

TERMS OF EMPLOYMENT

FOR THE

**TRENTON CONFIDENTIAL
SECRETARIES**

JULY 1, 2004 THROUGH JUNE 30, 2007

TABLE OF CONTENTS

	PAGE
Section I Recognition	3
Section II Workday	3
Section III Holidays	3
Section IV Leave Days	4
Section V Vacation	4
Section VI Overtime.	5
Section VII Salaries	5
Section VIII Health Benefits	5
Section IX Professional Development	5
Section X Tuition Reimbursement	6
Section XI Confidentiality	6
Section XII Duration	6

Section I
Recognition

The following Confidential Secretaries job titles and positions are confidential positions, as that term is defined by law in New Jersey:

Confidential Secretary -- Superintendent's Office
Confidential Secretary -- Business Office
Confidential Secretary -- Business Office
Confidential Secretary – Human Resources Office
Administrative Assistant – Human Resources Office
Legal Secretary

The Trenton Board of Education has the right to create other confidential secretarial positions pursuant to laws. Confidential secretaries are entitled to all rights and privileges granted by Title 18 (School Law) and elsewhere in the law of the State of New Jersey. All policies and procedures of the Trenton Board of Education not exclusively pertinent to certificated personnel or members of collective bargaining units, including all provisions concerning nondiscrimination, shall be applicable to confidential secretaries.

Section II
Workday

Confidential Secretaries shall work eight (8) hour days not including lunch. The starting time for hours worked can be mutually agreed to by the employee and their immediate supervisor. Confidential Secretaries are entitled to two (2) 15 minute breaks; One in the morning and one in the afternoon.

Section III
Holidays

Confidential Secretaries are entitled to the following paid holidays:

New Year's Day	Columbus Day
Martin Luther King's Birthday	Presidential Election Day
Presidents' Day	Veteran's Day
Good Friday	Thanksgiving Day
Memorial Day	Friday after Thanksgiving Day
Fourth of July	Christmas Eve
Labor Day	Christmas Day
	New Year's Eve

When a holiday falls on a Saturday, the Friday before shall be recognized as the holiday. When a holiday falls on a Sunday, the Monday after shall be recognized as the holiday.

Because confidential secretaries are required to work when District staff have off, they are entitled to three (3) floating holidays. These holidays can be taken only when District Staff have off. These floating holidays cannot be carried over from year to year and they are not counted toward retirement.

For the 2004-05 school year, the following days off for Christmas and New Year's will be added because Christmas and New Year's fall on a Saturday, and for the remainder of the contract the days off for Christmas and New Year's will be determined based upon the calendar:

*Monday, December 27, 2004
Thursday, December 30, 2004*

Section IV Leave Days

Confidential Secretaries are entitled to the following leave days, per year, without loss of pay:

Sick Days	15 days
Personal Business or Religious Holidays	4 days
Illness in the Family	3 days
Death in the Immediate Family	5 days
(Immediate Family is defined as Mother, Father, Sister, Brother, Grandmother, Grandfather or any other relative living in the same household at the time of death)	

Confidential Secretaries shall be given a written account of accumulated sick leave and personal business days accumulated as sick leave days for the purpose of retirement from the previous year. Sick Leave days shall be paid one for three for retirement purposes. The total amount paid for the accumulation of sick days for retirement purposes shall be capped at \$15,000.

Section V Vacation Days

Annual vacation allowances for confidential secretaries shall be made according to the following schedule:

For a new hire, 1 vacation day will be accrued per month, on a pro-rated basis, for the first to 11th month

11 th month	1 day per month of service
after 1 year to 5 years	12 days
after 5 years to 15 years	15 days
after 15 years to 25 years	20 days
after 25 years and over	25 days

Confidential Secretaries required to work during all or part of their vacation period, with the approval of the Superintendent, shall accumulate the unused vacation for a period of one year.

Section VI
Overtime

Overtime shall be defined as any work completed outside the 8 hour work day, with supervisory approval, and paid at time and a half. Confidential Secretaries shall receive double time, with the Superintendent's approval, for overtime completed on Sundays and Federal Holidays.

Section VII
Salaries

Salaries for the current Confidential Secretaries shall be as follows:

Employee	2004-05	2005-06	2006-07
Phyllis Boyer-Wood	\$65,000	\$67,600	\$70,304
Juanita Smith	\$65,000	\$67,600	\$70,304
Elaine Adams Smith	\$62,504*	\$65,004	\$67,604
Denyce Carroll	\$59,904	\$62,300	\$64,792
Angelia Fortson	\$61,672**	\$64,139	\$66,704
New Hire	\$55,288	\$57,500	\$59,800

*2003-04 Salary \$57,500 + 2600(longevity) = \$60,100. The \$60,100 salary was used to calculate the salary for 2004-05.

**2003-04 Salary was 58,100 + 1200 (longevity) = \$59,300. The \$59,300 was used to calculate salary increase for 2004-05.

All salaries are base salaries and include any entitled longevity because of the grandfathering of certain individuals. (Juanita Smith, Elaine Adams Smith). Therefore, their salaries are not the above salaries plus longevity.

Section VIII
Health Benefits

Per Cabinet Version

Section IX
Professional Development

Confidential Secretaries shall be granted time, on an annual basis to attend two (2) conferences or training programs, of not more than 1-day duration, relevant to employee's duties or responsibilities.

Section X

Tuition Reimbursement

Confidential Secretaries shall be entitled to tuition reimbursement for completed academic courses that have had prior approval of the Superintendent. Reimbursement shall be granted for those completed courses with the required "B" grade point average achieved.

Section XI

Confidentiality

It is of the utmost importance for confidential secretaries to ensure that confidential materials, i.e., negotiations, board agenda materials, grievances, and any other items that are confidential in nature are kept confidential until as such time these issues are approved by the Board. Violation of confidentiality by any confidential secretary can result in a written reprimand (for the first offense), tenure charges and dismissal for subsequent offenses.

Section XII

Duration

These terms and conditions shall be effect until June 30, 2007 or until otherwise modified by the Trenton Board of Education.