

THIS DOES NOT  
CIRCULATE

AGREEMENT

between the

HANOVER TOWNSHIP BOARD OF EDUCATION

and the

HANOVER TOWNSHIP NON-CERTIFICATED EMPLOYEES ASSOCIATION

*secretarial*

*Morris County*

For the Years  
July 1, 1978 to June 30, 1980

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Institute of Management and

1978  
Rutgers University

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## ARTICLE I

RECOGNITION

- A. The Board hereby recognizes the Hanover Township Non-Certificated Employees Association as the exclusive and sole representative for collective negotiation under Chapter 123, Laws of 1974, and any amendment thereof, concerning the terms and conditions of employment for all non-certificated personnel whether under contract or on leave.

Including and limited exclusively to the following personnel who work four (4) or more hours a day:

Custodians  
Maintenance Personnel  
Matrons  
Secretarial Personnel (Except Executive Secretary to the Superintendent of Schools, Secretary to the Superintendent of Schools, and Secretary to the Board Secretary)  
Switchboard Operator-Clerk Typist  
Bus Drivers  
School Aides  
Cafeteria Personnel

and excluding all others.

- B. Unless otherwise indicated, the term "employees", when used hereinafter in this Agreement, shall refer to all non-certificated personnel represented by the Association in the negotiating unit as defined above and references to male employees include female employees. Any mention of he or him shall also include she or her.
- C. The Hanover Township Board of Education is a body corporate charged with the statutory responsibility of conducting the schools existing within the Township of Hanover school district, kindergarten through eighth grade, hereinafter referred to as the "Board".
- D. The Hanover Township Non-Certificated Employees Association will be referred to as the "Association" in this Agreement.

## ARTICLE II

NEGOTIATION PROCEDURES

- A. The parties agree to enter into collective negotiations over a successor agreement in accordance with Chapter 123, Public Laws of 1974, and any amendment thereof, in a good faith effort to reach agreement on matters concerning the terms and conditions of non-certificated employees' employment. An organizational meeting shall take place no later than the fourth week of September of the school year preceding the school year in which this agreement expires. Any agreement so negotiated shall be reduced to writing and signed by the Board and the Association.
  
- B. The Board shall make available to the Negotiating Team of the Association for inspection all pertinent records, data, and information normally available to citizens of Hanover Township.

## ARTICLE III

ASSOCIATION RIGHTS AND PRIVILEGES

- A. The Association shall have the privilege of using school facilities, equipment and services subject to prior approval of the Superintendent or his designee. Costs of materials and supplies used shall be borne by the Association.
- B. The Association shall have the privilege of using the interschool mail facilities and school mailboxes with the permission of the building principals.
- C. Whenever grievance procedures or negotiations require the presence of any employee during working hours, he shall suffer no loss of pay.
- D. When any employee is required to appear before the Superintendent or the Board of Education on any matter adversely affecting his salary, increments and/or position, written notice shall be given him at least three (3) school days before the meeting, and he may be accompanied by a maximum of three (3) representatives of the Association.

## ARTICLE IV

GRIEVANCE PROCEDUREA. Definition:

1. Grievance. A grievance is an appeal of a specific:
  - (a) Interpretation, application, or violation of Board policy.
  - (b) Interpretation, application, or violation of an Agreement provision.
  - (c) Administrative decision.

B. Conditions:

1. The grievance procedure must be initiated within ten (10) school days of the occurrence of the incident.
2. Time limits specified herein shall be strictly adhered to by both parties.
3. Failure to appeal to the next level within the times specified shall bar further appeal with respect to the particular grievance then under consideration. Failure to respond to the aggrieved party within the specified time shall constitute a right of appeal to the next level.
4. All deadlines provided in these procedures may be extended only by mutual written agreement of the Board and the Association.
5. In the event that a grievance is filed at such time that it cannot be processed through all the steps in the grievance procedure by the end of the school year, it is agreed by the Board and the Association that both parties will work in good faith to resolve the matter expeditiously, by reducing the time factors involved.
6. Either party shall be represented by (a) representative(s) of their own choosing. A representative of the Association shall be present.
7. The term "grievance" shall not apply to any matter for which:
  - (a) A method of review is prescribed by law or State Board ruling; or wherein

- (b) the Board of Education is without authority to act; or wherein
- (c) a complaint relates to the non-renewal or termination on notice of a non-tenure employee's contract.

C. Procedure:

1. Level 1. An aggrieved party shall submit the grievance on Grievance Form 1 (see Appendix "A") to the immediate supervisor within ten (10) school days of the occurrence of the incident. Within five (5) school days of the receipt of the written form from the aggrieved party, the Building Principal or his representative shall submit his written response to the aggrieved party.

If a grievance affects a group or class of employees in more than one (1) building, or an employee who is not primarily assigned to one (1) building, the group or the individual, and/or Association may submit such a grievance on Grievance Appeal Form 2 (see Appendix "B") to the Superintendent directly, with copies to the supervisor, and the processing of such a grievance shall be commenced at Level 2. Prior discussion with the Principal/Principals of the school/schools involved is encouraged.

2. Level 2. If the aggrieved party is not satisfied with the disposition of the grievance at Level 1, he must, within five (5) school days of the receipt of the Level 1 response file the grievance on Grievance Appeal Form 2 set forth herein with the Superintendent of Schools. The Superintendent shall, within seven (7) school days, afford the aggrieved party an opportunity to present the grievance. The Superintendent shall render a decision on the grievance within seventeen (17) school days after the grievance has been filed at Level 2. The decision shall be in writing. (One copy to the aggrieved party and one copy to the Association, and one copy to the Supervisor.)
3. Level 3. If the aggrieved party is dissatisfied with the decision of the Superintendent, he must, within five (5) school days file Grievance Appeal Form 3 (see Appendix "C") with the Secretary of the Board of Education. The Board of Education shall afford the aggrieved party an opportunity to present the grievance to the Board at a conference meeting within ten (10) school days of the filing of the grievance with the Board Secretary. The Board shall render a decision in writing to the aggrieved party, with copies to the Association, Superintendent and Supervisor within ten (10) school days after the hearing.

D. Impasse Procedure:

1. If the decision is unsatisfactory, the Association may declare an impasse, and if it does so, the Secretary of the Board shall be so notified in writing within fifteen (15) school days of the receipt of the Board's decision. Thereupon, the Association, or the Association and the Board jointly, shall have the right to appeal to the New Jersey Public Employment Relations Commission, for obtaining an arbitrator to serve pursuant to their rules and regulations and statement of procedure, or to the American Arbitration Association, 96 Bayard Street, New Brunswick, New Jersey, and to be bound by their rules and regulations. No hearing shall be held sooner than ten (10) school days after the Board has received notification of impasse. Both parties to this Agreement agree to advisory arbitration for grievances arising under Sections A(1), (a) and (c). Costs are to be shared equally by the Board and the Association.
2. Grievances arising under Section A(1)(b) shall be subject to final and binding arbitration in accordance with the procedure outlined in paragraph (1) above. The jurisdiction and authority of the arbitrator shall be confined exclusively to the terms of this Agreement. He shall have no authority to add to, detract from, alter, amend, or modify any provision of this Agreement, or impose on either party hereto a limitation or obligation not explicitly provided for in this Agreement. Costs are to be shared equally by the Board and the Association.



SAMPLE

GRIEVANCE APPEAL FORM 1

1. a) Name of Aggrieved Party: \_\_\_\_\_  
b) Building Assignment: \_\_\_\_\_  
c) Date of Submission: \_\_\_\_\_  
d) Name of Association Representative: \_\_\_\_\_
  
2. State precisely the policy, agreement provision, or administrative decision which is the subject of your appeal.
  
  
  
  
  
  
  
  
  
  
3. State in detail the reasons for your dissatisfaction with the interpretation, application or violation of policy, agreement provision, or administrative decision which you are appealing.  
(Note: State date and time of incident.)
  
  
  
  
  
  
  
  
  
  
4. State what you consider to be a fair and equitable disposition.

\_\_\_\_\_  
Signature of Aggrieved Party

SAMPLE

GRIEVANCE APPEAL FORM 2

1. a) Name of Aggrieved Party: \_\_\_\_\_
- b) Building Assignment: \_\_\_\_\_
- c) Date of Submission: \_\_\_\_\_

2. Attach to this form a copy of your original Grievance Appeal at Step 1 and a copy of the supervisor's decision.

3. State in detail your reasons for your dissatisfaction with the decision of the supervisor.

\_\_\_\_\_  
Signature of Aggrieved Party

SAMPLE

GRIEVANCE APPEAL FORM 3

1. a) Name of Aggrieved Party: \_\_\_\_\_  
b) Building Assignment: \_\_\_\_\_  
c) Date of Submission: \_\_\_\_\_  
d) Name of Association Representative: \_\_\_\_\_

2. Attach to this form a copy of your original Grievance Appeal at Step 2 and a copy of the Superintendent's decision.

3. State in detail your reasons for your dissatisfaction with the decisions of the Superintendent.

\_\_\_\_\_  
Signature of Aggrieved Party

## ARTICLE V

SALARIES

- A. 1. Salaries for the year 1978-79 agreed upon by the Board and the Association are set forth in the attached schedules as listed.
- Schedule A: Secretarial Personnel and Switchboard Operator - Clerk-Typist
  - Schedule B: Custodians, Maintenance Personnel and Matron
  - Schedule C: School Aides
  - Schedule D: Bus Drivers
2. Salaries for the year 1979-80 shall be subject of negotiation.
- B. The Board of Education may withhold, for inefficiency or other good cause, the employment increment, or the adjustment increment, or both, of any employee in any year by a majority vote of all the members of the Board of Education. It shall be the duty of the Board of Education, within 10 days, to give written notice of such action, together with the reasons therefor, to the employee concerned. The employee may appeal from such action to the Commissioner under rules prescribed by him. The Commissioner shall consider such appeal and shall either affirm the action of the Board of Education or direct that the increment or increments be paid. The Commissioner may designate an Assistant Commissioner of Education to act for him in his place and with his powers on such appeals. It shall not be mandatory upon the Board of Education to pay any such denied increment in any future year as an adjustment increment.
- C. Employees' contracts shall specify the number of hours to be worked daily.

## ARTICLE VI

INSURANCE PROTECTION

- A. The Board shall provide the health care insurance protection, including hospitalization, medical-surgical and major-medical, designated below.
1. The Board shall pay, upon application of the employee, the full premium for single person coverage for each employee.
  2. The Board shall pay, upon application of the employee, the full premium for coverage of eligible dependents of the employee.
  3. Provisions of the health care insurance program shall be detailed in master policies and contracts.
  4. The health insurance for the basic hospitalization and medical coverage and the major-medical coverage shall be such plan as the Board shall designate, provided that the extent of coverage of such plan shall be equivalent to that provided by the New Jersey Public and School Employees Health Benefits Plan as of June 30, 1978. The Board of Education shall insure continuous coverage in any and all instances of change of carrier. The Association shall have the opportunity to meet with the carrier(s) for informational purposes only prior to the change of carrier.
  5. For each employee who remains in the employ of the Board for the full school year, the Board shall make payment of insurance premiums to provide insurance coverage for the full twelve (12) month period commencing September 1st and ending August 31st. When necessary, payment of premiums in behalf of the employee shall be made prospectively to assure uninterrupted participation and coverage.
- B. The insurer shall provide for continuance of health care insurance at the retiree's expense after retirement on the terms detailed in the master policies and contracts. Payment for this coverage shall be made by the retiree to the Board of Education to insure no loss of benefits, and to maintain retirees' group rate coverage.
- C. The Board shall provide to each employee upon request copies of the health care insurance policies covered under this Article.

## ARTICLE VII

SICK LEAVE

- A. A total number of days equivalent to the number of months on contract shall be granted to employees for personal illness, and unused sick leave shall be cumulative without limit.
  
- B. Employees shall be given a written accounting of accumulated sick leave days no later than September 15 of each school year.

## ARTICLE VIII

PERSONAL LEAVES OF ABSENCE

## A. Personal leave at full pay shall be granted for the following reasons:

1. Up to five (5) days leave shall be granted to an employee for each death in the immediate family to attend funeral services and/or to handle personal business related to the death. Immediate family shall be considered to be father, mother, spouse, child, brother, sister, mother-in-law, father-in-law, or any member of the immediate household excluding employees or tenants. Up to three (3) days leave shall be granted to an employee for each death of a grandfather, grandmother, brother-in-law or sister-in-law to attend funeral services and/or to handle personal business related to the death.
2. Up to two (2) days shall be allowed for the President of the Association or an alternate he designates to attend conferences and conventions of state and national affiliated organizations.
3. Up to a total of five (5) days (non-cumulative) shall be allowed in any one school year for the following reasons:
  - (a) One (1) day shall be approved without specific reason being required, provided such day is not immediately preceding or immediately following a scheduled vacation or holiday.
  - (b) Serious illness in the immediate family. (Immediate family same as in (1).)
  - (c) Recognition of a religious holiday.
  - (d) Court subpoena.
  - (e) Personal business which cannot be handled outside of school hours, with prior approval of the Superintendent of Schools.
  - (f) Marriage of employee or marriage in the immediate family. A maximum of one day shall be allowed.
  - (g) College graduation of employee or a member of his immediate family. A maximum of one day shall be allowed.
  - (h) Death of a relative or close friend. A maximum of one (1) day shall be allowed for each occurrence.
  - (i) Any other emergency or urgent reason not included in (a) through (h) above if approved by the Superintendent of Schools.

- B. The immediate supervisor shall be notified a minimum of one day in advance when personal leave is to be granted under A.2, and A.3 (a), (c), (d), (f) and (g).
- C. For proper payroll accounting, audit, and employee protection, every absence granted under Article VIII - leave for a half day, full day or more - must be accounted for in writing and reported to the Superintendent.
- D. For each day leave is taken in excess of the amount specified in Paragraph A, one (1) day's pay, based on the employee's hourly rate, shall be deducted from his salary. Request for extended leave shall be submitted to the Superintendent as far in advance as possible.
- E. For each day an employee is required to be absent to serve on a jury, he shall be paid the difference between his contract salary and the amount received for his service as a juror.



## ARTICLE IX

POSTING OF JOB VACANCIES

- A. All vacancies in positions covered by this Agreement shall be posted through the Superintendent's office in each school office five (5) work days prior to the public announcement of such vacancies.

## ARTICLE X

DEDUCTION OF DUES

- A. 1. The Board agrees to deduct from the salaries of its employees dues for the Hanover Township Non-Certificated Employees Association, the New Jersey Education Association, or the National Education Association, or any one or any combination of such associations as said employees individually and voluntarily authorize the Board to deduct. Such deductions shall be made in compliance with Chapter 233, Public Laws of 1969 (NJSA 52:14-15.9e) and under rules established by the State Department of Education. Said monies together with records of any corrections shall be transmitted to the treasurer of the Hanover Township Non-Certificated Employees Association by the 15th of each month following the monthly pay period in which deductions were made. The Association treasurer shall disburse such monies to the appropriate association or associations. Each employee desiring payroll deductions of organization dues shall submit a signed and dated authorization statement which shall contain the following information:

## CONTINUING DUES DEDUCTION AUTHORIZATION

I hereby request and authorize the Disbursing Officer of the above school district to deduct from my earnings until notified of termination, an amount required for current year membership dues and such amounts as may be required for dues in each subsequent year, all as certified by said organizations; such amounts to be paid to such persons as may from time to time be designated by the local association. This authorization may be terminated only by prior written notice from me effective January 1 or July 1 of any year. Upon termination of employment, the Disbursing Officer shall deduct any remaining amount due for the current school year. I waive all right and claim for monies so deducted and transmitted and relieve the Board of Education and its officers from any liability therefor.

2. Each of the associations named above shall certify to the Board, in writing, the current rate of its membership dues. Any association which shall change the rate of its membership dues shall give the Board written notice prior to the effective date of such change.
3. Additional authorizations for dues deduction may be received after August 1 under rules established by the State Department of Education.

4. The filing of notice of an employee's withdrawal shall be effective to halt deductions as of the January 1 or July 1 next succeeding the date on which notice of withdrawal is filed.
- 
- B. 1. The Board agrees to deduct from employees' salaries, money for local, state and/or national association services and programs as said employees individually and voluntarily authorize the Board to deduct and to transmit the monies promptly to such association or associations. Any employee may have such deductions discontinued at any time upon sixty (60) days written notice to the Board and the appropriate association.

## ARTICLE XI

HOLIDAYS

- A. Employees on ten (10) month contracts shall have included in their contract wages for ten (10) paid holidays.
- B. Employees on a ten (10) month contract who work past July 4th, will be paid for that holiday.
- C. Employees on a twelve (12) month contract shall have in their contract wages for twelve (12) paid holidays.
- D.
  - 1. The Association shall advise the Board by March 1st as to its choice of holidays.
  - 2. The specific holidays are to be taken upon the decision of the Board of Education, and shall be designated by the Board of Education for a contract year on or before May 1 of the preceding year.
  - 3. These days shall be included in the Agreement on Schedule E.
- E. If a holiday falls during an employee's yearly vacation, he shall receive another vacation day at the discretion of the employee's supervisor.
- F. An employee must work the regularly scheduled work day before and after the designated holiday for pay to be received for the paid holiday. For the purposes of this paragraph, the employee shall be considered to have worked the day before and after the holiday if he has received approval for his absence from his supervisor.

## ARTICLE XII

VACATIONS

- A. Paid vacations shall be provided for full-time employees on twelve (12) month contracts as follows:
- |   |                                 |
|---|---------------------------------|
| Less than one (1) year's employment:        | 5/6 day per month of employment |
| After one (1) full year's employment:       | Two (2) weeks                   |
| After seven (7) full years' employment:     | Three (3) weeks                 |
| After fourteen (14) full years' employment: | Four (4) weeks                  |
- B. For the purposes of this Article, a full year shall constitute the period of continuous employment from July 1 to June 30.
- C. Vacations shall be taken at the discretion of the employee's immediate supervisor, after discussion with the employee.

## ARTICLE XIII

UNIFORMS

- A. 1. The Board agrees to purchase three (3) uniforms for each custodian and maintenance person during the first year of his employment. The Board agrees to replace one uniform per year.
- 2. Matrons will be reimbursed up to a maximum of thirty (\$30.00) dollars for uniforms during the year. New employees will be reimbursed after a waiting period of six (6) weeks of continuing employment. Reimbursement shall be made within ninety (90) days after receipt of voucher.
- B. Personnel named in paragraphs A.1 and A.2 above are required to wear their uniforms during their scheduled work day. It will be the responsibility of the employee to maintain and to care for his uniforms.
- C. Slickers, head gear, and rubber-type boots shall be made available for all employees who are required to work outside.

## ARTICLE XIV

MISCELLANEOUS PROVISIONS

- A. The contracts for custodians, maintenance personnel and matrons with more than three (3) years employment with the Board shall contain a sixty (60) day termination clause.

The contracts for custodians, maintenance personnel and matrons with less than three (3) years employment with the Board shall contain a fourteen (14) day termination clause.

In those cases where the Board terminates the services of a custodian, maintenance personnel, or matron, the employee will be entitled to use his accrued vacation days and one (1) personal day for seeking employment. The employee's immediate supervisor will authorize absences for this purpose.

The dismissal of any employee shall be governed by those provisions of Title 18A, New Jersey Statutes, that are applicable to termination of contracts.

- B. The provisions and the benefits of this agreement are not applicable to custodians, maintenance personnel, and matrons during their ninety (90) day probationary period of employment. The provisions and the benefits of this agreement are accruable and retroactive to the employee's first day of employment with the Board after he has attained the status of a permanent employee.
- C. To the extent not inconsistent with this agreement past practices in effect shall continue for the duration of the contract.

## ARTICLE XV

ADDENDUM

- A. Recognizing that the paramount aim of this school district is providing an appropriate education for the children of Hanover Township, and that good morale in the non-certificated staff is necessary for the efficient functioning of the school system, we do hereby declare that:
1. The Board, under law, has the final responsibility for establishing policies for the district.
  2. The Superintendent and his staff have the responsibility for carrying out the policies that are established.
- B. It is understood by all parties that under the rulings of the Courts of the State of New Jersey, and the New Jersey State Commissioner of Education, and decisions of the Public Employment Relations Commission applicable to school employees, the Board of Education is forbidden to waive any rights or powers granted to it by law.
- C. The Board of Education, subject only to the express provisions of this Agreement, reserves to itself all rights of management of the School District, and full jurisdiction and authority over matters of policy, rules, regulations and practices in furtherance thereof and reserves, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the Constitution and Laws of the State of New Jersey and the United States.
- D. Separability - 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.
- E. This Agreement incorporates the entire understanding of the parties on terms and conditions of employment. This Agreement and any amendments shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.
- F. Whenever any notice is required to be given by either of the parties to this Agreement to the other, pursuant to the provisions of this Agreement, either party shall do so by written notice to the following addresses:



1. If by Association, to "Hanover Township Board of Education",  
Post Office Box 85, Whippany, New Jersey, 07981.
2. If by Board, to "Hanover Township Non-Certificated Employees'  
Association", Memorial Junior School, Highland Avenue, Whippany,  
New Jersey, 07981.

ARTICLE XVI

LICENSES

Reimbursement equal to the cost of license(s) shall be made by the Board to employees who are required to hold licenses to perform their duties.

## ARTICLE XVII

EVALUATIONA. Definitions

1. Evaluation. An evaluation is an assessment of an individual's overall performance.
2. Evaluator. The evaluator shall be the Building Principal, Vice Principal, Superintendent of Schools or Business Administrator.

B. Frequency of Evaluations

1. All employees shall be evaluated at least once in each school year, prior to March 1.
  - (a) By December 1, each employee shall receive written notification from his evaluator stating whether his performance at that date has been satisfactory.
  - (b) If an employee's performance is judged to be unsatisfactory at this time, he shall receive a full evaluation of his overall performance, which shall be in addition to the evaluation provided in B.1.
2. Any employee hired after February 1 shall be evaluated prior to June 1.

C. Evaluation Reports

1. An employee shall be given a written evaluation report which will include:
  - (a) strengths of the employee as evidenced during the period since the previous report.
  - (b) weaknesses of the employee as evidenced during the period since the previous report
  - (c) specific suggestions as to measures which the employee might take to improve his performance.

Provision shall be made for a conference between the employee and the evaluator, prior to submitting the report to the Superintendent's office. The employee shall sign the evaluation form at this conference, acknowledging receipt thereof.

2. The employee will have a period of five (5) full school days following the conference, and prior to the submission of the written report to the Office of the Superintendent, in which he may attach a memorandum to the report commenting on any or all parts of it.

HANOVER TOWNSHIP BOARD OF EDUCATIONSECRETARIAL SALARY GUIDE1978 - 1979

<u>Step</u>	<u>Full-Time</u>	<u>Part-Time</u>	<u>Switchboard Operator - Clerk-Typist</u>
1	\$ 8,170	\$ 4,985	\$ 6,162
2	8,785	5,417	6,624
3	9,401	5,886	7,087
4	10,016	6,399	7,550
5	10,633	6,910	8,242
6	11,249	7,422	
7	12,216	8,298	

Each employee shall remain at his 1977-78 position on the guide.

1. Full-time secretaries and switchboard operator-clerk-typist are employed 7½ hours daily with vacations according to Article XII.
2. Part-time secretaries are employed for 6½ hours daily for forty-six (46) weeks and do not report for work on school holidays.
3. For work performed beyond the hours set forth in paragraphs 1. and 2. above, secretaries shall be paid at their regular hourly rate of pay for that contracted year.
4. Overtime pay, at the rate of one and one-half (1½) times the employee's regular hourly rate, shall be paid to employees working beyond 40 hours per week.
5. Personnel contracted for less than the normal hours shown on the salary guides shall be paid at their regular hourly rate of pay.

HANOVER TOWNSHIP BOARD OF EDUCATIONCUSTODIANS, MAINTENANCE PERSONNEL  
AND MATRON SALARY GUIDE1978 - 1979

<u>Step</u>	<u>Custodian</u>	<u>Maintenance</u>	<u>Matron</u>
1	\$ 8,398	\$10,630	\$ 6,778
2	9,014	11,247	7,241
3	9,631	11,865	7,704
4	10,246	12,483	8,167
5	10,862	13,097	8,630
6	11,557	13,791	9,169
7	12,590	14,839	9,966

Each employee shall remain at his 1977-78 position on the guide.

1. \*Employees shall work an eight (8) hour day for five (5) days per week. The total hours per week at regular pay shall be no more than forty (40).
2. Overtime pay, at the rate of one and one-half (1½) times the employee's regular hourly rate, shall be paid to employees working beyond 40 hours per week.
3. A 10% differential of salary shall be added to the night employees' salary for the ten (10) months school is in session.
4. Personnel contracted for less than the normal hours shown on the salary guides shall be paid at their regular hourly rate of pay.

\*All custodians (day and night employees) shall work a straight eight (8) hour day, which shall include their lunch period. They shall not leave the building during their lunch period. This shall apply only on days school is in session.

SCHEDULE CHANOVER TOWNSHIP BOARD OF EDUCATIONSCHOOL AIDES SALARY GUIDE1978 - 1979

<u>Step</u>	<u>Aides</u>	<u>Aides Assigned to Libraries</u>
1	\$ 3,894	\$ 4,279
2	4,069	4,454
3	4,242	4,630
4	4,418	4,803
5	4,721	5,133

Each employee shall remain at his 1977-78 position on the guide.

1. Aides are employed for six (6) hours daily. They do not report for work on school holidays.
2. For work performed in the summer or beyond the regular school hours, aides shall be paid at their regular hourly rate of pay for that contracted year.
3. Overtime pay, at the rate of one and one-half (1½) times the employee's regular hourly rate, shall be paid to employees working beyond a 40-hour week.
4. Personnel contracted for less than the normal hours shown on the salary guides shall be paid at their regular hourly rate of pay.

HANOVER TOWNSHIP BOARD OF EDUCATIONBUS DRIVERS' SALARY GUIDE1978 - 1979

<u>Step</u>	<u>Small Vehicles</u>	<u>Bus</u>
1	\$ 3,634	\$ 4,506
2	3,789	4,892
3	3,945	5,277
4	4,100	5,663
5	4,287	6,257

Each employee shall remain at his 1977-78 position on the guide.

1. Small vehicle drivers and bus drivers are employed for five (5) hours daily. They do not report for work on school holidays.
2. For work performed in the summer or beyond the regular school hours, drivers shall be paid at their regular hourly rate of pay for that contracted year.
3. Overtime pay, at the rate of one and one-half (1½) times the employee's regular hourly rate, shall be paid to employees working beyond a 40-hour week.
4. Personnel contracted for less than the normal hours shown on the salary guides shall be paid at their regular hourly rate of pay.



HANOVER TOWNSHIP BOARD OF EDUCATIONPAID HOLIDAYS1978 - 1979

The schedule of holidays for the year 1978-79 shall be designated by the Board on or before May 1, 1978, in accordance with Article XI. (See page 22-A, attached.)

1979 - 1980

The schedule of holidays for the year 1979-80 shall be designated by the Board on or before May 1, 1979, in accordance with Article XI.

HANOVER TOWNSHIP BOARD OF EDUCATIONPAID HOLIDAYS1978 - 1979

*July 3, 1978	Monday, Day before Independence Day
*July 4, 1978	Tuesday, Independence Day
Sept. 4, 1978	Monday, Labor Day
Oct. 9, 1978	Monday, Columbus Day
Nov. 23, 1978	Thursday, Thanksgiving Day
Nov. 24, 1978	Friday, Day after Thanksgiving
Dec. 25, 1978	Monday, Christmas Day
Dec. 26, 1978	Tuesday, Day after Christmas Day
Jan. 1, 1979	Monday, New Year's Day
Feb. 19, 1979	Monday, Washington's Birthday
Apr. 13, 1979	Friday, Good Friday
May 28, 1979	Monday, Memorial Day

\*12-month employees only

DURATION OF AGREEMENT

- A. This Agreement shall be effective July 1, 1978 and shall continue in effect until June 30, 1980. This Agreement shall not be extended orally, and it is expressly understood that it shall expire on the date indicated, unless it is extended in writing.
  
- B. In witness whereof the parties hereto have caused this Agreement to be signed by their respective Presidents, attested by their respective Secretaries, on the 22<sup>nd</sup> day of June, 1978.

HANOVER TOWNSHIP BOARD  
OF EDUCATION

HANOVER TOWNSHIP NON-  
CERTIFICATED EMPLOYEES  
ASSOCIATION

BY: \_\_\_\_\_  
President

BY: \_\_\_\_\_  
President

Attest: \_\_\_\_\_  
Board Secretary

Attest: \_\_\_\_\_  
Secretary