

4-2069

THIS BOOK DOES
NOT CIRCULATE

A G R E E M E N T

between

THE BOARD OF EDUCATION

of

THE PASCACK VALLEY REGIONAL HIGH SCHOOL DISTRICT

and

THE PASCACK VALLEY REGIONAL EDUCATIONAL SECRETARIES ASSOCIATION

for the period

JULY 1, 1975 - JUNE 30, 1976

Beligen City

LIBRARY
Institute of Management and
Labor Relations

JUN 7 1976

RUTGERS UNIVERSITY

I - OBJECTIVE

This agreement is entered into in order to comply with and conform to the New Jersey Employer-Employee Relations Act as amended by Chapter 303, Public Laws of 1968, by and between the Board of Education of the Pascack Valley Regional High School District and the Pascack Valley Regional Educational Secretaries Association. The purpose of this agreement is to establish an orderly procedure for negotiations between the Board of Education and the secretarial/clerical personnel, leading to agreements on terms and conditions of employment.

II - RECOGNITION

The Board of Education hereby recognizes the Pascack Valley Regional Educational Secretaries Association as the exclusive representative of this negotiating unit for negotiations concerning the terms and conditions of their employment, for all secretaries, clerks, paymasters and bookkeepers eligible for membership in the Pascack Valley Regional Educational Secretaries Association, with the exclusion of the Administrative Secretary to the Superintendent and the Administrative Assistant to the Business Administrator.

RIGHTS OF THE BOARD

Except as otherwise provided in this agreement and under the provisions of Chapter 303, Public Law 1968, the Association recognizes that the Board has the responsibility and authority to manage and direct, in behalf of the public, all the operations and activities of the Pascack Valley Regional High School District to the extent authorized by Law.

III - GENERAL

The Board of Education and the Pascack Valley Regional Educational Secretaries Association are referred to respectively as "the Board" and "the Association." Unless otherwise indicated, the term "secretary" when used hereinafter in this Agreement shall refer to all eligible members of the Pascack Valley Regional Educational Secretaries Association.

There shall be no discrimination in any way against any staff member on account of not being a member of the Association.

IV - NEGOTIATIONS

To foster mutual participation in the discussion of an agreement to terms and conditions of employment, a Negotiations Committee shall be established. The Committee shall consist of not more than four (4) persons on each team at any meeting. Each side shall designate its own chairman.

By "terms and conditions of employment" is meant matters which the Board and the Association agree are within the scope of this Negotiations Agreement.

By "negotiating session" is meant a meeting called for the purpose of negotiation under this Agreement, results of which are not to be disclosed publicly by either party.

A request for a negotiating session, and time for such session, may be initiated by either the Board or the Association upon request to either Chairman, the date and time to be mutually agreed upon.

Negotiating sessions may be attended by a consultant or person who is not a member of the respective negotiating team giving advance notice of three days and upon mutual consent of both parties.

The Board will furnish to the Association's team such information in its file, which constitutes public record, for the purpose of negotiations concerning, salary, step, level, and length of service in the district of secretarial/clerical personnel.

ARTICLE I - SALARIES

The salaries of all secretarial/clerical personnel covered by this Agreement are set forth in the Guide as follows:

1975-76 SECRETARIAL/CLERICAL SALARY GUIDE

<u>Step</u>	<u>Clerks</u>	<u>General Secretaries</u>	<u>Executive Secretaries</u>
1	5449	6043	6313
2	5724	6318	6588
3	6021	6615	6885
4	6318	6912	7209
5	6615	7236	7533
6	6939	7560	7884
7	7263	7911	8235
8	7614	8262	8613
9	7965	8613	8991
10	8343	8991	9396

Definition of the above categories:

Clerks - General Office, Libraries, Guidance Offices and Switchboard.

General Secretaries - General Offices, Superintendent's Office, AV Office, and Board Office.

Executive Secretaries - Principal's Secretary, Guidance Director's Secretary, Special Services' Secretary, Superintendent's Secretary, Head Paymaster, and Head Bookkeeper.

Secretarial/Clerical personnel beyond Step 10 shall receive an increase of 8% based on their 1974-75 annual salary.

ARTICLE II - IMPLEMENTATION OF THE SALARY GUIDE

Regulation 4240.2, dated 7/1/71 will be followed:

"C. Compensation and related Benefits

0.2 Implementation - Secretarial, Clerk Salary Guide

Credit on the salary guide will be granted on the following scale:

1st Step - One or two years of experience outside the district

2nd Step - Three or more years of experience outside the district.

No one shall be employed, except by special action of the Board of Education, at a salary beyond the 2nd step of the guide."

Compensatory time will not be considered for less than one hour, and must have the previous approval of the immediate supervisor. Compensatory time must be taken by the employee within a sixty (60) day period.

Overtime is defined as any time worked over 35 hours per week. Overtime worked in excess of 35 hours, but up to 40 hours, the compensation for the hours over 35 hours shall be at the regular hourly rate calculated on the basis of the salary for a 35-hour week. Any time worked in excess of 40 hours shall be compensated at the rate of time and a half the regular rate calculated on the basis of a 35-hour week. Before any employee shall be eligible to be paid for overtime work, such work must be approved by the immediate supervisor of said employee. (Policy #4233.1 shall apply.)

ARTICLE III - MEDICAL BENEFITS

For 1975-76 medical premiums will be provided by the Board of Education (Policy #4145), as follows:

Hospitalization, surgical and Major Medical benefits to employees (ten and twelve months) and their dependents.

ARTICLE IV - WORK TIME AND VACATIONS FOR SECRETARIAL STAFF

TWELVE-MONTH SECRETARIES & CLERKS:

Work Week - 35 hours

Summer Work Hours: 8:00 - 3:00 (July 1, 1975 - Aug. 30, 1975)

Ten-month employees are granted holidays and recess periods as indicated on the student calendar.

In the event of an unscheduled or unprecedented school closing declared by the Board of Education or the Superintendent (epidemics, day of National mourning, disasters) all secretarial personnel shall be excused from duty.

ARTICLE VI - GRIEVANCE PROCEDURES

Board of Education Policy 4210.1 will apply to Secretarial staff with the following changes:

3 Procedures:

- n. That "Pascack Valley Regional Educational Secretarial Association" be inserted.

ARTICLE VII - SICK LEAVE

Ten-month employees shall be eligible for ten sick leave days during the contract period. Twelve-month employees shall be eligible for twelve sick leave days per year. Rules and regulations concerning sick leave are covered under Board Policy #4256, revised 1/10/72.

ARTICLE VIII - PERSONAL LEAVE

Five days personal leave shall be allowed, with pay, for each ten-month employee per year. Six days leave shall be allowed, with pay, for each twelve-month employee per year. Rules and regulations governing personal leave are covered under Policy #4251, revised 6/3/63, and Regulation #4251, revised 3/11/68.

ARTICLE IX - SNOW DAYS

All members of the Pascack Valley Regional Educational Secretaries Association shall make every effort to report to work unless called and told not to report by the Superintendent or Board Secretary or their designates.

ARTICLE X - EVALUATION PROCEDURE

A Secretary shall be given a copy of each evaluation report prior to a conference with her immediate supervisor. The results of the evaluation shall be submitted to the Superintendent and placed in the secretary's file. The secretary shall have the right to submit a written reply to her evaluation and her answer shall be reviewed by the Superintendent, and attached to the filed evaluation. Evaluation reports shall be completed in accordance with the schedule (Part I) outlined in the established Evaluation Instrument, as approved by the Board of Education, March 1974.

ARTICLE XI - PROMOTIONS

It is the desire and policy of the Board to reward competent and faithful secretarial and clerical employees by promotion within the ranks wherever possible and consistent with the needs of the administration. All openings for promotional and/or new positions shall be adequately publicized in every school

and all administrative offices. All secretarial and clerical personnel shall be given adequate opportunity to make application for such positions. The final determination as to who shall be employed and/or promoted shall rest with the Board of Education.

Should an incumbent employee be promoted, or otherwise transferred within the District, the Board of Education will judge each case on its own merit, but make every effort to maintain that employee on the same step level.

ARTICLE XII - JOINT COMMITTEE

The parties hereto believe that the efficiency of the respective departments' service to the student population, the professional staff, and the welfare of the secretarial employees will be best served by meetings of a Joint Committee. This Joint Committee of four (4) members, to be appointed by the Pascack Valley Regional Educational Secretaries Association, and four (4) members of the Administrative Staff, to be appointed by the Board of Education, with recommendations from the Superintendent of Schools, will meet when the need arises, by mutual agreement, to review and discuss current school problems and practices, with the understanding that such meetings are strictly advisory in nature. Written minutes will be kept, which may be used for written recommendations.

ARTICLE XIII - SECRETARIES AND CLERKS RIGHTS

1. Rights and Protection in Representation - Pursuant to Chapter 303, Public Laws 1968, the Board hereby agrees that every employee of the Board shall have the right freely to organize, join and support the Association and its affiliates for the purpose of engaging in collective negotiations and other concerned activities for mutual aid and protection. As a duly selected body exercising governmental power under the laws of the State of New Jersey, the Board undertakes and agrees that it shall not directly or indirectly discourage or deprive or coerce any Sec./Clerk in the enjoyment of any rights conferred by Chapter 303, Public Laws 1968 or other laws of New Jersey or the Constitutions of New Jersey or the United States; that it shall not discriminate against any Sec./Clerk with respect to hours, wages, or any terms or conditions of employment by reason of his membership in the Association and its affiliates, his participation in any activities of the Association and its affiliates, collective negotiations with the Board, or his institution of any grievance, complaint or proceeding under this agreement or otherwise with respect to any terms or conditions of employment.

ARTICLE XIV - COMPLAINT PROCEDURE

1. All complaints shall be identified before said complaints are investigated.

ARTICLE XV - PERSONNEL FILES

1. No material derogatory to a Sec./Clerk's conduct, service, character, or personality shall be placed in his personnel file unless the Sec./Clerk has had an opportunity to review the

material, except such material as may have been received in connection with the application for employment of the Sec./Clerk. The Sec./Clerk shall acknowledge that he has had the opportunity to review such material by affixing his signature to the copy to be filed, with the express understanding that such signature in no way indicates agreement with the contents or assents to its inclusion in his personnel file. The Sec./Clerk shall have the right to append a written reply to such material.

2. The Board shall not establish any separate personnel file unless it is available for the Sec./Clerk's inspection, with the exception of personal references solicited by the Board at the time of employment.
 - a. This provision shall not limit the Board's right to establish personnel files as may be required in the operation of the school system, with the understanding that such files will be available for the Sec./Clerk's inspection.
 - b. A Sec./Clerk shall have the right, upon request, to review the contents of his personnel files in the presence of a person authorized by the Board. After an initial review of personnel files, a Sec./Clerk may request a second review of the files accompanied by a representative of the Association.

ARTICLE XVI - EVALUATION

1. Prior to the submission of annual evaluations, the administrator or supervisor writing the evaluation shall hold a conference with each Sec./Clerk. Where both Sec./Clerk and evaluator agree that there has been an oversight, or a mistake in fact in connection with any evaluation, said evaluation shall be rewritten to reflect the facts before submission. If the Sec./Clerk objects to, or disagrees with statements in his evaluation, he shall be allowed five (5) school days to append a written reply to the evaluation. The evaluation shall not be forwarded without this reply. If the Sec./Clerk does not reply within the allotted time, the evaluation shall be forwarded to the Principal/Superintendent on the sixth school day.
2. All Sec./Clerks shall be required to sign completed evaluation forms. The signing of such forms does not signify approval by the Sec./Clerk. Where Sec./Clerk and evaluator agree that there has been an oversight, or a mistake in fact in connection with any evaluation, said evaluation shall be rewritten to reflect the facts.

ARTICLE XVII - SEPARABILITY CLAUSE

"If any provision of this Agreement is, or shall at any time be,

contrary to law, then such provision shall be null and void. In such event, all other provisions of this Agreement shall continue in effect."

DURATION OF AGREEMENT

This agreement shall go into effect on July 1, 1975, and shall expire on June 30, 1976. It shall be renegotiated prior to its expiration by use of the negotiations procedures provided in this Agreement.

DATED Oct. 1, 1975

THE PASCACK VALLEY REGIONAL BOARD OF EDUCATION

By: *F. S. Swigg*
President

THE PASCACK VALLEY REGIONAL EDUCATIONAL SECRETARIES ASSOCIATION

By: *Lee Gross*
President