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AGREEMENT

BOARD OF EDUCATION OF THE VOCATIONAL SCHOOL

IN THE COUNTY OF SUSSEX

AND

SUSSEX COUNTY VOCATIONAL

SECRETARIAL ASSOCIATION

SCHOOL YEAR 1979-80

P R E A M B L E

THIS AGREEMENT entered into this                    day  
of 1979, by and between the BOARD OF EDUCATION OF THE  
VOCATIONAL SCHOOL IN THE COUNTY OF SUSSEX, the County  
of Sussex, New Jersey, hereinafter called the "Board"     
and SUSSEX COUNTY VOCATIONAL REPRESENTATIVE ASSOCIATION,  
hereinafter called the "Association."

ARTICLES

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RECOGNITION

- A. The Board of Education of the Vocational School in the County of Sussex recognizes the Sussex County Vocational Secretarial Association as the collective negotiating unit concerning grievances and terms and conditions on behalf of all full-time secretarial and clerical employees not specially funded.
  
- B. All other positions, not specifically defined above, are excluded.

MISCELLANEOUS

A. Unsafe and Hazardous Conditions.

Members of the Association shall not be required to work under unsafe or hazardous conditions, or to perform tasks which endanger their health, safety or well being.

TIME SCHEDULE

- A. Office employees on a twelve-month basis shall start on July 1 of each year and continue thru June 30 of the succeeding year. Ten month employees shall begin work on September 1 and continue thru June 30 of the succeeding year.

Offices within the school will be open from 8:00 A.M. to 4:00 P.M. during the time when school is in session. During the summer months and all school closing periods, the time will be 8:30 A.M. to 3:00 P.M. The required working hours for each employee during the regular school session is 7½ hours per day. This includes the lunch period. Each employee will be given the hours for reporting for work and the time for leaving by her/his immediate supervisor.

- B. Lunch Period - All office employees are entitled to a full period in accordance with the bell schedule for lunch. Employees are requested to have their lunch here at school unless there is an emergency and they must leave the building. Under these circumstances you should notify your immediate supervisor prior to leaving the building.
- C. Coffee Break - The coffee break is a period of time that permits the employee to relax and enjoy the companion and fellowship with fellow employees.

Coffee and dessert is available throughout the school year in the Faculty Dining Room or other designated areas. A time period of fifteen minutes is provided for a coffee break and care should be exercised not to abuse the privilege. The time schedule of coffee breaks shall be arranged by the responsible unit administration.

The time allowed for the coffee cannot be accumulated nor can it be utilized to alter the normal working day time schedule.

HOLIDAYS

- A. The following single holiday or multiple holiday schedule is in effect for the non-teaching staff:

New Year's Day  
Lincoln's Birthday  
Washington's Birthday  
Good Friday  
Memorial Day  
July 4th  
Labor Day  
Columbus Day  
Veterans Day  
Thanksgiving Day  
Day after Thanksgiving  
Christmas Day

- B. Where the holiday comes on Saturday or Sunday, it shall be at the discretion of the school administrator, or with prior approval of the Board. When a holiday is included within the work week and school is in session, time off will be provided at an appropriate time that will not interfere with the daily operation of the school. Time off will be arranged through the employee's immediate supervisor.
- C. The school calendar will be approved by the Board of Education prior to the beginning of each school year.

VACATION

- A. Vacation time will be earned as follows (based on a full-contract year of work)
- Up to five full years of service -- 12 days per year
- More than five and up to fifteen  
full years of service -- 17 days per year
- Over fifteen years of service -- 22 days per year
- B. During the first year of employment, vacation will be earned on a pro-rated basis.
- C. Vacation carry-over to the next year will not be authorized.
- D. Association members leaving employment during the contract year and before taking vacation shall receive the opportunity to take the vacation or be credited for pay purposes on a pro-rated basis at the discretion of the Board of Education.
- E. Vacation time must be arranged with the immediate supervisor. If agreement cannot be reached, the Superintendent or School Business Administrator will make the final determination. Vacation time shall be taken prior to June 30th of the contract year in which the vacation is earned.



SICK LEAVE

- A. Members absent due to illness will call their immediate supervisor. Time forms will be provided by the Administration and when completed, will be returned weekly to the Superintendent's office.
- B. Absences for personal illness shall be allowed and shall include pay not exceeding twelve (12) days time in any one contract year. If fewer than said twelve (12) days of allowed sick leave is taken in any contract year, then the number of days not utilized shall be cumulative.
- C. Absences for illness exceeding five (5) consecutive days will require a physician's certificate, indicating nature of illness and readiness for return to work; said certificate to be filed with the Superintendent of the school.

PERSONAL DAYS & OTHER AUTHORIZED ABSENCES

- A. Absences on account of marriage or to attend weddings of relatives or friends may be allowed by the Superintendent on request, but shall be without pay.
- B. Absences due to a death in the individual's immediate family or household, including father-in-law or mother-in-law, shall be allowed with pay for the required period but not to exceed four (4) days in each such case.
- C. Absences because of the death of a grandparent, grand child, nephew, niece, aunt, uncle, cousin, brother-in-law, sister-in-law, daughter-in-law or son-in-law or other relative not living with the immediate family of the employee will be allowed with pay on the day of the funeral only.
- D. Absences not exceeding (3) three days per year, with pay, but not accumulative, shall be allowed. Request for these personal days shall be made through the immediate supervisor (5) five days in advance except in emergency situations. Appropriate supervisor will notify the Superintendent's secretary to facilitate recording absences and to arrange office coverage, if necessary.
- E. Whenever any representative or member of the Association is required to participate during working hours in negotiations, grievance proceedings or approved meetings with the Administration or the Board, the member shall suffer no loss in pay.
- F. Maternity
  - 1. Natural Birth - The Board shall grant maternity leave without pay to any member upon request subject to the following stipulation and limitations:
    - 2. Maternity leave shall commence on the date requested by the member providing the Board is notified 90 days in advance of date requested.
    - 3. Any member granted maternity leave without pay according to the provisions of this section may at her discretion elect to substitute all or any part of her accumulated sick leave in lieu thereof and receive full pay and benefits for the same.
    - 4. No member shall be prevented from returning to work after childbirth solely on the ground that there has not been a time lapse between childbirth and the desired date of return providing the Board is notified 60 days in advance of time of desired date of return.

PERSONAL DAYS & OTHER AUTHORIZED ABSENCES

(Continued)

## F. Maternity (con't)

5. The Board shall not remove any member from her duties during pregnancy unless the member cannot produce a certificate from her physician that she is medically able to continue working.
6. The Board shall not discriminate against any person in violation of N.J.S.A. 10:5-1 et. seq., The Law Against Discrimination, nor in violation of the Constitutions of the State of New Jersey and the United States.

## G. Unpaid vacation and leave may be granted by the Superintendent upon written request.

## H. Inclement Weather - Secretarial attendance shall not be required whenever school is closed due to inclement weather. Provided, however, that any secretarial work left unperformed by virtue of non-attendance pursuant hereto shall be subsequently performed at a time mutually arranged between the secretary and the supervisor. Such make-up work shall be performed without additional compensation to the secretary.

## I. All twelve (12) month employees are entitled to one (1) secretarial day off during each of the following recess periods:

Christman Recess - Winter Recess - Spring Recess

These days must be taken during each recess period.

REIMBURSEMENT

- A. When required to utilize personal transportation for school use, individuals shall be reimbursed at the rate of \$0.14 per mile. Persons authorized for such reimbursement shall be designated by the Business Administrator or Superintendent.

RETIREMENT

- A. All employees belonging to the Public Employees Retirement System shall retire at the close of the school year after attaining the age of 65 years, unless the employee, six months prior to the date of retirement, requests in writing that he be employed an additional year, and the request is granted by the Board of Education. Such request may be made every year until the employee reaches the age specified in law when retirement is mandatory.

GRIEVANCE PROCEDUREA. DEFINITIONS1. GRIEVANCE

A "grievance" is a claim by a member of the Association based upon the interpretation, application, alleged violation of this Agreement, affecting an identified member or group of members.

2. AGGRIEVED PERSON

An "aggrieved person" is the member or members or the Association making the claim of a grievance. The aggrieved person, or persons, should be identified.

3. PARTY IN INTEREST

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

B. PURPOSE

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

C. PROCEDURE1. TIME LIMITS

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

All grievances shall be filed within ten (10) working days of the date of awareness of the grievance.

GRIEVANCE PROCEDURE

(Continued)

2. YEAR END GRIEVANCES

In the event a grievance is filed at such time that it cannot be processed through all steps in the procedure by the end of the school year, the grievance steps shall be accelerated, if possible, or the time shall be extended by mutual consent.

3. LEVEL ONE - IMMEDIATE SUPERIOR, PRINCIPAL OR BUSINESS ADMINISTRATOR

A member with a grievance shall discuss the same with his immediate superior within fourteen (14) working days of the occurrence of the grievance or within fourteen (14) working days of the date when the grievant reasonably should have become aware of the grievance. The member may discuss the matter either directly or if the individual chooses through the Association's designated representative, with the objective of resolving the matter informally.

4. LEVEL TWO - SUPERINTENDENT AND/OR ASSISTANT SUPERINTENDENT

If the aggrieved person is not satisfied with the disposition of his grievance at Level One, he may file the grievance in writing with the Director/Superintendent of the School and/or the Assistant Superintendent (with a copy to the Association) within fourteen (14) working days of the conference specified in Level One.

5. LEVEL THREE - BOARD OF EDUCATION

If the employee is not satisfied with the action taken by the Director/Superintendent and/or Assistant Superintendent, he shall notify, in writing, within ten (10) working days the Secretary of the Board of Education. The Secretary of the Board of Education shall immediately notify the President of the Board of Education who shall arrange a hearing if the employee is not satisfied with the action. Said hearing to be held in executive session no later than the next regular Board meeting. Board findings will be final.

If either party fails to act within the time limits prescribed, the Grievance shall be waived or moved to the next step, by the party not negligent.

GRIEVANCE PROCEDURE

(Continued)

D. RIGHTS OF MEMBERS TO REPRESENTATION1. MEMBER AND ASSOCIATION

Any aggrieved person may be represented at all stages of the grievance procedure by himself, or at his option, by a representative he/she selects. When a member is not represented by the Association, the Association shall have the right to be present and to state its views at all stages of the grievance procedure.

2. REPRISALS

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

E. MISCELLANEOUS1. GROUP GRIEVANCE

If, in the judgment of the Association, a grievance affects a group or class of members, the Association may submit such grievance in writing and shall commence at Level One.

2. WRITTEN DECISIONS

Decisions rendered after Level One shall be in writing, and shall set forth the decision and the reasons therefore and shall be transmitted promptly to all parties in interest and to the Association.

3. SEPARATE GRIEVANCE FILE

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

4. MEETING AND HEARINGS

All meetings and hearings under this procedure shall be conducted in private.



SALARIES AND BENEFITS

A. Medical and Dental Coverage will be provided on the same basis as provided for the teaching staff and will be paid for by the Board of Education.

B. SALARY GUIDE

<u>Name</u>	<u>Salary</u> <u>1978-79</u>	<u>77-78</u> <u>Update</u>		<u>5% Increase</u> <u>Rounded</u>	<u>Salary</u> <u>1979-80</u>	
Marge Struble	\$6082.00	\$200.00	=	\$6282.00	\$314.00	\$6596.00
D. Ayers	4016.60	167.00	=	4184.00	209.00	4393.00
A. Lorenzo	5810.00	200.00	=	6010.00	300.00	6310.00
A. VanHouten	6082.00	200.00	=	6282.00	314.00	6596.00
J. Platner	6733.00	200.00	=	6933.00	347.00	7280.00
K. Carolan	6531.00	200.00	=	6731.00	337.00	7068.00
A. Harris	8580.00	200.00	=	8780.00	439.00	9219.00
S. Sutton	6213.00	200.00	=	6413.00	321.00	6734.00
B. Marlott	11697.00	200.00	=	11897.00	595.00	12492.00
L. Jackson	10080.00	200.00	=	10280.00	514.00	10794.00
B. Weiss	9504.00	200.00	=	9704.00	485.00	10189.00
T. Holowienka	8119.00	200.00	=	8319.00	416.00	8735.00

DURATION OF AGREEMENT

This agreement shall be effective as of July 1, 1979, and shall continue in effect through June 30, 1980.

In witness whereof, the Secretarial Association has caused this agreement to be signed by its President and Secretary, after ratification by the members of the association at a meeting duly called for that purpose, and the Board has caused this agreement to be duly signed by its President and attested by its Secretary pursuant to a resolution duly adopted by the said Board the 20 day of March, 1979.

This agreement has been executed in duplicate, one copy to be retained by the Board, and one copy to be retained by the Association, such duplicate original copy being permanently bound.

VOCATIONAL TECHNICAL SCHOOL  
OF THE COUNTY OF SUSSEX

BOARD OF EDUCATION

Frederick Lewis  
President

SUSSEX COUNTY VOCATIONAL-  
SECRETARIAL ASSOCIATION

ATTEST:

Donald L. H. Green  
Acting Board Secretary

Elizabeth A. Moore  
President  
La. Ann Jackson  
Secretary