agreement.
2. During the period of employment within this unit, employees shall continue to accrue seniority credit in all lesser classifications in which they have been employed.
3. An employee shall lose all accumulated school district seniority in the event of involuntary termination, resignation, or voluntary quit and shall not accrue seniority during absence from active work due to disciplinary suspension, leave of absence (in accordance with Commissioner of Education rulings) or layoff.
4. In the event of a reduction-in-force for reasons of economy, individuals shall be laid off/positions eliminated in inverse order of seniority within the department involved. An employee affected by a reduction in force shall have seniority rights over the most junior employee within his/her current category of employment (as listed in the salary guide). If a rified individual has a greater district-wide seniority than an individual remaining in a lesser category the rified individual shall have the option to bump down into the lower category position, assuming he/she holds the requisite qualifications.
 - A. The reference to “department involved” refers specifically to three departments:
 1. Custodians
 2. Painters
 3. Secretaries
 - B. Within the custodial department no weight will be given to the number of hours worked per day.
5. Seniority shall have no bearing in cases involving termination or non-renewal based upon job performance or other factors unrelated to economic reductions in force.
6. When a vacancy occurs, notice of recall shall be given to the most senior employee on lay off, assuming he/she is qualified for the vacant position. Notice of recall work shall be addressed to the employee’s last address appearing on the records of the School District, by certified mail, return receipt requested. Within 10 days from

receipt of such notice of recall, the employee shall notify the Superintendent, in writing, whether or not he/she desires to return to the work involved in the recall. If he/she fails to reply or 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. If he/she indicates that he/she desires to return to the work involved in the recall notice, then he/she shall report to work within ten (10) working days from such date he/she receives the recall notice or within such period of time as is set forth in a written extension of time signed by the Superintendent. In the event he/she shall fail to report to work, he/she shall forfeit all of his/her seniority and all rights to recall.

ARTICLE XXIII

NOTIFICATION OF EMPLOYMENT, RETURN OR RESIGNATION

On or before ~~April~~ ~~May 15~~ ~~30~~ of each school year, employees covered by this Agreement shall receive a statement as to their contracted salary or wage rate which indicates the Mercer County Vocational School Board's approval of same. In addition, a Return Notice Form will be included which indicates to the Mercer County Vocational School Board the employees' option to resign or to be considered for another position. This Return Notice shall be submitted by the employee no later than June 1st. A letter of resignation, including resignation to retire, shall be submitted sixty (60) days before termination of employment.

ARTICLE XXIV

MISCELLANEOUS

- A. If any provision of this Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.
- B. Any individual contract between the Board and an individual employee, heretofore or hereafter executed, shall be subject to and consistent with the terms and conditions of the Agreement. If an individual contract contains any language inconsistent with this Agreement, this Agreement, during its duration, shall be controlling.
- C. The Board and the Association hereby agree that in the application and administration of this Agreement they will observe the State Law regarding non-discrimination. N.J.S.A. 10:5-12.
- D. The Board and the Association agree that in the event that any realignment or merging of the district or future subcontracting of existing employee positions is considered by the Board, that the Board will notify the Association at least ninety (90) days prior to any Board action on the matter under consideration.
- E. The Board shall provide a copy of the within Agreement to all new employees within the Recognition Clause hired by the Board.

ARTICLE XXV

AGENCY SHOP

The parties agree to implement an agency shop provision pursuant to New Jersey Statutes. This provision shall be effective upon the submission of an appropriate demand and return system to the Board.

The Association agrees to indemnify and hold the Board harmless against any liability which may arise by reason of any action taken by the Board in complying with the provisions of this Article, provided that:

- A. The Board gives the Association timely notice in writing any claim, demand, suit or other form of liability in regard to which it will seek to implement this paragraph; and
- B. If the Association so requests in writing, the Board will surrender to it full responsibility for the defense of such claim, demand, suit or other form of liability and will cooperate fully with the Association in gathering evidence, securing witnesses and in all other aspects of said defense.

In the event that "agency shop" is declared to be unlawful by any state or Federal Court, then this Article shall be considered null and void and shall be removed from this contract.

ARTICLE XXVI

DURATION OF AGREEMENT

The effective date of this Agreement shall be July 1, 201~~4~~⁷, and this Agreement shall remain in full force and effect until June 30, 20~~14~~²⁰~~7~~.

The following increases are inclusive of increments:

- Effective 7/1/1~~7~~⁴: ~~2.75~~⁵4% (retroactive)
- Effective 7/1/1~~8~~⁵~~2~~: ~~2.96~~¹5% (retroactive)
- Effective 7/1/1~~9~~⁶: 2.965%

A pensionable amount of \$750 will be added to the base salary of each Custodian I and Custodian II, due to the requirement of a Black Seal license.

IN WITNESS WHEREOF, the parties to this Agreement have set their hands and seals, or caused this Agreement to be signed by their proper corporate officers

MERCER COUNTY VOCATIONAL EDUCATION ASSOCIATION

By: _____ Date _____
~~Madeline Lollo~~ ~~Patrick Schroeder~~ ~~John Baldino~~, President

Commented [HR18]: John Baldino is MCVEA President

By: _____ Date _____
Chairperson, Negotiations Committee

BOARD OF EDUCATION OF THE AREA VOCATIONAL-TECHNICAL SCHOOLS OF MERCER COUNTY

By: _____ Date _____
Albert Pitman, President

By: _____ Date _____
~~Nancy Swirsky~~ ~~Tanya Dawson~~ ~~Deborah Donnelly~~, School Business Administrator

Salary Guide A—10 Month Teachers

Step	<u>2011-2012</u>	Step	<u>2012-2013</u>	Step	<u>2013-2014</u>
1	51,020	1	52,427	1	52,857
2	51,520	2	52,927	2	53,357
3	52,020	3	53,427	3	53,857
4	52,520	4	53,927	4	54,357
5	53,020	5	54,427	5	54,857
6	53,520	6	54,927	6	55,357
7	54,020	7	55,427	7	55,857
8	55,370	8	56,777	8	57,207
9	57,820	9	59,227	9	59,657
10	60,320	10	61,727	10	62,157
11	62,970	11	64,377	11	64,807
12	65,870	12	67,277	12	67,707
13	68,970	13	70,377	13	70,807
14	72,270	14	73,677	14	74,107
15	75,770	15	77,177	15	77,607
16	79,620	16	81,027	16	81,457
Off-Guide	80,555	Off-Guide	81,962	Off-Guide	82,392

Salary Guide B—12 Month Teachers

<u>Step</u>	<u>2011-2012</u>	<u>Step</u>	<u>2012-2013</u>	<u>Step</u>	<u>2013-2014</u>
1	55,520	1	56,927	1	57,357
2	56,020	2	57,427	2	57,857
3	56,520	3	57,927	3	58,357
4	57,020	4	58,427	4	58,857
5	57,520	5	58,927	5	59,357
6	58,020	6	59,427	6	59,857
7	58,520	7	59,927	7	60,357
8	59,870	8	61,277	8	61,707
9	62,320	9	63,727	9	64,157
10	64,820	10	66,227	10	66,657
11	67,470	11	68,877	11	69,307
12	70,370	12	71,777	12	72,207
13	73,470	13	74,877	13	75,307
14	76,770	14	78,177	14	78,607
15	80,270	15	81,677	15	82,107
16	84,120	16	85,527	16	85,957
Off-Guide	85,055	Off-Guide	86,462	Off-Guide	86,892

Salary Guide C—10 Month Coordinators

Step	<u>2011-2012</u>	Step	<u>2012-2013</u>	Step	<u>2013-2014</u>
1	54,520	1	55,927	1	56,357
2	55,020	2	56,427	2	56,857
3	55,520	3	56,927	3	57,357
4	56,020	4	57,427	4	57,857
5	56,520	5	57,927	5	58,357
6	57,020	6	58,427	6	58,857
7	57,520	7	58,927	7	59,357
8	58,870	8	60,277	8	60,707
9	61,320	9	62,727	9	63,157
10	63,820	10	65,227	10	65,657
11	66,470	11	67,877	11	68,307
12	69,370	12	70,777	12	71,207
13	72,470	13	73,877	13	74,307
14	75,770	14	77,177	14	77,607
15	79,270	15	80,677	15	81,107
16	83,120	16	84,527	16	84,957
Off-Guide	84,055	Off-Guide	85,462	Off-Guide	85,892

Teacher Salary Guides
Advanced / Placement Chart: 10, 12 Month Teachers and Coordinators
(Read directly across the line to track advancement/placement)

2010-2011		2011-2012		2012-2013		2013-2014
Step		Step		Step		Step
						1
		1	→	1	→	2
1	→	2	→	2	→	3
2	→	3	→	3	→	4
3	→	4	→	4	→	5
4	→	5	→	5	→	6
5	→	6	→	6	→	7
6	→	7	→	7	→	8
7	→	8	→	8	→	9
8	→	9	→	9	→	10
9	→	10	→	10	→	11
10	→	11	→	11	→	12
11	→	12	→	12	→	13
12	→	13	→	13	→	14
13	→	14	→	14	→	15
14	→	15	→	15	→	16
15	→	16	→	16	→	16
16	→	06	→	06	→	06

Salary Guide E--Teacher Assistants

Step	<u>2011-2012</u>	Step	<u>2012-2013</u>	Step	<u>2013-2014</u>
1	23,002	1	23,649	1	23,949
2	23,252	2	23,899	2	24,199
3	23,502	3	24,149	3	24,449
4	23,752	4	24,399	4	24,699
5	24,002	5	24,649	5	24,949
6	24,252	6	24,899	6	25,199
7	24,502	7	25,149	7	25,449
8	24,898	8	25,545	8	25,845
9	26,119	9	26,766	9	27,066
10	27,407	10	28,054	10	28,354
11	28,766	11	29,413	11	29,713
12	30,199	12	30,846	12	31,146
13	31,711	13	32,358	13	32,658
14	33,306	14	33,953	14	34,253
15	34,989	15	35,636	15	35,936

Teacher Assistant Salary Guides
Advanced / Placement Chart

(Read directly across the line to track advancement/placement)

2010-2011		2011-2012		2012-2013		2013-2014
Step		Step		Step		Step
						1
		1	→	1	→	2
1	→	2	→	2	→	3
2	→	3	→	3	→	4
3	→	4	→	4	→	5
4	→	5	→	5	→	6
5	→	6	→	6	→	7
6	→	7	→	7	→	8
7	→	8	→	8	→	9
8	→	9	→	9	→	10
9	→	10	→	10	→	11
10	→	11	→	11	→	12
11	→	12	→	12	→	13
12	→	13	→	13	→	14
13	→	14	→	14	→	15
14	→	15	→	15	→	15
15	→	15	→	15	→	15

Salary Guide F – Secretaries Group I

Step	<u>2011-2012</u>	Step	<u>2012-2013</u>	Step	<u>2013-2014</u>
1	42,919	1	43,862	1	44,162
2	43,169	2	44,112	2	44,412
3	43,419	3	44,362	3	44,662
4	43,669	4	44,612	4	44,912
5	43,919	5	44,862	5	45,162
6	44,169	6	45,112	6	45,412
7	44,419	7	45,362	7	45,662
8	44,669	8	45,612	8	45,912
9	46,183	9	47,126	9	47,426
10	47,760	10	48,703	10	49,003
11	49,402	11	50,345	11	50,645
12	51,112	12	52,055	12	52,355
13	52,983	13	53,926	13	54,226
14	54,747	14	55,690	14	55,990
15	56,678	15	57,621	15	57,921

Salary Guide G—Secretaries Group II

Step	<u>2011-2012</u>	Step	<u>2012-2013</u>	Step	<u>2013-2014</u>
1	37,711	1	38,654	1	38,954
2	37,961	2	38,904	2	39,204
3	38,211	3	39,154	3	39,454
4	38,461	4	39,404	4	39,704
5	38,711	5	39,654	5	39,954
6	38,961	6	39,904	6	40,204
7	39,211	7	40,154	7	40,454
8	39,461	8	40,404	8	40,704
9	40,975	9	41,918	9	42,218
10	42,552	10	43,495	10	43,795
11	44,194	11	45,137	11	45,437
12	45,904	12	46,847	12	47,147
13	47,775	13	48,718	13	49,018
14	49,539	14	50,482	14	50,782
15	51,470	15	52,413	15	52,713

Salary Guide II – Secretaries Group III

Step	<u>2011-2012</u>	Step	<u>2012-2013</u>	Step	<u>2013-2014</u>
1	35,314	1	36,257	1	36,557
2	35,564	2	36,507	2	36,807
3	35,814	3	36,757	3	37,057
4	36,064	4	37,007	4	37,307
5	36,314	5	37,257	5	37,557
6	36,564	6	37,507	6	37,807
7	36,814	7	37,757	7	38,057
8	37,064	8	38,007	8	38,307
9	38,578	9	39,521	9	39,821
10	40,155	10	41,098	10	41,398
11	41,797	11	42,740	11	43,040
12	43,507	12	44,450	12	44,750
13	45,378	13	46,321	13	46,621
14	47,142	14	48,085	14	48,385
15	49,073	15	50,016	15	50,316

Secretary Salary Guides
Advanced / Placement Chart: I, II, III
(Read directly across the line to track advancement/placement)

2010-2011		2011-2012		2012-2013		2013-2014
Step		Step		Step		Step
						1
		1	→	1	→	2
1	→	2	→	2	→	3
2	→	3	→	3	→	4
3	→	4	→	4	→	5
4	→	5	→	5	→	6
5	→	6	→	6	→	7
6	→	7	→	7	→	8
7	→	8	→	8	→	9
8	→	9	→	9	→	10
9	→	10	→	10	→	11
10	→	11	→	11	→	12
11	→	12	→	12	→	13
12	→	13	→	13	→	14
13	→	14	→	14	→	15
14	→	15	→	15	→	15
15	→	15	→	15	→	15

Salary Guide I—Custodians Group I*

<u>Step</u>	<u>2011-2012</u>	<u>Step</u>	<u>2012-2013</u>	<u>Step</u>	<u>2013-2014</u>
1	37,193	1	38,021	1	38,221
2	37,443	2	38,271	2	38,471
3	37,693	3	38,521	3	38,721
4	37,943	4	38,771	4	38,971
5	38,193	5	39,021	5	39,221
6	38,892	6	39,720	6	39,920
7	39,604	7	40,432	7	40,632
8	41,104	8	41,932	8	42,132
9	42,704	9	43,532	9	43,732
10	44,304	10	45,132	10	45,332
11	46,004	11	46,832	11	47,032
12	48,381	12	49,209	12	49,409
13	50,890	13	51,718	13	51,918
14	53,704	14	54,533	14	54,733
15	56,781	15	57,609	15	57,809
Off-Guide	57,181	Off-Guide	58,009	Off-Guide	58,209

*Note: ~~add \$750.00 to base for Black Seal License~~

Salary Guide J – Custodians Group II*

<u>Step</u>	<u>2011-2012</u>	<u>Step</u>	<u>2012-2013</u>	<u>Step</u>	<u>2013-2014</u>
1	28,804	1	29,632	1	29,832
2	28,992	2	29,820	2	30,020
3	29,180	3	30,008	3	30,208
4	29,368	4	30,196	4	30,396
5	29,557	5	30,385	5	30,585
6	30,083	6	30,911	6	31,111
7	30,619	7	31,447	7	31,647
8	31,748	8	32,576	8	32,776
9	32,952	9	33,780	9	33,980
10	34,156	10	34,984	10	35,184
11	35,436	11	36,264	11	36,464
12	37,225	12	38,053	12	38,253
13	39,114	13	39,942	13	40,142
14	41,273	14	42,102	14	42,302
15	43,659	15	44,487	15	44,687
Off-Guide	44,059	Off-Guide	44,887	Off-Guide	45,087

*Note: add \$750.00 to base for Black Seal License

Salary Guide K—Custodians Group III

<u>Step</u>	<u>2011-2012</u>	<u>Step</u>	<u>2012-2013</u>	<u>Step</u>	<u>2013-2014</u>
1	27,505	1	28,333	1	28,533
2	27,684	2	28,512	2	28,712
3	27,863	3	28,691	3	28,891
4	28,041	4	28,869	4	29,069
5	28,220	5	29,048	5	29,248
6	28,719	6	29,547	6	29,747
7	29,228	7	30,056	7	30,256
8	30,300	8	31,128	8	31,328
9	31,443	9	32,271	9	32,471
10	32,586	10	33,414	10	33,614
11	33,800	11	34,628	11	34,828
12	35,499	12	36,327	12	36,527
13	37,291	13	38,119	13	38,319
14	39,349	14	40,178	14	40,378
15	41,628	15	42,456	15	42,656
Off-Guide	42,028	Off-Guide	42,856	Off-Guide	43,056

Salary Guide L – Painter

<u>Step</u>	<u>2011-2012</u>	<u>Step</u>	<u>2012-2013</u>	<u>Step</u>	<u>2013-2014</u>
1	36,394	1	37,222	1	37,422
2	36,638	2	37,466	2	37,666
3	36,882	3	37,710	3	37,910
4	37,126	4	37,954	4	38,154
5	37,370	5	38,198	5	38,398
6	38,053	6	38,881	6	39,081
7	38,748	7	39,576	7	39,776
8	40,213	8	41,041	8	41,241
9	41,775	9	42,603	9	42,803
10	43,337	10	44,165	10	44,365
11	44,997	11	45,825	11	46,025
12	47,318	12	48,146	12	48,346
13	49,768	13	50,596	13	50,796
14	52,520	14	53,349	14	53,549
15	55,531	15	56,359	15	56,559
Off-Guide	55,931	Off-Guide	56,759	Off-Guide	56,959

Custodians Salary Guides
Advanced / Placement Chart: I, II, III, Painter
(Read directly across the line to track advancement/placement)

2010-2011		2011-2012		2012-2013		2013-2014
Step		Step		Step		Step
						1
		1	→	1	→	2
1	→	2	→	2	→	3
2	→	3	→	3	→	4
3	→	4	→	4	→	5
4	→	5	→	5	→	6
5	→	6	→	6	→	7
6	→	7	→	7	→	8
7	→	8	→	8	→	9
8	→	9	→	9	→	10
9	→	10	→	10	→	11
10	→	11	→	11	→	12
11	→	12	→	12	→	13
12	→	13	→	13	→	14
13	→	14	→	14	→	15
14	→	15	→	15	→	15
15	→	06	→	06	→	06