

AGREEMENT

BETWEEN THE

NORTHERN BURLINGTON COUNTY
REGIONAL

SECRETARIAL ASSOCIATION

AND THE

NORTHERN BURLINGTON COUNTY
REGIONAL

BOARD OF EDUCATION

2007-2010

PURPOSE

The Board of Education and the Northern Burlington County Regional Secretarial Association have entered into this Agreement for the purpose of establishing terms and conditions of employment.

**ARTICLE I
RECOGNITION**

The Board of Education of the Northern Burlington County Regional School District hereby recognizes the Northern Burlington County Regional Secretarial Association as the exclusive and sole representatives for collective negotiations for the below stated Secretarial personnel, with the exception of the Secretary to the Superintendent of Schools and any other persons designed by the Board as classified personnel:

Private Secretary
12-Month Secretary
10-Month Secretary

**ARTICLE II
NEGOTIATION PROCEDURE**

A. Available Data

During negotiations, the Board and the Association shall present relevant data, exchange points of view, and make proposals and counter-proposals. The Board shall make available to the Association for inspection all public records of the Northern Burlington County Regional School District. Said request shall be in writing to the Superintendent.

B. Successor Agreements

The parties agree to enter into collective negotiations in accordance with Chapter 123, Public Laws of 1974, in a good faith effort to reach agreement on terms and conditions of secretarial employment.

The Secretarial Association shall submit a contract proposal to the Board of Education no later than November 30 of the calendar year prior to the expiration of this agreement.

The Board shall present its proposals to the Association no later than December 15. Formal negotiations shall begin not later than the first week in January, unless a date other than the first week in January is mutually acceptable.

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C. Negotiations Committee

Neither party in any negotiations shall have any control over the selection of the negotiating representative for the other party. The parties mutually pledge that their representatives shall have necessary power and authority to make proposals, consider proposals, and make counter-proposals in the course of negotiations. Neither committee shall be restricted to consulting their parent bodies. Final ratification is subject to final approval by both parent bodies.

D. Declaring Impasse

Neither party shall declare impasse prior to April 1 of the year in which the contract expires to avoid required action by the Public Employees Relations Commission, otherwise known as PERC.

E. Continuation of Present Rules

Except as this agreement shall hereinafter otherwise provide, all terms and conditions of employment applicable on the effective date of this Agreement to employees covered by this Agreement as to established rules and regulations of the Board in force on said date, shall continue to be as applicable

during the term of this Agreement. Nothing contained herein shall be interpreted and/or applies so as to eliminate, reduce, or otherwise detract from any benefit existing prior to its effective date.

F. Modification of this Agreement

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.

G. Except as this Agreement shall provide, changes or modifications in terms or conditions of employment shall be negotiated prior to their implementation.

**ARTICLE III
HOURS OF WORK**

The normal work week is thirty-seven and one-half (37 1/2) hours.

The normal work day is seven and one-half (7 1/2) hours per day which includes two fifteen (15) minute breaks per day which is a total of thirty-seven and one-half (37 1/2) hours per week.

Each employee shall receive one-half (1/2) hour each day for lunch which is not included in the thirty-seven and one-half (37 1/2) hour work week.

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On the day before Thanksgiving and Winter Recess, unit members will be dismissed at 1:00 p.m.

**ARTICLE IV
VACATION**

Paid vacation will be accrued on a monthly basis for all 12 month employees and may be used as it is accrued. The following accrual schedule will be followed:

A paid vacation of two (2) weeks will be earned during the first six (6) years of service at the rate of 1 day per month to a maximum of ten (10) days.

A paid vacation of three (3) weeks will be earned upon completion of six (6) years of service at the rate of 1.25 days per month to a maximum of fifteen (15) days.

A paid vacation of four (4) weeks will be earned upon completion of fifteen (15) years of service at the rate of 1.75 days per month to a maximum of twenty (20) days.

A 12-month employee working less than a year will receive one (1) day of vacation for every complete month of work, as of June 30, to a maximum of ten (10) days.

It is agree that at least one (1) week vacation will be taken during the summer period.

Any vacation time taken must be approved by the appropriate administrator.

A 12-month employee may bank up to a maximum of five (5) vacation days to be used in future years.

Upon retirement, accumulated and unused vacation days shall be paid at the regular per diem salary of the employee.

Ten (10) month employees do not receive paid vacation.

In no event will an employee be entitled to utilize vacation time until earned.

ARTICLE V EVALUATION

Monthly evaluations shall be made by supervisory employees of all probationary secretarial personnel. There shall be a minimum of three (3) written evaluations.

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Yearly evaluations shall be made by supervisory employees of all post-probationary secretarial personnel.

Any evaluation that is to be placed in the personnel folder of the employee shall be reduced to writing, prepared in duplicate, and a copy furnished to the employee. The copy to be placed in the personnel folder shall be signed by the employee. The signature is not intended as an indication of total agreement concerning contents, but as verification of the fact that a copy of the report was received by the employee.

ARTICLE VI GRIEVANCE PROCEDURE

A. Definitions

2. A "grievance" is a claim by a member of the Secretarial Group based upon the interpretation, application, or violation of this Agreement, or administrative decisions affecting an individual or the entire group. The term "grievance" and the procedure relative thereto, shall not be deemed applicable in the following instances:
 - a. The failure or refusal of the Board to renew a contract on a non-tenured employee.
 - b. In matters where a method of review or appeal is prescribed by law, or by any rule, regulation or decision of the State Commissioner of Education or the State Board of Education. However, a party shall have the option of processing a grievance at the appropriate level up to Level IV rather than pursue a method of review or appeal as prescribed by law or by rule, regulation, or decision of the State Commissioner of Education or the State Board of Education. If the grievance is not resolved to the party's satisfaction at Level IV, the grievance shall proceed by the method of review or appeal as prescribed by law, or by rule, regulation, or decision of the State Commissioner of Education or the State Board of Education.
 - c. In matters where the Board is without authority to act.
2. An "aggrieved person" is the person or persons making the claim.

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3. A "party of interest" is the person or persons making the claim and the person who might be required to take action or against whom action might be taken in order to resolve the claim.
4. The term "days" when used in this article shall mean days when school is in session.

B. Purpose

The purpose of this procedure is to secure solutions to problems which arise under this contract.

C. Procedure

1. Failure to file a grievance within thirty (30) days of the occurrence complained of shall be deemed to constitute an abandonment of the grievance.
2. The aggrieved person may be represented by or with a designated representative of the Secretarial Group.
3. All grievances must be submitted in writing if taken beyond the first level and decisions regarding this grievance must be committed to writing at all levels beyond the first. Copies of these decisions shall be forwarded to all parties of interest and the Secretarial Representative.
4. All parties of interest may be present at all hearings regarding a grievance.
5. Both parties agree that these procedures will be kept as informal and confidential as may be appropriate at any level of the procedure.
6. The total days time allowance at each level of the grievance process are indicated below. These time allowances may be extended by mutual agreement between the parties of interest.
7. There shall be no reprisals toward aggrieved person or persons and their representatives for following this procedure.

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Level One

An individual with a grievance shall first discuss it with the immediate supervisor either directly or through the Secretarial Group's one designated representative with the objective of resolving the matter informally. The immediate supervisor shall respond within five days after the discussion is held.

Level Two

If the individual is not satisfied with the disposition of the grievance at Level I, the Secretarial Group may submit the grievance in writing within five days to the Principal.* The Principal shall hold a hearing within five school days of receipt of same and shall render a decision in writing within five school days following the conference.

*Central Office personnel may proceed from Level I to Level III if the superintendent deems appropriate.

Level Three

If the Association is not satisfied with the disposition of the grievance at Level II, the Association may, within five school days, submit the grievance in writing to the Superintendent. The

Superintendent shall hold a hearing within ten school days of receipt of same and shall render a decision in writing within ten school days following the hearing.

Level Four

If the Association is not satisfied with the disposition of the grievance at Level III, the Association may, within five days of receipt of same, appeal the grievance to the Board by so notifying the Superintendent in writing.

The written appeal to the Board must include the basis for dissatisfaction with the Superintendent's decision.

The Board may consider the appeal on the basis of the written documentation submitted, may request the submission of additional written materials and/or may request a hearing with the Secretarial Group. The Board shall respond, in writing, to the Association within thirty (30) days of receipt of the appeal.

The Board shall render the final decision on all matters other than those which are subject to further review by the Commissioner or State Board of Education. The Board shall respond in writing to the Secretarial Group within thirty work days of receipt of the appeal.

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Level Five

If the Association is not satisfied with the decision of the Board, they may within ten (10) days of receipt of the Board's decision appeal the grievance to binding arbitration through the American Arbitration Association. The procedure of such shall be under the rules of the American Arbitration Association.

D. Class Grievance

If, in the judgment of the Association, a grievance affects a group or class of employees, the Association may submit such grievance in writing directly to the Principal,* and the processing of such grievance shall be commenced at Level II.

*Class grievances which include Central Office personnel will commence at Level III.

ARTICLE VII LEAVES OF ABSENCE

A. Sick Leave

1. Each employee on a ten-month contract shall be entitled to ten (10) days leave for personal disability each school year as of the first work day of said year, whether or not he reports for duty that day. Unused disability leave days shall be accumulated from year to year without limit. Twelve month employees shall have twelve (12) leave days per year for personal disability under the same conditions.
2. Any employee who uses three or less sick days in any year will accumulate an additional two sick leave days.
3. Upon retirement after ten (10) years of consecutive service, employees will be reimbursed at the rate of one-half the per diem rate for each day of accumulated sick leave, not to exceed \$7,000.00.

4. Accumulation of sick leave allowance shall be based on consecutive years of service. An employee shall be considered as rendering consecutive service as long as the Board does not terminate his service. A leave of absence does not constitute an interruption of service, but during a leave of absence there shall be no accumulation of sick leave.

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5. All employees absent for more than three (3) consecutive days must present a doctor's note. All employees absent for five (5) days of a continuous period may be required to present a doctor's preliminary statement.
6. All employees absent the day before or after a holiday must present a doctor's certificate. Such statements may not be presumed to establish the employee's disability conclusively.
7. Whatever the claims of disability, no day of absence shall be considered to be a sick leave day on which the employee has engaged in or prepared for other gainful employment or has participated in a concerted work stoppage.
8. A sick leave absence shall commence when the employee (or his agent, if the employee is sufficiently disabled) calls in to report his absence. A sick leave day, once commenced, may be reinstated as a working day only with the approval of the Superintendent or his designee.
9. Pregnancy leaves will be granted in adherence to the guidelines set forth by the New Jersey Division of Civil Rights.
10. Upon administrative approval, an employee who must be absent for a part of the day will not be charged for sick leave or personal leave if employee completes at least four (4) hours of work.
11. Employees who use zero (0) sick days in a year will receive a \$500 bonus.
Employees who use one (1) sick day in a year will receive a \$250 bonus.
Employees who use two (2) sick days in a year will receive a \$100 bonus.
All bonuses shall be paid on one lump sum, no later than July 15.
12. Any employee that has completed ten (10) years of service to the district and has exhausted accumulated sick leave, the Board may pay for present coverage of Blue Cross/Blue Shield, Rider "J", Major Medical, Dental Program, and Prescription Plan for one (1) month. For each additional year of service, the Board may pay an additional one (1) month for a maximum of one (1) year.

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B. Jury Duty

The Board wholeheartedly supports request for jury duty when submitted with a court request. The salary paid to such employee shall be the difference between jury pay and the average daily

earnings of such employees. The employee must present the completed form which is proof of jury attendance. This form is obtained from the County at the time of service.

C. Personal Leave

Temporary non-accumulative leaves of absence with full pay shall be granted by the Board with the approval of the administration as follows:

1. Three (3) days for personal, legal, religious, business, household, or family matters which require absence during school hours. Application to the administration shall be made twenty-four (24) hours in advance for approval, except in the case of emergency, and the reason for taking such leave other than it is being taken under this category shall not be stated.
 - a. No more than one (1) secretarial employee, covered by this contract, from any one office will be granted personal leave on any one day. In the event that more than one secretarial employee applies for personal leave on any one day, leave shall be granted to the employee whose application was first received. This maximum shall not apply on religious holidays.
 - b. Except in the case of an emergency, no personal leave shall be granted the day before or the day after a holiday. If an emergency does occur the day before or the day after a holiday, the circumstances of the emergency must be stated.
 - c. Unused personal days shall be allowed to accumulate from year to year. Maximum available personal days in any given year will be five (5).
2. Five (5) days at any one time and per occurrence in the event of death of the spouse, child, parent, or sibling.

Three (3) days at any one time and per occurrence in the event of the death of father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparents, or grandchildren.

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3. Three (3) days per year in the event of serious illness of the spouse, child, parent, brother, sister, father-in-law, mother-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, grandparents, or grandchildren.
4. Other leaves of absence may be granted by the Board for good reason.

D. Leave Without Pay

1. Leave without pay must be approved by the administration and the Board of Education. All extensions or renewals shall be applied for and granted or rejected in writing.
2. Anyone taking unauthorized leave will cause breach of contract.
3. All request for leave without pay must be submitted in writing at least thirty (30) days prior to the commencement date of the leave.

**ARTICLE VIII
ASSOCIATION RIGHTS AND PRIVILEGES**

A. Use of Buildings

The Association and its members shall have the right to use school buildings as long as the proper forms have been initiated and approved in accordance with Board policy. The approval shall be granted by the building Principal within the framework of building availability.

B. Use of Equipment

The Association may have the right to use school duplicating and typing equipment in the faculty rooms at reasonable times when such equipment is not otherwise being used by teachers.

C. Reduction in Force (RIF)

Whenever an anticipated reduction in force would specifically affect members of the bargaining unit, the President of the Association shall be immediately, as practical, notified in writing, after affected individuals have been notified.

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**ARTICLE IX
PROMOTIONS, NEW POSITIONS, AND VACANCIES**

A. Notice

1. All promotional positions, new positions, and vacancies shall be adequately publicized by the Superintendent. A notice shall be posted in each school at least five (5) days before the final date when applications must be submitted. The qualifications for the position, its duties, and the rate of compensation shall be clearly set forth in the notice.

2. Definitions

a. Promotion - A position paying a salary differential.

b. New Position - A position for which a contract has not been previously issued.

c. Vacancy - An existing position to which no one has been assigned.

3. An employee who receives a promotion resulting in a transfer to a higher guide shall be placed at the equivalent step on which they are currently employed, or in the event of beginning a new year, would be placed on the succeeding step for which he/she is eligible.

4. Employees requested to work in a higher job category - i.e. 12-month secretary to private secretary would, after the fifth consecutive day in this position, be paid at the employee's current step on the higher appropriate guide beginning the sixth day, provided they possess the capabilities to perform all tasks required of the position as stipulated in the job description.

**ARTICLE X
SENIORITY RIGHTS**

- A. Whenever a reduction in force shall effect employees with tenured status, such reduction shall be pursuant to law, and the person with the least seniority in the category of employment shall be the person who is terminated.
- B. A tenured employee who has been terminated due to a reduction in force shall be entitled to recall when a vacancy occurs in the category of employment in which the employee has seniority entitlement.

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- C. Written notice of recall to work shall be sent by the Board by certified mail, restricted delivery, return receipt requested, to the employee's last known address as shown on the Board's personnel records.
- D. Failure of the employee to respond to such notice within five (5) days of receipt, and to report to work within fifteen (15) days of receipt of this notice, shall result in loss of seniority entitlement.

**ARTICLE XI
MISCELLANEOUS PROVISIONS**

- A. Placement on Salary Guide

Anyone employed prior to February 1 (10 month employee) or January 1 (12 month employee) of the school year shall be given credit for one (1) year of service toward the next increment step for the following year.

- B. Credit for Experience

For the purpose of initial placement of prospective secretarial employees on the appropriate salary guide, credit for prior comparable or equivalent service may be granted upon recommendation of the Superintendent and approval of the Board up to eight (8) years.

- C. Salary Guide

The Board of Education agrees to salary adjustments to each member of the Secretarial Unit using the following schedule:

2007-2010 – Increase of \$1700 for Private Secretaries
Increase of \$1600 for 12-month and 10-month employees

Salary Guide - See Attachment "A"

- D. Fringe Benefits

See Attachment "B"

- E. The Board agrees that it shall not discriminate against any employee due to her/his race, creed, religion, or for her/his seeking rights she/he may have under this Agreement.

- F. Except as modified by this Agreement, all terms and conditions of employment applicable on the signing date of the Agreement shall continue in full force.
- G. The Board agrees to collect and forward to the Association a representation fee of eighty-five percent (85%) of the annual dues from non-members. The Association shall forward to the Board a list of non-members for the purpose of implementing this section. The Board shall deduct the representation fee in the same manner as dues are deducted from members of the Association.
- H. Unit members may chaperone dances or other school events. Compensation will be based on the chaperone rates established in the NBC Teachers' contract.
- I. Duration of Agreement

This Agreement shall be effective from July 1, 2007 and shall continue in effect for three (3) years to midnight, June 30, 2010 at which time it shall expire unless extended by mutual consent in writing.

**ARTICLE XII
EMPLOYEE RIGHTS**

Whenever an employee is required to appear before the Superintendent, Board or any committee or member thereof concerning any matter which could adversely affect the continuation of that employee in her/his office, position or employment or the salary or any increments pertaining thereto, then the employee shall be given prior written notice of the reasons for such a meeting or interview and shall be entitled to have a representative of the Association present to advise her/him and represent her/him during such meeting or interview.

A covered employee shall not be subject to disciplinary action or formal reprimand, be reduced in rank or compensation or be deprived of professional advantage without just cause.

**ATTACHMENT "A"
SECRETARIAL UNIT
SALARY GUIDES**

Private Secretary

Step	2007-2008	2008-2009	2009-2010
A	\$31,974.00	\$33,424.00	\$34,874.00
B	\$32,224.00	\$33,674.00	\$35,124.00
C	\$32,474.00	\$33,924.00	\$35,374.00
D	\$32,724.00	\$34,174.00	\$35,624.00
E	\$32,974.00	\$34,424.00	\$35,874.00
F	\$33,224.00	\$34,674.00	\$36,124.00
G	\$33,562.00	\$34,924.00	\$36,374.00

H	\$33,916.00	\$35,262.00	\$36,624.00
I	\$34,290.00	\$35,616.00	\$36,962.00
J-K	\$34,680.00	\$35,990.00	\$37,316.00
L	\$35,097.00	\$36,380.00	\$37,690.00
M	\$35,533.00	\$36,797.00	\$38,080.00
N	\$36,117.00	\$37,233.00	\$38,497.00
O	\$36,701.00	\$37,817.00	\$38,933.00
P	\$37,285.00	\$38,401.00	\$39,517.00
Q	\$37,726.00	\$38,985.00	\$40,101.00
R	\$38,250.00	\$39,426.00	\$40,685.00
S – Max	\$38,777.00	\$39,950.00	\$41,126.00

12-Month Secretary

Step	2007-2008	2008-2009	2009-2010
A	\$30,065.00	\$31,415.00	\$32,765.00
B	\$30,315.00	\$31,665.00	\$33,015.00
C	\$30,565.00	\$31,915.00	\$33,265.00
D	\$30,815.00	\$32,165.00	\$33,515.00
E	\$31,065.00	\$32,415.00	\$33,765.00
F	\$31,315.00	\$32,665.00	\$34,105.00
G	\$31,653.00	\$32,915.00	\$34,265.00
H	\$32,007.00	\$33,253.00	\$34,515.00
I	\$32,381.00	\$33,607.00	\$34,853.00
J-K	\$32,771.00	\$33,981.00	\$35,207.00
L	\$33,188.00	\$34,371.00	\$35,581.00
M	\$33,624.00	\$34,788.00	\$35,971.00
N	\$34,208.00	\$35,224.00	\$36,388.00
O	\$34,792.00	\$35,808.00	\$36,824.00
P	\$35,376.00	\$36,392.00	\$37,408.00
Q	\$35,816.00	\$36,976.00	\$37,992.00
R	\$36,341.00	\$37,416.00	\$38,576.00
S-Max	\$36,868.00	\$37,941.00	\$39,016.00

10-Month Secretary

Step	2007-2008	2008-2009	2009-2010
A	\$25,582.00	\$26,932.00	\$28,282.00
B	\$25,832.00	\$27,182.00	\$28,532.00
C	\$26,082.00	\$27,432.00	\$28,782.00
D	\$26,332.00	\$27,682.00	\$29,032.00
E	\$26,582.00	\$27,932.00	\$29,282.00
F	\$26,832.00	\$28,182.00	\$29,532.00
G	\$27,113.00	\$28,432.00	\$29,782.00
H	\$27,408.00	\$28,713.00	\$30,032.00
I	\$27,720.00	\$29,008.00	\$30,313.00
J-K	\$28,045.00	\$29,320.00	\$30,608.00
L	\$28,392.00	\$29,645.00	\$30,920.00
M	\$28,756.00	\$29,992.00	\$31,245.00

N	\$29,242.00	\$30,356.00	\$31,592.00
O	\$29,729.00	\$30,842.00	\$31,956.00
P	\$30,216.00	\$31,329.00	\$32,442.00
Q	\$30,582.00	\$31,816.00	\$32,929.00
R	\$31,020.00	\$32,182.00	\$33,416.00
S-Max	\$31,459.00	\$32,620.00	\$33,782.00

Additional Compensation:

1. Overtime:

Employee will advise Administration which overtime option they will be using in a contract year by July 1.

Option I - Compensation Payment:

Straight time shall be paid for hours worked from 37 1/2 to 40 hours in one work week. After 40 hours in one work week, employee shall be paid at the rate of 1 1/2 times the hourly rate, based on total salary. Sick days, personal days, vacation days, etc., shall be counted as time worked.

Option II - Compensatory Time:

Employees shall be granted compensatory time for additional time worked between 37 1/2 and 40 hours at an hour for hour basis. After 40 hours an employee shall be granted compensatory time for additional time worked at 1 1/2 hours for every additional hour worked. Sick days, personal days, vacation days, etc., shall be counted as time worked.

Compensatory time can be used September 1 through August 31.

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Longevity Increments:

All Association members hired after July 1, 1995 shall be eligible for longevity exclusive of their salary increase, after 15 years of consecutive service and each consecutive year thereafter. The longevity payment after 15 years is \$900 for 12-month employees; \$750 for 10-month employees.

All Association members hired on or before July 1, 1995 shall be eligible for longevity exclusive of their salary increase as follows:

All currently employed 12-month employees shall be eligible for longevity as outlined below:

\$300.00 additional for continuous service in the district after nine (9), twelve (12), and fifteen (15) years of service.

All currently employed 10-month employees shall be eligible for longevity as outlined below:

\$250.00 additional for continuous service in district after nine (9), twelve (12), and fifteen (15) years of service.

ATTACHMENT "B"
FRINGE BENEFITS

A. Medical Insurance

1. The Board will pay the premium of the New Jersey Blue Cross and Blue Shield Blue Select health program, which shall be the base health plan for the district. Said plan shall have the following provisions effective July 1, 2007:
 - >a fifteen dollar (\$15) office co-pay, and shall include well baby care and adult physicals.
 - >an out-of-network deductible of \$200 single and \$400 family.
 - >a fifty dollar (\$50) emergency room co-pay.
 - >out-patient therapy (e.g. speech, physical or occupational) limited to 60 visits per benefit period.
 - >chiropractic visits limited to 60 visits per benefit period.
 - >in-patient, non-biological based mental health visits limited to 45 days in-patient per benefit period. [biological mental health remains unchanged]
2. The terms, conditions, rules and limitations as provided for by the contracts of the insurance and underwriting companies will govern.
3. The medical program shall include a mandatory second surgical opinion with a 50% penalty.

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4. During each year of this agreement, bargaining unit members, who are eligible for family coverage or husband/wife coverage in the basic health insurance program, may voluntarily waive their enrollment in this program by submitting proof that they are covered in another insurance program. Employees who waive such coverage shall receive from the Board one-half (1/2) of the premium cost that the Board would have paid on their behalf if they had remained in the District's insurance program. The date of reimbursement shall be June 30. The employee's opt-out form is available through the Business Office.

B. Dental Insurance

1. The Board will pay the premium of the New Jersey Blue Shield Dental Program, at the going family rate, for complete "100+ Program". This program includes Preventive/Diagnostic Services and Treatment/Therapy Services and the following riders: Treatment Services Plus, Prosthodontics, Periodontics, Orthodontics, Inlays-Crowns, and Oral Surgery. Effective July 1, 1998, the yearly maximum under the dental plan shall increase to \$2,000. Effective at the same time, the Board shall implement a passive PPO overlay on the dental plan.
2. The terms, conditions, rules and limitations as provided for by the contracts of insurance and the underwriting companies will govern.

C. Prescription Plan

The Board of Education will pay the premium of the New Jersey Blue Cross Prescription Plan for the employee and family. The prescription co-pay will be twenty dollars (\$20) for brand name, ten dollars (\$10) for generic drugs. Chronic illness prescriptions can be obtained through a mail order program with a one time co-pay for each mail order supply of twenty dollars (\$20 for brand name and ten-dollar (\$10) for generic drugs.

D. Medical and Dental After Retirement

The Board of Education agrees that any employee of this unit after fifteen (15) years of continuous employment within the district and who retires into the pension system, said Board of Education will pay for the Blue Cross/Blue Shield, Rider "J", Major Medical, Dental Program, and Prescription Plan for a five (5) year period, provided that the employee is not eligible to be enrolled in the New Jersey State Health Benefits Program.

E. Tuition Reimbursement

The Board shall provide sixty percent (60%) tuition reimbursement for any approved related course, seminar, or workshop which an employee attends and completes, with a grade of "B".

RATIFICATION

The Board of Education and the Association have caused this Agreement to be signed by their respective Presidents and included in the official minutes of the Board of Education Proceedings.

THE BOARD OF EDUCATION OF THE NORTHERN BURLINGTON COUNTY REGIONAL SCHOOL DISTRICT

By: _____ Date: _____

THE NORTHERN BURLINGTON COUNTY REGIONAL SECRETARIAL ASSOCIATION

By _____ Date: _____