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THIS BOOK DOES
NOT CIRCULATE

AGREEMENT

between

WAYNE BOARD OF EDUCATION

and

WAYNE ASSOCIATION OF EDUCATIONAL SECRETARIES

Approved and signed
May 4, 1970

AGREEMENT
PURSUANT TO NEW JERSEY PUBLIC EMPLOYER-EMPLOYEE
LABOR RELATIONS ACT (CHAPTER 303 PUBLIC LAWS OF 1968)

This Agreement is made and entered into on this 4th day of May, 1970 by and between the BOARD OF EDUCATION OF THE TOWNSHIP OF WAYNE in the County of Passaic, hereinafter referred to as the "BOARD", and the WAYNE ASSOCIATION of EDUCATIONAL SECRETARIES, hereinafter referred to as the "ASSOCIATION", and

WHEREAS, the ASSOCIATION is the sole representative of all office personnel in collective negotiations with the BOARD, and

WHEREAS, pursuant to negotiations under the provisions of the New Jersey Public Employer-Employee Relations Act (Chapter 303 Public Laws of 1968) the BOARD and the ASSOCIATION have reached agreement with respect to terms and conditions of employment for office personnel for the school year 1970-71, and

WHEREAS, said Public Employer-Employee Labor Relations Act requires that when such agreement has been reached its terms shall be embodied in writing and signed by the respective parties;

NOW, THEREFORE, it is mutually agreed between the parties hereto as follows:

1. Salaries shall be paid in accordance with Schedule "A" annexed hereto and made part of this agreement by reference thereto.
2. All other terms and conditions of employment are set forth in Schedule "B" annexed hereto and made part of this agreement by reference thereto.
3. The Grievance Procedure as set forth in Schedule "C" annexed hereto is made part of this agreement by reference thereto.

IN WITNESS WHEREOF, the parties hereunto have set their hands and seals the day and year first above written.

BOARD OF EDUCATION OF THE TOWNSHIP OF WAYNE

Attest:

By: _____
Bruce Van Duyne, President

Norman Harrison, Sec'y-Business Manager

THE WAYNE ASSOCIATION OF EDUCATIONAL SECRETARIES

By: _____
Jeannette Gemmill, President

Diane Bucinsky, Secretary

OFFICE PERSONNEL SALARY GUIDE1970-71

<u>Step</u>	<u>Secy.to Supt.</u>	<u>Super- visors</u>	<u>Grade I</u>	<u>Grade II</u>	<u>Grade III</u>	<u>Grade IV</u>	<u>Grade V</u>
1	\$7,629.	\$7,429.	\$ 5,152	\$4,951	\$4,761	\$4,566	\$4,370
2	7,848	7,648	5,497	5,284	5,078	4,870	4,658
3	8,124	7,924	5,842	5,618	5,394	5,173	4,945
4	8,451	8,251	6,187	5,951	5,709	5,474	5,233
5	8,779	8,579	6,532	6,279	6,026	5,773	5,612
6			6,877	6,613	6,342	6,078	
7			7,222	6,940	6,658	6,377	
8			7,567	7,274	6,975	6,682	
9			7,912	7,602	7,291	6,981	
10			8,257	7,935	7,608	7,280	

In addition to regular salary, an increase for professional standards certificates as follows: \$100 for Basic (formerly Grades 1, 2 and 3); \$150 for Associate Professional (formerly Grades 4 and 5); \$200 for Advanced, Professional, Masters (formerly Grades 6, 7, 8 and 9).

WORKING CONDITIONS

All secretaries shall work twelve months a year.

Holidays: Same as teachers except Christmas, winter and spring vacations, when secretaries shall work half of their normal time.

Vacations: A year shall be defined as beginning July 1 and ending June 30. In instances of less than one year, office personnel are to receive one day's vacation for each month, not to exceed ten days. Two weeks vacation for all office personnel who have been employed for one year, three weeks after five years of service, and four weeks after ten years of service. It was determined at a special meeting of the Board of Education held June 27, 1963, that secretaries hired prior to May 29, 1962 shall retain vacation privileges as of the time hired.

Hours: Full-time secretaries shall work eight hours with 45 minutes for lunch.

Snow Days: All secretaries are expected to work on snow days and shall promptly report their arrival to the Superintendent's office.

Tenure: Tenure for all permanent office personnel after three completed years of service.

Insurance: The Board shall undertake payment in full for the cost of each individual employee insurance contract providing coverage for Blue Cross (hospitalization), Blue Shield (major medical, including Rider J) and 40% of complete family medical plan.

GRIEVANCE PROCEDURES FOR HANDLING OFFICE PERSONNEL PROBLEMS

- A. An individual problem or disagreement within the framework of a school would be discussed with the Principal of the particular school involved, or in the case of Central Office Personnel, the problem would be discussed with the administrative director most closely related, and the Association grievance committee, the grievance having first been submitted to the principal or administrator in writing within three working days prior to the requested meeting. If agreement or understanding cannot be made at this point, the procedure shall go to Step "B" at the request of either party.
- B. A conference with the Superintendent or Assistant Superintendent, Association grievance committee and the secretary aggrieved. If no resolution can be determined at this time, proceed to Step "C".
- C. Conference meeting with the Board of Education Committee consisting of three members of the Board, the Principal or Administrator, the Association Grievance Committee, the aggrieved secretary and the Superintendent or Assistant Superintendent. If resolution of the problem is unsatisfactory or no compromise can be determined, the problem should be taken to the Board as a whole.
- D. Conference meeting with the whole Board of Education and the individuals mentioned in Step "C".
- E. In the event that an aggrieved secretary is dissatisfied with the determination of the Board of Education, she may, with prior written approval of the Association Grievance Committee, request that his grievance be arbitrated pursuant to rules and regulations established by the Public Employment Relations Commission under the authority of Chapter 303 of the Laws of 1968. It is provided, however, that the request for advisory arbitration shall be made within ten days of the Board's determination. The failure to request advisory arbitration within said ten day period shall unconditionally bar the person's right to advisory arbitration. Nothing herein is to be construed to mean that the aggrieved person and the Board may not mutually agree to extend the period of time in which advisory arbitration may be requested.

All charges made by the arbitrator shall be shared equally between the Board and the Association. All incidental costs related to arbitration, such as payment for legal services, shall be paid by the respective parties.