

4-2036

02-67

THIS BOOK DOES
NOT CIRCULATE

AGREEMENT

between the

WESTWOOD EDUCATIONAL SECRETARIES ASSOCIATION

and the

BOARD OF EDUCATION OF THE WESTWOOD REGIONAL SCHOOL DISTRICT

COUNTY OF BERGEN, NEW JERSEY

'72 - '73

AGREEMENT

This is an agreement between the Westwood Regional Board of Education, hereinafter called the Board, and the Westwood Educational Secretaries Association, hereinafter called the Association. It shall become effective as of July 1, 1972 and shall continue in effect until June 30, 1973 or until a subsequent successor agreement has been negotiated.

All present policies shall remain in effect except for such additions and changes as indicated hereafter.

I. RECOGNITION

- A. Pursuant to Chapter 303, Laws of 1968, as amended, of the State of New Jersey, known as the New Jersey Public Employer-Employee Relations Act, the Westwood Regional Board of Education hereby recognizes the Westwood Educational Secretaries Association as exclusive representative for the purpose of collective negotiations for all full-time secretarial and clerical personnel under contract to the Board of Education.
- B. Unless otherwise indicated, the term Secretaries, when used hereinafter in the Agreement, shall refer to all personnel represented by the Association.

II. NEGOTIATION PROCEDURE

- A. The parties agree to enter into collective negotiations in accordance with Chapter 303, Public Law of New Jersey, 1968, in a good-faith effort to reach agreement concerning the terms and conditions of secretaries' employment. Any Agreement negotiated shall apply to the unit defined in Article I, shall be reduced to writing, shall be ratified by the Association, shall be adopted by the Board, and shall be signed by the Association and the Board.
- B. 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.

III. SICK LEAVE

- A. All Secretaries employed shall be entitled to one sick day for each month of employment to be credited at the end of each month. Ten and one-half (10½) month secretaries shall receive 11 sick days per year. Secretaries entering the school district during the school year will be pro-rated on the basis of one day per month for each full month of employment.

IV. TEMPORARY LEAVE OF ABSENCE

- A. Secretaries shall be entitled to nonaccumulative leave of absence with full pay for the following reasons:
 - 1. One day to attend graduation exercises of the employee or his children
 - 2. Required appearance in court

3. Not to exceed 5 days for the death and the death connected illness of a member of the immediate family. Immediate family shall be understood to mean parents, spouse, child, brother, sister, or long time member of the immediate household.

Not to exceed 1 day may be granted to attend the funeral of a relative not in the immediate family or for a close associate if prior approval has been granted by the Superintendent of Schools.

In case of unusual or extenuating circumstances, evidence may be presented to the Superintendent that could result in the approval of an additional allowance.

All leaves of absence referred to in this section are subject to the following:

1. At least five (5) school days notice shall be given in requesting a personal day through the immediate superior. Lacking such notice, the absence will be considered unauthorized and the Secretary's pay will be deducted on a pro rata basis of her annual salary. The five (5) school days notice will be waived in cases of extreme emergency with no deduction in salary.
- B. Extensions to any temporary leaves of absence referred to in Section A as outlined above may be made at the discretion of the Superintendent of Schools.
- C. Leaves taken pursuant to this Article shall be in addition to any sick leave to which the Secretary is entitled.

V. HOLIDAYS

Secretaries will follow the same holiday schedule as set forth in the School Calendar for the fiscal year.

VI. VACATIONS

- A. As of June 30 of any given year, twelve month secretaries completing one to nine years of service shall receive a vacation of ten working days in the following July or August. An employee completing a part of a year shall have a pro-rated vacation.
- B. As of June 30 of any given year, twelve month secretaries completing ten to nineteen years of service shall receive a vacation of fifteen working days in the following July or August.
- C. As of June 30 of any given year, twelve month secretaries completing twenty or more years of service shall receive a vacation of twenty working days in the following July or August.
- D. After 12 years of service, 10½ month secretaries shall receive an additional 1/44 to be added to their next year's pay schedule. In case of termination at the end of any given year on June 30, such 10½ month secretary shall be entitled to 1/44 of her salary on the next year pay schedule in payment of this additional week of vacation entitlement. In case of termination other than on June 30, an equitable financial settlement shall be made.

VII. SALARY GUIDE

The salaries of all Secretaries covered by this Agreement are set forth in the following secretaries guide for 1972-73.

WESTWOOD REGIONAL SCHOOLS
Westwood, New Jersey

SECRETARIES SALARY GUIDE

EFFECTIVE JULY 1, 1972

Steps	A	B	C	D		
	12 months	12 months	12 months	10½ months	12 months	10½ months
1	\$6,060	\$5,650	\$5,250	\$4,770	\$4,900	\$4,435
2	6,350	5,935	5,530	5,020	5,165	4,675
3	6,640	6,220	5,810	5,270	5,430	4,915
4	6,930	6,505	6,090	5,520	5,695	5,155
5	7,245	6,810	6,390	5,795	5,985	5,420
6	7,560	7,115	6,690	6,070	6,275	5,685
7	7,875	7,420	6,990	6,345	6,565	5,950
8	8,220	7,755	7,320	6,645	6,880	6,240
9	8,565	8,090	7,650	6,945	7,195	6,530
10	8,990	8,505	8,060	7,325	7,590	6,900
	3 @ 290	3 @ 285	3 @ 280	3 @ 250	3 @ 265	3 @ 240
	3 @ 315	3 @ 305	3 @ 300	3 @ 275	3 @ 290	3 @ 265
	2 @ 345	2 @ 335	2 @ 330	2 @ 300	2 @ 315	2 @ 290
	1 @ 425	1 @ 415	1 @ 410	1 @ 380	1 @ 395	1 @ 370

10 months - Typists, Clerks or Telephone Operator

\$4,025 beginning salary - increments of \$230 (not to exceed 9)

CLASSIFICATION DEFINITION

- A. Secretary to the Superintendent of Schools
- B. Secretary to the High School Principal, to the Middle School Principal, to the Asst. Superintendent, and the Payroll Bookkeeper Machine Operator
- C. Secretary - Office Manager
- D. Secretary - Bookkeeper

VIII. MISCELLANEOUS PROVISIONS

- A. Upon request a copy of the list of vacant secretarial positions in the school district will be made available to the President of the Westwood Educational Secretaries Association.

IX. WORKING CONDITIONS

A. Hours:

1. A normal work week for employees hired as office personnel shall consist of five (5) working days; namely, Monday, Tuesday, Wednesday, Thursday, and Friday.
2. A normal work week shall consist of thirty-five (35) hours, (excluding lunch).

X. INSURANCE COVERAGE

Secretaries shall participate fully in any insurance coverage or other medical benefits offered by the Board to the professional staff.

In witness of this agreement the Westwood Educational Secretaries Association has caused this agreement to be signed by its President and Secretary and the Westwood Regional Board of Education has caused this agreement to be signed by its President, attested to by its Secretary and its corporate seal to be placed hereon, on this 12th day of June, 1972.

Westwood Educational Secretaries Assn.

By Virginia R. Schriefer
Virginia R. Schriefer, President

By Natalie Grady
Natalie Grady, Secretary

Westwood Regional Board of Education

By Edward A. Oldziej
Edward A. Oldziej, President

By Mabel M. Furman
Mabel M. Furman, Secretary