

SEPTEMBER 6, 2005  
APPENDIX C

AGREEMENT

between the

MIDLAND PARK EDUCATIONAL SECRETARIES ASSOCIATION

and the

MIDLAND PARK BOARD OF EDUCATION

Effective July 1, 2005 through June 30, 2008

Adopted: Sept 6, 2005

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ARTICLE I  
RECOGNITION

A. Unit

The Midland Park Board of Education, to be known herein as the "Board", hereby recognizes the Midland Park Educational Secretaries Association, to be known herein as the "Association", as the exclusive and sole representative for collective negotiation for terms and conditions of employment for all personnel under contract to the Board in the position of:

Bookkeeper/Computer Operator

Accounts Payable/Accounts Receivable

Secretary to the Principal

General Secretary

Clerk (Secretarial/Library)

Assistant Bookkeeper/Clerk

Instructional Aide

B. Definition of Employees

Unless otherwise indicated, the term "personnel", when used hereinafter in this agreement shall refer to all employees represented by the Association in the negotiating unit as above-defined.

## ARTICLE II

### NEGOTIATION OF SUCCESSOR AGREEMENT

- A. Contract proposals shall be submitted in writing to the representative of each party with all deletions indicated by brackets and all additions indicated by underlining by December 15 of the calendar year immediately prior to the calendar year in which the current Agreement expires. Negotiations shall commence with a meeting at a mutually satisfactory place.
- B. Following the submission of written proposals by both parties, designated representatives of the Board and the representatives of the Association shall meet at reasonable times and negotiate in good faith with respect to salaries and other terms and conditions of employment.
- C. Whenever members of the bargaining unit are mutually scheduled by the parties hereto to participate during work hours in conferences, meetings or in negotiations respecting the collective bargaining agreement, they will suffer no loss of pay.
- D. Modification - 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.
- E. When an agreement is reached on salaries and other terms and conditions of employment, it shall be embodied in writing and signed by the duly authorized representatives of the Board and the Association.
- F. Except as this agreement shall otherwise provide, all terms and conditions of employment established by Board policy that are in force on the date this agreement becomes effective, shall continue to be applicable.

## ARTICLE III

### GRIEVANCE PROCEDURE

Definition - The term "grievance" is a claim by an employee or group of employees that there has been a misinterpretation, application, or violation of policies, agreements, or administrative decisions affecting terms and conditions of employment of an employee or group of employees.

The term "grievance" and the procedure relative thereto shall not be deemed applicable in the case of the failure or refusal of the Board to renew the contract of a non-tenured employee. Neither shall the grievance procedure be invoked for any matter for which a method of review is provided by law or any regulation of the State Board of Education or any matter which according to law is either beyond the scope of Board authority or limited to action of the Board alone.

A grievance to be considered under this procedure must be initiated by the employee within thirty (30) days of its occurrence. Failure to act within the thirty (30) day period shall be deemed to constitute an abandonment of the grievance. An employee shall have the right to have an Association representative present at any level of the following:

1. Nothing herein contained shall be construed as limiting the right of any employee having a grievance to discuss the matter with the employee's immediate supervisor with the purpose of resolving the matter informally..
2. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as maximum; and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement.
3. In the event a grievance is filed at such time that it cannot be processed through all the steps in this grievance procedure by the end of the school year, and if left unresolved until the beginning of the following school year, could result in irreparable harm to a party in interest, the time limits set forth herein shall be reduced so that the grievance procedure may be exhausted prior to the end of the school year or as soon thereafter as practicable.
4. Level One - An employee shall first present his grievance in writing to his immediate supervisor. Where the immediate supervisor is below the rank of Principal, the Principal shall be notified and shall have the right to be present at and to participate in said hearing. A decision shall be rendered within five (5) school days of said hearing.
5. Level Two - If the grievance is not resolved to the employee's satisfaction within five (5) school days, or if no decision is forthcoming in five (5) school days, within five (5) school days from the determination referred to in Paragraph 3 above, the employee shall submit his grievance to the Superintendent of Schools

in writing specifying:

- a. Nature of grievance
- b. Results of the previous discussion
- c. The basis of his dissatisfaction with the determination
- d. The remedy being sought

The Superintendent shall render a decision in writing within ten (10) school days and communicate his decision to the employee, the employee's representative, if any, and to the immediate supervisor. This time may be extended by mutual consent.

6. Level Three - If the grievance is not resolved to the employee's satisfaction within ten (10) school days, or if no decision is forthcoming in ten (10) school days, the employee may appeal to the Board of Education unless a different period is mutually agreed upon. The request shall be submitted in writing through the Superintendent who shall attach all related papers and forward the request to the Board. The Board or a committee thereof shall review the grievance and may at its option hold a hearing with the employee. A decision in writing shall be rendered within thirty (30) school days of receipt of the grievance by the Board.
7. In the event the employee is dissatisfied with the determination of the Board and if the grievance pertains to a matter of formal written agreement between the Board and the Association, the employee shall have the right to request binding arbitration as per the following procedure:
  - a. A joint request shall be made to the Public Employment Relations Commission to submit a roster of persons qualified to function as arbitrators in the dispute in question.
  - b. If the parties are unable to select a mutually satisfactory arbitrator from the submitted roster within ten (10) days of receipt of said roster, the P.E.R.C. shall be requested by either party to designate an arbitrator.
8. The authority of the Arbitrator shall be subject to the following:
  - a. He shall have no authority to modify, add to, subtract, from, or in any way whatsoever alter the terms and provisions of the Agreement.
  - b. He shall be bound by the decisions of the Commissioner of Education of the State of New Jersey, the decisions of the State Board of Education, the decisions of the courts of New Jersey, and all Jersey Statutes.
  - c. Any monetary award, which shall require expenditures of funds not allocated in the budget, shall be deferred to the following budget year.

9. A request for arbitration shall be made no later than fifteen (15) school days following the determination of the Board. Failure to file within said period shall constitute a bar to such arbitration unless the aggrieved employee and the Board shall mutually agree upon a longer period of time within which to assert such a demand.
10. In the event of arbitration, the cost of the arbitrator's services shall be shared by the Board and the employee, or if represented by the Association, by the Board and the Association. Each of the parties shall bear its own costs.
11. All meetings and hearings under this procedure shall be conducted after regular working hours and shall not be conducted in public and shall include only such interested parties and their designated or selected representatives.

ARTICLE IV

SALARIES/VACATION/LONGEVITY

- A. The salary schedule for all employees covered by this Agreement is set forth in Appendix A: Salary Schedules attached and incorporated for the term of this Agreement under the following categories: The salary increase shall be an Association settlement of 4%, inclusive of increment, for each year of the settlement.

Category I: Bookkeeper/Computer Operator

Category II: Accounts Payable/Accounts Receivable/Secretary to the Principal

Category III: General Secretary

Category IV: Clerk (Secretarial/Library) Assistant Bookkeeper/Clerk

Category V: Instructional Aide

- B. When an employee is promoted from one category to another, said employee shall be placed on the step of the next category, which he/she would have attained had he/she remained on the lower category.
- C. Vacation allowance is applicable to twelve (12) month employees and in accordance with the following schedule:

Less than 10 months employment	- 1 day per month to July 1
1 - 5 years employment	- 2 weeks
6 to 10 years employment	- 2 weeks plus 1 additional day each year to 3 weeks
11 to 15 years employment	- 3 weeks plus 1 additional day each year to 4 weeks
15 years plus employment	- 4 weeks plus 1 day



- D. All twelve month employees in the Association will have three (3) floating holidays that can be used during the December break, Winter break, Spring break, when students are on recess.

These additional floating holidays shall be scheduled by each eligible member with the approval of their immediate supervisor and the Superintendent. It is the intention of the Board and the Association that floating holidays will be scheduled to insure that there are an adequate number of secretaries at work each day during the recess periods.

If there is no Spring break, then the last of any remaining days must be used by June 30.

- E. A longevity increment shall be granted to employees with 10 or more years of service to the District in positions listed in Article I of this Agreement.

10 years @ \$700, 15 years @ \$900, 20 years @ \$1100

ARTICLE V  
WORK YEAR

A. Twelve Month Employees

Shall work the full year with the exception of days listed in Article VIII, Holidays.

B. Ten Month Employees

Shall work from Sept. 1 to the opening for the teachers and work from the close of the teacher year to June 30 and shall work on days school is in session, or when teachers are on duty even if school is not in session.

ARTICLE VI

WORK HOURS

The work day shall normally consist of seven (7) hours excluding one (1) hour uninterrupted lunch hour, and all working weeks will be thirty-five (35) hours, exclusive of lunch. Instructional Aides will work the same schedule as teachers, at their respective locations.

In the event students, faculty, and administrators are dismissed due to early closing, members of the Association shall also be dismissed.

Should school be closed for inclement weather and/or other school closing emergencies, members of the Association will not be required to report to work except in cases of emergency as determined by their immediate supervisor.

Employees will have a choice of mutually agreed upon flexible hours, with supervisor's approval, when school is not in session. They shall not be left alone in any building, nor shall any secretary be required or expected to close or lock the building.

## ARTICLE VII

### OVERTIME

- A. Overtime shall be defined as the number of hours worked per week in excess of the regular working hours (35) with the approval of the immediate supervisor.
- B. Overtime shall be authorized according to procedures established by the Superintendent of Schools and must be submitted on a Board Voucher form listing the day or days, hours, and reasons for the overtime.
- C. All overtime shall be at the rate of time and one-half of the employee's regular hourly rate of pay.
- D. Compensatory time may be taken for overtime with the approval of the immediate supervisor.

## ARTICLE VIII

### HOLIDAYS

All twelve (12) month employees shall be granted thirteen (13) paid holidays as established by the Board of Education.

## ARTICLE IX

### SICK LEAVE

- A. Full-time employees who are absent because of personal illness, injury (other than on the job), physical or emotional disability, or quarantine regulations of a Board of Health shall be entitled to full pay for thirteen (13) school days each year. Newly hired employees shall be entitled to ten (10) sick days until tenure is achieved and then shall be entitled to the thirteen (13) days each year.
- B. Part-time employees who are absent because of personal illness, injury (other than on the job), physical or emotional disability, or quarantine regulations of a Board of Health shall be entitled to full pay for ten (10) school days each year.
- C. Unused sick leave is cumulative without limit.
- D. Sick leave to which an employee is entitled each school year shall be available upon the first day of employment each school year.
- E. Upon leaving the district, an employee in good standing and with fifteen (15) years of service in Midland Park shall receive pay for accumulated sick days at the rate of \$35.00 per day provided, however, that the total payment to an employee for accumulated sick days shall not, under any circumstances, exceed ten thousand dollars (\$10,000). An employee shall notify the Superintendent by January 1<sup>st</sup> of a given year of his or her intention to retire in order to receive payment for accumulated sick leave in July of the following year. If the employee notifies the Superintendent of his or her intention to retire on or after January 2<sup>nd</sup> of a given year, the payment for accumulated sick leave shall be paid on July 1<sup>st</sup> of the following year thereafter. In the event a qualified employee dies while employed by the district, payment shall be made to the estate.
- F. The Association members will receive a print-out of all absences for the completed school year on September 1.

## ARTICLE X

### TEMPORARY LEAVES OF ABSENCE

A. Employees shall be entitled to the following temporary non-accumulative leaves of absence with full pay, less any pay or compensation received in connection with such leaves.

1. Pressing personal reasons:

a. Two (2) days of absence with pay are allowed each year for pressing personal business. One (1) day may be carried over to the following year, allowing three (3) days in one year.

Pressing personal business shall be defined as an activity of such importance to the individual's welfare, health, family, or professional status that attention to the matter cannot be deferred or conveniently re-scheduled to hours or days when school is not in session.

Twelve- month Secretaries with a minimum of five years of experience with the district shall receive one additional annual personal leave day so that the total number of leave days they receive shall be increased from two to three per year.

Ten- month members in Categories I-IV with a minimum of five years of experience with the district shall receive one additional annual personal leave day so that the total number of leave days they receive shall be increased from two to three per year.

b. The requested absence must be approved by the immediate supervisor and the Superintendent prior to the absence if reimbursement is to be made. In the case of an emergency, telephone approval must be secured. Days preceding holidays or recesses must be approved solely by the Superintendent of Schools

2. Legal Proceedings - time necessary for appearances in any legal proceedings connected with the employee's employment or with the school district.

3. Jury Duty - time necessary for employees who are not exempt from jury duty.

4. Serious illness in the family - up to a total of five (5) days each year in the event of a serious illness of an employee's spouse, child, parent, or member of the immediate household.

(1 Employees are entitled to compensation given for mileage and meals while on jury duty).

5. Death in the family - up to a total of five (5) days each year in the event of the death of an employee's spouse, child, parent, brother, sister, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandchild or grandparent.

In addition, an employee having at least forty (40) days of accumulated sick leave shall be eligible for additional days of leave for death in the family at the rate of one (1) day for each ten (10) days of accumulated sick leave. Each day of such additional leave used shall be subtracted from the employee's accumulative sick leave.

- b. Decision of the Midland Park Board of Education shall apply to absences for maternity leave. The Board policy shall apply to injury on the job and leaves of absence without pay.
- c. Leaves taken pursuant to "1a" shall be in addition to sick leave, which an employee is entitled.

## ARTICLE XI

### VACANCIES AND NEW POSITIONS

- A. Notices of all vacancies shall be posted in each school by the Board or its agent within five (5) school days after the formal acceptance of a resignation or formal establishment of a new position by the Board of Education.
- B. Employees interested therein must submit a written application to the Administrator to which the vacancy applies.
- C. All such applicants shall be notified that their application has been received and shall be further notified in writing when the vacancy has been filled whether or not said applicant has been selected to fill the vacancy.

## ARTICLE XII

### TRANSFERS AND REASSIGNMENTS

- A. The Superintendent, or his representative, shall discuss the transfer with the employee and/or her representative and shall make the final assignment in writing and be formally approved by the Midland Park Board of Education.
- B. In no event shall the final determination of the Board concerning a voluntary transfer or reassignment be subject to the grievance procedure.
- C. Employees shall be notified of their tentative assignment for the new contract year by May 31 if possible and no later than June 30.

## ARTICLE XIII

### INSURANCE PROTECTION

- A. The Board of Education will continue to provide all current employees of the bargaining unit, employed in the 95/96 school year, (who are currently covered by or eligible to be covered by the current Health Benefits Package), fully paid health coverage under a plan (same as or better than present) provided by an insurance carrier designated by the Board with the types of coverage they currently are using (or entitled to make changes amongst types of coverage available to meet personal needs consistent with current practices).

All present employees tenured/non tenured & Instructional Aides, would be grandfathered, effective June 30, 1996.

Effective July 1, 1997 all new employees (July 1996 & later) non tenured and those not eligible for tenure i.e. Instructional Aides, of the Bargaining unit shall receive from the Board paid single coverage. The employee shall have the option of extended coverage for the Family, etc. being paid for by the employee for this extra coverage (at the group rates charged to the Board by the carrier).

All post July 1, 1996 personnel employed (non tenured and those not eligible for tenure i.e. Instructional Aides) would receive fully paid health benefits up to and including family coverage paid by the Board of Education after completing 3 years and 1 day of continuous service in the district,

New employees hired after July 1, 2004 shall not be eligible for health care coverage in the traditional plan.

- B. The Board agrees to pay 100% employee dental coverage under a plan (same or better than present) provided by an insurance carrier designated by the Board.
- C. The Board reserves the right to pay the full premium for all employees and their dependents, including those employees eligible for single coverage only, if the medical insurance plan in which the Board chooses to enroll requires uniform coverage for all employees.

Full coverage for employees and their dependents provided to employees eligible for single coverage only shall cease immediately upon the Board's enrollment in a medical insurance plan, which does not require uniform coverage for all employees.

The Board's decision to enroll in a medical insurance plan which requires uniform coverage for all employees shall not be construed as a past practice and the Board may, at any time, terminate enrollment in such a plan and enroll in a plan which does not require uniform coverage for all employees.



## ARTICLE XIV

### MISCELLANEOUS PROVISIONS

#### A. Separability

If any provision of this Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to law, then such provision of application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

#### B. Travel Allowance

Employees who may be required to use their own automobiles in the performance of their duties shall be reimbursed at the existing Board Policy mileage reimbursement for such travel.

#### C. Notice

Whenever any notice is required to be given by either of the parties to this Agreement to the other, pursuant to the provision(s) of this Agreement, either party shall do so by written communication to the secretary of the respective organization.

#### D. Professional Development

The Midland Park Board of Education will provide opportunities for professional development, as approved. The Board of Education will provide opportunities to full time members of the Association to enroll in courses offered by the Midland Park Continuing Education Program, at Board expense. Midland Park Continuing Education courses will be in specific areas that will improve the individual's job performance and contribute to the individual's professional development.

The plan is subject to the following features:

1. Control of the plan will remain with the Board of Education
2. Applicant must receive approval for courses from his/her supervisor/principal and the Superintendent of Schools at least two weeks prior to registration.
3. The member must complete the course.

The Board of Education will grant the aid with the following provisions:

1. Course approvals will be granted at the discretion of the Superintendent of Schools.
2. Course costs will not exceed \$150.00 per individual per year.
3. The group maximum shall be \$3000.00
4. Individuals may not reassign his/her entitlement to another member.

The plan will operate July 1 through June 30

## ARTICLE XV

### BOARD RIGHTS

- A. The Board retains and reserves unto itself all powers, rights, authority, duties and responsibilities conferred upon and vested in it prior to the signing of this Agreement by the laws and constitution of the State of New Jersey and of the United States including:
1. To direct employees of the school district.
  2. To hire, promote, transfer, assign and retain employees in positions in the school district, and to suspend, to demote, discharge, or take other disciplinary action against employees (subject, however, to the provisions of the applicable statutes and rules and regulations of the State Board of Education in such cases made and provided) and all applicable laws and decisions of any New Jersey State or applicable Federal agency regarding these matters.
  3. To maintain the efficiency of the school district operations entrusted to them.
  4. To determine the methods, means, and personnel by which such operations are to be conducted, subject to all applicable laws and decisions of any State or applicable Federal Agency.
  5. To take whatever other actions may be necessary to carry out the matters of the school district; and to carry out all of the powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws of the Constitution of the State of New Jersey and of the United States as the same have been interpreted either by administrative decisions, or by appropriate courts of competent jurisdiction.
- B. In exercise of the powers, rights, authority, duties, and responsibilities of the Board, the adoption of policies, rules, regulations and practices in furtherance thereof, and use of judgment and discretion in connection therewith shall be limited only to the expressed terms and then only to the extent such expressed terms hereof are in conformance with the Constitution and Laws of the State of New Jersey and of the United States.
- C. Nothing contained herein shall be construed to deny or restrict the Board of its powers, rights, authority, duties and responsibilities under R.S. 18A or any other national, state, county, district or local laws or regulations as they pertain to education.
- D. This article (ARTICLE XV) shall be subject to terms and conditions of this Agreement and shall be governed by all articles of this Agreement.

## ARTICLE XVI

### EMPLOYEE RIGHTS

Except as this Agreement shall otherwise provide, all terms and conditions of employment established by Board policy that are in force on the date of this Agreement become effective shall continue to be applicable.

## ARTICLE XVII

### REPRESENTATION FEE

A. Purpose of Fee

If an employee does not become a member of the Association during any membership year (i.e., from September 1 to the following August 31) which is covered in whole or in part by this Agreement, said employee will be required to pay a representation fee to the Association for that membership year to offset the costs of services rendered by the Association as majority representative.

B. Amount of Fee

Prior to the beginning of each membership year, the Association will notify the Board in writing the amount of regular membership dues, initiation fees and assessments charged by the Association to its own members for that membership year. The representation fee to be paid by non-members will be equal to the maximum allowed by law.

C. Deduction and Transmission of Fee

The Board agrees to deduct from the salary of any employee who is not a member of the Association for the current membership year the amount of the representation fee set forth in Section B above and promptly will transmit the amount so deducted to the Association.

The Board agrees to deduct the representation fee in equal installments, as nearly as possible, from the paychecks paid to each employee covered by this Agreement, during the remainder of the membership year in question. The deductions will begin thirty (30) days after the employee begins his or her employment in a bargaining unit position.

D. Mechanics

Except as otherwise provided in this Article, the mechanics for the deduction of representation fees and the transmission of such fees to the Association will, as nearly as possible, be the same as those used for the deduction and transmission of regular membership dues to the Association.

E. The Association must establish a demand and return system through which non- members can challenge the amount of representation fee.

F. It is the responsibility of the Association to make non-members aware of their legal rights of appeal and of procedures of such an appeal.

G. Indemnification and Save Harmless Provision Liability

The Association agrees to indemnify and hold the Board harmless against any liability which may arise by reason of any action taken by the Board in complying with the provisions of this Article, provided that:

1. The Board gives the Association timely notice in writing of any claim, demand, suit, or other form of liability in regard to which it will seek to implement this paragraph, and
2. If the Association so requests in writing, the Board will surrender to it full responsibility for the defense of such claim, demand, suit or other form of liability and will cooperate fully with the Association in gathering evidence, secure witnesses, and in all other aspects of said defense.

H. Exception:

It is expressly understood that above paragraphs under "Liability" will not apply to any claims, demands, suits or other forms of liability which may arise as a result of any inadvertent errors by the business office or the Board's execution of the obligations imposed upon it by this Article.

ARTICLE XVIII

DURATION OF AGREEMENT

In witness whereof the Association has caused this Agreement to be signed by its president and secretary and the Board has caused this Agreement to be signed by its president, attested by its secretary and its corporate seal to be placed hereon, all on the day and year first above written.

Salaries shall be effective July 1, 2005 through June 30, 2008 and shall remain in full force and effect until a successor agreement is negotiated.

The Board & the Association agree to the following:

Each year of the successor contract shall reflect an Association settlement of a 4.0% annual increase for the Association and shall be reflected in the Salary Guides, which are attached as Appendix A1- A-3.

MIDLAND PARK EDUCATIONAL  
SECRETARIES ASSOCIATION

By *Suzanne Swarke*  
President

By *Michele Collesano*  
Secretary

MIDLAND PARK BOARD  
OF EDUCATION

*Joan Wondoluit*  
President

*Laura Rose*  
Secretary

Appendix A-1

MIDLAND PARK PUBLIC SCHOOLS  
Midland Park, NJ

2005- 2006 SECRETARIAL/CLERICAL GUIDE

STEP	CAT I	CAT II		CAT III		CAT IV	CAT V
	12 Mo	12 Mo	10 Mo	12 Mo	10 Mo	10 Mo	10 Mo
1	32025	31279	24733	29562	23335	21221	23368
2	33306	32530	25722	30744	24268	22070	24303
3	33834	33173	26229	31352	24746	22504	24781
4	34892	34231	27286	32368	25803	23561	25839
5	36067	35383	28198	33417	26660	24340	26698
6	37243	36560	29130	34542	27593	25261	27221
7	38445	37760	30082	35748	28540	26194	27849
8	39646	38962	31027	36991	29491	27133	28435
9	40852	40169	31979	38230	30443	28073	29012
10	42053	41369	32932	39485	31394	29006	29597
11	44646	43676	34840	41749	33269	30829	30671
12	47239	45984	36748	44014	35142	32652	31744

CATEGORY I- Bookkeeper  
 CATEGORY II- Accounts Payable/Receivable  
     - Secretary to Principal  
 CATEGORY III- General Secretary  
 CATEGORY IV- Clerk (Secretarial/Library)  
     - Assistant Bookkeeper/Clerk  
 CATEGORY V- Instructional Aide

Appendix A-2

MIDLAND PARK PUBLIC SCHOOLS  
Midland Park, NJ  
2006- 2007 SECRETARIAL/CLERICAL GUIDE

STEP	CAT I	CAT II		CAT III		CAT IV	CAT V
	12 Mo	12 Mo	10 Mo	12 Mo	10 Mo	10 Mo	10 Mo
1	32025	31279	24733	29562	23335	21221	23368
2	33306	32530	25722	30744	24268	22070	24303
3	34638	33831	26751	31974	25239	22953	25275
4	35188	34500	27278	32606	25736	23404	25772
5	36288	35600	28378	33663	26836	24504	26872
6	37510	36798	29325	34754	27727	25314	27766
7	38733	38023	30296	35923	28697	26271	28362
8	39982	39271	31285	37178	29681	27242	28963
9	41232	40520	32268	38470	30671	28218	29572
10	42486	41776	33258	39760	31661	29196	30172
11	43736	43024	34249	41064	32650	30166	30781
12	46432	45423	36234	43419	34599	32062	31897
13	49128	47823	38218	45774	36547	33958	33014

CATEGORY I- Bookkeeper  
 CATEGORY II- Accounts Payable/Receivable  
           - Secretary to Principal  
 CATEGORY III- General Secretary  
 CATEGORY IV- Clerk (Secretarial/Library)  
           - Assistant Bookkeeper/Clerk  
 CATEGORY V- Instructional Aide

Appendix A-3

MIDLAND PARK PUBLIC SCHOOLS  
Midland Park, NJ  
2007- 2008 SECRETARIAL/CLERICAL GUIDE

	CAT I	CAT II	CAT III	CAT IV	CAT V		
STEP	12 Mo	12 Mo	10 Mo	12 Mo	10 Mo	10 Mo	10 Mo
1	32025	31279	24733	29562	23335	21221	23368
2	33306	32530	25722	30744	24268	22070	24303
3	34638	33831	26751	31974	25239	22953	25275
4	36024	35185	27821	33253	26249	23871	26286
5	36595	35880	28369	33910	26765	24340	26803
6	37739	37024	29513	35009	27909	25484	27947
7	39010	38270	30498	36144	28836	26326	28876
8	40283	39543	31507	37360	29845	27322	29496
9	41582	40842	32537	38665	30869	28332	30122
10	42881	42141	33559	40009	31898	29347	30755
11	44186	43447	34588	41350	32927	30363	31379
12	45485	44745	35619	42707	33956	31372	32013
13	48289	47240	37683	45155	35983	33344	33173
14	51094	49736	39747	47605	38009	35316	34334

CATEGORY I- Bookkeeper  
 CATEGORY II- Accounts Payable/Receivable  
     - Secretary to Principal  
 CATEGORY III- General Secretary  
 CATEGORY IV- Clerk (Secretarial/Library)  
     - Assistant Bookkeeper/Clerk  
 CATEGORY V- Instructional Aide



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MIDLAND PARK BOARD OF EDUCATION

Midland Park, New Jersey

EMPLOYMENT CONTRACT

Non-Certificated Personnel

It is agreed between the Board of Education of the Borough of Midland Park, in the County of Bergen, party of the first part, and, party of the second part, that said Board of Education has employed and does hereby engage and employ the said party of the second part, to serve as in the public schools, under the direction and supervision of the Superintendent of Schools and under the control of said Board of Education, from the 1st day of July, 200x, through June 30th, 200x, at a salary of to be paid in equal semi-monthly installments.

The said party of the second part hereby accepts the employment aforesaid and agrees to faithfully do and perform duties under the employment aforesaid, and to observe and enforce the rules prescribed for the government of the school by the Board of Education.

It is hereby agreed by the parties hereto that this contract may not be terminated before the expiration of the full term specified above except upon 21 calendar days' notice in writing by either party to the other of intention to terminate the same.

Dated this first day of July, 200x.

\*Category

\*Step

BOARD OF EDUCATION  
BOROUGH OF MIDLAND PARK  
COUNTY OF BERGEN

\_\_\_\_\_  
Superintendent of Schools

\_\_\_\_\_  
President

Attest

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Address of Employee