

4-2001
02-22

THIS BOOK DOES
NOT CIRCULATE

AN AGREEMENT
BETWEEN
THE BOARD OF EDUCATION
OF THE BOROUGH OF GLEN ROCK
AND
THE GLEN ROCK ASSOCIATION OF
SCHOOL SECRETARIES

1971-1972

PREAMBLE

THIS AGREEMENT is made and entered into on this 26th day of April, 1971 by and between the GLEN ROCK BOARD OF EDUCATION, (hereinafter referred to as the "Board") and the GLEN ROCK ASSOCIATION OF SCHOOL SECRETARIES (hereinafter referred to as the "Association").

ARTICLE I

PRINCIPLES

Section 1. This agreement is negotiated in order to establish for its term the terms and conditions of employment of all members of the staff employed in the classifications set forth in Appendix "A" attached hereto and made a part hereof.

Section 2. The Board and the Association recognize the importance of orderly, just and expeditious resolution of disputes, and accordingly herein agree upon a grievance procedure for the effective processing of such disputes.

Section 3. The provisions of this agreement will constitute a binding obligation of the parties for the duration hereof or until changed by mutual consent in writing. Any previously adopted policy, rule or regulation of the parties which is in conflict with a provision of this agreement shall be superseded and replaced by this agreement. Nothing in this agreement which changes pre-existing policy, rules or regulations of the parties will operate retroactively unless expressly so stated.

ARTICLE II

RECOGNITION

Section 1. The Board recognizes the Association as the sole and exclusive negotiating agent for the purpose of collective negotiations on terms and conditions of employment on behalf of all employees in the classifications set forth in Appendix "A" attached hereto and made a part hereof.

ARTICLE III

GRIEVANCE PROCEDURE

(Unchanged from previous years)

ARTICLE IV

SALARIES

Section 1. The salaries of all employees covered by this agreement are set forth in Appendix "B".

ARTICLE V

MODIFICATION OF AGREEMENT AND NEGOTIATION OF SUCCESSOR AGREEMENT

Section 1. Not later than October 15, 1971, the Board agrees to enter into negotiations with the Association over a Successor Agreement. By the same date, the Association agrees to present to the Board its proposals for the Successor Agreement. Any agreement so negotiated shall apply to all members of the negotiating unit and shall be reduced to writing and signed by all the parties.

Section 2. During negotiations the party making the proposals shall submit such proposals in writing to the other party. Receipt of a proposal shall be acknowledged in writing within five (5) days. Negotiations shall commence with a meeting at a mutually satisfactory place within fifteen (15) days after receipt of a proposal, unless the Board and the Association mutually agree to an extension of time. During negotiations, the Board and the Association shall present relevant data, exchange points of view, and make proposals and counterproposals. Each party shall promptly make available to the other, upon request, information within its possession which is not privileged under law and which is relevant to the subject under discussion. Either party may, if it so desires, utilize the services of outside consultants and may call upon professional and lay representatives to assist in the negotiations.

ARTICLE V

Section 3. Whenever members of the bargaining unit are mutually scheduled by the parties hereto to participate during working hours in conferences, meetings or in negotiations respecting the collective bargaining agreement, they will suffer no loss in pay.

Section 4. By mutual agreement, this contract may be modified, the changes thereto being reduced to writing, and signed by the parties hereof.

ARTICLE VI

SECRETARIAL AND ASSOCIATION RIGHTS

Section 1. Pursuant to Chapter 303, Public Laws of 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.

Section 2. Representatives of the Association and the New Jersey Education Association shall be permitted to transact official Association business on school property at all reasonable times provided that this shall not interfere with or interrupt normal school operations.

ARTICLE VII

TERMS AND CONDITIONS OF EMPLOYMENT

Section 1. Medical Insurance Coverage.

All personnel covered by this agreement (Appendix "A") are entitled to the following premium payment by the Board of Education in the Public and School Employees Health Benefit Program: Full premium cost on the individual employee, $\frac{1}{2}$ premium cost for all dependents.

ARTICLE VII

Section 2. Vacations.

Each employee in the negotiating unit covered by this agreement shall be entitled to the following vacations, except that no person employed on a regular twelve (12) month contract basis prior to January 1, 1970, shall receive less than four (4) weeks summer vacation. Further, all ten (10) month contract employees who are employed prior to January 1, 1970, who receive twelve (12) month contracts in the future, shall receive four (4) week summer vacations. All twelve (12) month contract employees hired on or after January 1, 1970, will follow the vacation schedule as outlined below:

| <u>Length of Service</u> | <u>Vacation Time</u> |
|-------------------------------|----------------------|
| Less than 5 years | 2 weeks |
| 5 years to less than 10 years | 3 weeks |
| 10 or more years | 4 weeks |

Section 3. Holidays.

In addition to the summer vacation specified in Section 2, there shall be continued to be granted the established holidays and the additional time off during the intra-school year recesses as currently in force.

Section 4. Inclement weather.

All personnel covered by this agreement shall not be required to report to their jobs on days when inclement weather causes the Glen Rock schools to be closed.

ARTICLE VIII

SAVING CLAUSE

Section 1. 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.

ARTICLE IX

DURATION

Section 1. The provisions of this Agreement shall be effective as of July 1, 1971, and shall remain in full force and effect until June 30, 1972, and shall be binding upon the parties hereto when signed by the respective presidents of the parties hereto.

GLEN ROCK BOARD OF EDUCATION

By _____
President

GLEN ROCK ASSOCIATION OF SCHOOL SECRETARIES

By _____
President

APPENDIX "A"

EMPLOYEE CLASSIFICATIONS

- 1 switchboard operator, located in the Jr.-Sr. High School
- 2 accounting clerks, assigned to the business office
- 2 clerical aides, assigned as follows:
 - 1 to the Jr.-Sr. High School general office
 - 1 to the Jr.-Sr. High School guidance office
- 3 supplementary secretaries, assigned as follows:
 - 1 to the Jr.-Sr. High School general office
 - 1 to the Jr.-Sr. High School guidance office
 - 1 to the Jr.-Sr. High School libraries
- 14 school secretaries assigned as follows:
 - 1 to each principal (5)
 - 1 to each vice-principal (2)
 - 1 to the Jr.-Sr. High School guidance director
 - 1 to Child Study Team
 - 1 as chief of secretarial services in the Jr.-Sr. High School
 - 1 to each assistant superintendent (2)
 - 1 to the Board secretary/school business administrator
 - 1 to the superintendent

APPENDIX "B"
 SALARY GUIDE 1971-1972
 12-Month Secretaries

| <u>Step</u> | <u>#1 Clerical Aides & Switchboard Oper.</u> | <u>#2 Supplementary Secretaries</u> | <u>#3 School Secretaries & Accounting Clerks</u> |
|-------------|--|---|--|
| 1 | 4600 | 4810 | 5180 |
| 2 | 4800 | 5020 | 5400 |
| 3 | 5000 | 5230 | 5620 |
| 4 | 5200 | 5440 | 5870 |
| 5 | 5400 | 5650 | 6120 |
| 6 | 5610 | 5870 | 6370 |
| 7 | 5820 | 6090 | 6620 |
| 8 | 6030 | 6310 | 6870 |
| 9 | 6240 | 6530 | 7150 |
| 10 | 6450 | 6750 | 7430 |

#3a. The following positions carry a differential of .20 above column #3:

Secretary to High School Principal
 Chief of Secretarial Services, High School
 Secretaries to Assistant Superintendents
 (4 positions)

#4. Salaries of Secretarial Administrative Assistants to the Superintendent and Board Secretary to be individually determined and not subject to grievance procedures.
 (2 positions)

The above guide is based on a standard work week of 37½ hours.