

THIS BOOK DOES  
NOT CIRCULATE

A G R E E M E N T

between

The Board of Education of

The Borough of Glen Rock, County of Bergen,

and

The Glen Rock Maintenance and Custodial Association

1977 - 1979

LIBRARY  
Institute of Management and  
Labor Relations

DEC - 7 1977

RUTGERS UNIVERSITY



P R E A M B L E

THIS AGREEMENT is made and entered into on this  
day of \_\_\_\_\_, 1977, by and between the GLEN ROCK  
BOARD OF EDUCATION, (hereinafter referred to as the "Board") and  
the GLEN ROCK MAINTENANCE AND CUSTODIAL ASSOCIATION (hereinafter  
referred to as the "Association").

A R T I C L E I

PRINCIPLES

A. This agreement is negotiated in order to establish for its term the terms and conditions of employment of all members of the staff identified in the Recognition Clause

B. 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.

C. 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adopted policy, rule or regulation of the parties which is in conflict with a provision of this agreement shall be superseded and replaced by this agreement.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 and regulations of the parties will operate retroactively unless expressly so stated.

D. The Board shall retain unto itself the power to make, amend, and repeal rules and regulations or policies, except those rules and regulations or policies concerning terms and conditions of employment which shall be negotiated, for the proper and efficient management of the Glen Rock Public Schools.

A R T I C L E I I

RECOGNITION

A. 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 classification set below:

Head Custodians - Elementary Schools

Day Supervisor Custodian - Junior-Senior High School

Night Supervisor Custodian - Junior-Senior High School

Maintenance

Custodians

Courier

Bus Drivers

A R T I C L E   I I I  
G R I E V A N C E   P R O C E D U R E

A.   Definitions

1.   The term "grievance" shall mean a claim by any Employee or group of Employees that there has been an improper decision with respect to the meaning, interpretation or application of the Agreement, Board of Education policies, or established administrative procedures affecting the terms and conditions of employment of the person (s) making the claim.

2.   A grievance shall not apply when the contract of a non-tenured Employee is not renewed, nor shall the grievance procedure be invoked by a tenured Employee against whom charges have been brought pursuant to the provisions of the Tenure Employees Hearing Law with respect to the issue or issues on which such charges have been made.

3.   Aggrieved Person - An "aggrieved person" is the person making the claim.

4.   Party in Interest - A "party in interest" is the person or persons making the claim and any person included who might be required to take action or against whom action might be taken in order to resolve the claim.

B.   Purpose

1.   The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problem which

ARTICLE III continued:

may from time to time arise affecting employees. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

C. Procedure

1. Time Limits - The number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process. The time limits may, however, be extended by mutual agreement.

2. A grievance shall be filed within thirty (30) calendar days of the date when a grievance is alleged to have arisen or within thirty (30) calendar days from the date when the Employee knew or ought to have known of the existence of the condition concerning which the grievance has been filed.

3. School Days - The "days" referred to in the grievance procedure shall mean "school days" which means any day in which the central office is open to transact business.

4. Level One - Principal or Immediate Superior - An employee with a grievance shall first discuss it with the employee's Principal or immediate Superior, with the objective of resolving the matter informally. The Principal or immediate Superior shall have five (5) school days to respond to the grievance.

ARTICLE III continued:

5. Superintendent Level - Within five (5) school days after the date on which the Principal or immediate Superior responded or should have responded, if the matter is not settled, the grievant may reduce the grievance to writing and submit it to the Superintendent for consideration. The Superintendent shall have ten (10) calendar days to provide a written response to the grievance.

6. Board Level - Within five (5) school days after the date on which the Superintendent responded or should have responded, if the matter is not settled, the grievant may submit his written grievance to the Board. The Board shall have twenty (20) school days to respond in writing to the grievance.

7. Arbitration Level - Within fifteen (15) school days after the Board responded or should have responded, if the matter is not settled, the grievant may through the Association submit the grievance to arbitration, and shall notify the Board in writing of such submission. Within ten (10) school days after such written notice of submission to arbitration, the Board and the Association shall attempt to agree upon a mutually acceptable arbitrator and shall obtain a commitment from said arbitrator to serve. If the parties are unable to agree upon an arbitrator and obtain such commitment within the specified period, a request for a list of arbitrators may be made to the Public Employment



Relations Commission by either party. The parties shall then be bound by the rules and procedures of the American Arbitration Association.

8. The arbitrator so selected shall confer with the representatives of the Board and the Association and hold hearings promptly and shall issue his decision not later than twenty (20) days from the date of the close of the hearings, or if oral hearings have been waived, then from the date the final statements and proofs on the issues are submitted to him. The arbitrator's decision shall be in writing and shall set forth his findings of fact, reasoning and conclusions on the issues submitted. The arbitrator shall be without power or authority to make any decision which requires the commission of an act prohibited by law or which is violative of the terms of this Agreement. The decision of the arbitrator shall be submitted to the Board and the Association, and shall be binding only if the grievance alleges an improper administrative decision with respect to the meaning, interpretation or application of this Agreement. All other grievances shall result in an advisory decision only.

9. The arbitrator's decision shall not alter, amend, add to or subtract from any of the provisions of this Agreement.

10. The costs for the services of the arbitrator, including per diem expenses, if any, and actual and necessary

ARTICLE III continued:

travel and subsistence expenses, will be borne equally by the Board and the Association. Any other expenses incurred shall be paid by the party incurring same.

D. Rights of Employees

1. Employee and Association Representation - Any aggrieved person may be represented at all stages of the grievance procedure by him or herself, at the employee's option, by a representative selected or approved by the Association. When an employee is not represented by the Association, the Association, shall have the right to be present and to state its view at all stages of the grievance procedure.

2. Reprisals - No reprisals of any kind shall be taken by the Board or by any member of the administration against any party in interest, and representative, any member of the Association, or any other participant in the grievance procedure by reason of such participation.

3. Miscellaneous  
Written Decisions - Decisions rendered at Level One which are unsatisfactory to the aggrieved person and all decisions rendered at Levels Two and Three of the grievance procedure shall be in writing setting forth the decisions and the reasons therefore and shall be transmitted promptly to all parties in interest and to the Association.

ARTICLE III continued:

4. Separate Grievance File - All documents, communications and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any of the participants.

5. Forms - Forms for filing grievances, serving notices, taking appeals, making reports and recommendations and other necessary documents shall be prepared jointly by the Superintendent and the Association and given appropriate distribution so as to facilitate operation of the grievance procedure.

6. Meetings and Hearings - All meetings and hearings under this procedure shall not be conducted in public and shall include only such parties in interest and their designated or selected representatives, heretofore referred to in this ARTICLE.

A R T I C L E IV

SALARIES

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

B1. The regular work week shall be forty (40) hours. All hours over forty (40) hours in any week or over eight (8) hours in one day shall be paid at the following rate:

Weekdays -  $1\frac{1}{2}$  x basic hourly rate  
Saturdays -  $1\frac{1}{2}$  x basic hourly rate  
Sundays - 2 x basic hourly rate  
Holidays - 2 x basic hourly rate

2. The hours and duties of the bus drivers shall conform to past practices as follows:

35-hour week and overtime between 35-40 hours will be paid at straight time and over 40 hours a week, or over 8 hours per day, at time and one-half.

C. All increments shall be granted on July 1. Any employee appointed prior to January 1 of the school year shall receive a full increment on the following July 1. Any employee appointed between January 1 and April 1 shall receive one-half of the regular increment on the following July 1. No increment shall be given on July 1 to any employee appointed between April 1 and that July 1.

ARTICLE IV continued:

D. A uniform allowance of \$50.00 will be awarded annually to all employees covered by this agreement. Should an employee resign before the termination of the contract year, this amount will be deducted from his final paycheck. New employees with contracts for at least six months of service but less than ten months of service will be entitled to a \$25.00 uniform allowance. In any year that the color or style of uniform is changed by administrative action or joint agreement, the uniform allowance will be \$100.00 rather than \$50.00.

E. Shift Differential - Differentials as detailed below, or prorated parts thereof for newly employed persons, shall be paid to all employees covered by this agreement. The differentials, when paid to those employees entitled to same, shall be prorated and paid over a twelve-month period.

1975-1977

- a. For shifts starting between 5:00 a.m. and 12:59 p.m. (FIRST SHIFT)-----  
no differential
- b. For shifts starting between 1:00 p.m. and 8:59 p.m. (SECOND SHIFT)-----  
\$250 annual differential
- c. For shifts starting between 9:00 p.m. and 4:59 a.m. (THIRD SHIFT)-----  
\$450 annual differential

ARTICLE IV continued:

1975-1977

d. An assignment that requires a custodian to work on Saturday and Sunday in lieu of two other days of the week will be paid an annual differential of \$450; except that the incumbent maintenance man now on such a schedule will continue to be paid on the maintenance guide.

F. Longevity Payments

1. For each employec who has nine (9) full years of service in the Glen Rock system at the beginning of the period covered by this agreement, an additional \$100 in salary shall be added to the base pay arrived at in accordance with the above schedule. An additional \$100 in salary shall be added to the base pay of each employee for each multiple of four (4) further years of service in the Glen Rock system.

2. All adjustments will be made as of July 1 of the contract year and at no other time.

G. Those employecs who were at maximum during 1974-75, and received a \$200 super maximum during 1975-76 shall, beginning with the 1977-78 school year receive an annual \$200 payment during each subsequent year of continuous employment by the Board. This payment shall not be part of the guide percentage.

ARTICLE IV continued:

and shall not be cumulative, but shall provide only \$200 to each affected person in each year.

A R T I C L E V

MODIFICATION OF AGREEMENT AND NEGOTIATION OF  
SUCCESSOR AGREEMENT

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A. Not later than October, 1978 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.

B. During negotiations the parties initial proposals shall be submitted in writing to the other party. Receipt of a proposal will be accomplished when delivery has been made to the Secretary of the Board or the President of the Association, personally or by certified mail. Negotiations shall commence with a meeting at a mutually satisfactory place within fifteen (15) school 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



ARTICLE V continued:

the services of outside consultants and may call upon professional and lay representatives to assist in the negotiations.

C. 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.

D. A committee of administrators and the Association's negotiating committee shall meet monthly if either party requests it for the purpose of reviewing the administration of the Agreement, and to resolve problems that may arise. These meetings are not intended to bypass the grievance procedure. Each party shall submit to the other, at least three (3) school days prior to the meeting, an agenda covering matters they wish to discuss. Minutes of such meetings will be forwarded to the President of the Board of Education.

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

A R T I C L E VI  
EMPLOYEE AND ASSOCIATION RIGHTS

A. Pursuant to the New Jersey Employer-Employee Relations Act, as amended, the Board hereby agrees that every employee of the Board covered by this agreement shall have the right freely to organize, join and support the Association for the purpose of engaging in collective negotiations and other activities for mutual aid and interest.

B. 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.

C. The Board agrees to deduct from the salaries of its employees (upon written consent of each member), dues for the Glen Rock Custodial, Maintenance, and Service Association, the Bergen County Education Association, the New Jersey Education Association, and the National Education Association. Such deductions shall be made in compliance with Ch. 310, P.L. 1967 (NJSA 52:14-15.9e) and under rules established by the State Department of Education. Said monies, together with the records of any corrections, shall be transmitted to the Treasurer of the Association by the 15th of each month following the monthly pay period in which deductions were made.

A R T I C L E VII

TERMS AND CONDITIONS OF EMPLOYMENT

A. Sick Leave Policy

1. Sick leave is hereby defined to mean the absence from his or her post of duty of any employee because of personal disability due to illness or injury, or because he or she has been excluded from school by the school district's medical authorities because of a contagious disease or because of a quarantine for such a disease in his or her immediate household.

2. In case of sick leave claimed, the Board of Education or the Superintendent of Schools may require a physician's certificate to be filed with the Secretary of the Board of Education. When the illness extends beyond the seventh calendar day and sick leave is being claimed, the employee shall send or cause to be sent to the Superintendent of Schools a doctor's certificate indicating the nature and extent of the illness.

3. All employees covered by this agreement shall be allowed sick leave with full pay for twelve days in any school year, except that ten month employees shall be allowed ten days in any school year. All unused sick leave shall be accumulative for additional sick leave as needed in subsequent years.

4. After the above allowed sick leave has been used, the employees covered by this agreement shall be allowed

ARTICLE VII continued:

additional sick leave according to the following schedule:

<u>Salary Schedule Experience</u>	<u>Full Pay</u>	<u>Half Pay</u>
1 to 4 years inclusive	5 days	10 days
5 to 14 years inclusive	10 days	15 days
15 years and over	15 days	20 days

5. This additional leave allowed covers one full school year and is not accumulative.

6. After all sick leave allowed above has been used, for thirty days thereafter employees shall receive the difference between their daily pay and their substitute's pay, up to a maximum of \$10 per day.

7. After this has been used, complete and full deductions of the employee's daily or monthly salary may be placed into effect at the discretion of the Board of Education.

8. The Board of Education may at its discretion extend the above sick leave policy in individual cases.

9. All employees who enter the Glen Rock school system after September, 1955, shall receive credit for sick leave accumulated in their former school of employment up to a maximum accumulation of twenty days.

10. All sick leave shall be governed by applicable State law.

11. All days referred to are working days.

ARTICLE VII continued:

B. Emergency Leave Policy - An emergency day is granted with pay for an absence that is not personal illness. This may be a family emergency day, serious illness in the family, moving to a new house, day in court, etc.

C. Vacations

1. Each employee in the negotiating unit covered by this Agreement shall be entitled to the following vacation with pay at the annual rate of pay such employees are receiving at the time such vacation is actually taken.

<u>Length of Service to July 1</u>	<u>Vacation Time</u>
Less than six (6) months but more than three (3) months	One (1) week
Six (6) months or more but less than five (5) years	Two (2) weeks
Five (5) years or more but less than fifteen (15) years.	Three (3) weeks
More than fifteen (15) years	Four (4) weeks

2. The above provision shall not apply to an employee whose contract year covers only ten months.

D. Holidays

1. The following holidays shall be granted without loss of pay to all employees covered by this agreement:

New Year's Day

Washington's Birthday

ARTICLE VII continued:

Good Friday

Memorial Day

Independence Day

Labor Day

Thanksgiving Day and the following Friday

Christmas Eve

Christmas Day

Extra days:

Two (2) additional days off during Christmas vacation

One (1) additional day off during mid-winter recess

One (1) additional day off during spring recess

2. With regard to the two (2) additional days off during Christmas vacation, the Business Administrator may require members of the unit to report to work, upon one month's notice. In the event an employee is required to work on the two (2) additional days off during Christmas vacation, he shall be permitted to utilize those days as personal holidays during the remainder of the school year, to be mutually scheduled with the Business Administrator.

3. If a holiday falls on a Saturday or Sunday, the employees shall be entitled to the Friday preceding or the Monday following as the Board may decide, in its stead.

ARTICLE VII continued:

4. One designee may attend one day of the N.J.E.A. convention without loss of pay.

E. Tenure - After successful completion of three (3) years of continuous service each employee in the negotiating unit shall be appointed for an unfixed term so that provision will be made for the tenure protection available to such employees in accordance with the terms of R.S. 18A:17-3 and R.S. 18A:17-4.

F. Notices of Examinations or Appointments

1. All notices of examinations or appointments for job opportunities and/or promotion within the negotiating unit shall be posted in all departmental work locations at least ten (10) working days before the closing date for applications. A copy of each such examination or appointment notice shall be sent to the Association.

2. Any employee on this schedule who is promoted to a higher category shall immediately receive a salary adjustment equal to the difference between the appropriate steps of the two job categories involved. Credit for service granted on any guide category will be applicable to all other guide categories. All full-time employees hired shall be paid in accordance with the salary guide.

G. Insurance Protection

1. Medical Insurance Coverage - All personnel covered

ARTICLE VIII continued:

by this Agreement are entitled to the coverage for themselves and their eligible dependents, of the New Jersey State Health Benefits Program. During the term of the Agreement, the Board shall not be liable for premiums beyond the following:

Full family coverage:	\$1,250
Husband and Wife coverage:	\$1,150
Parent and Child coverage:	\$ 800
Single coverage	\$ 600

2. Once annually, the Board shall provide each employee a description of the health care insurance coverage provided under this section.

3. Dental Insurance - During each year, in which this contract is in force, each employee who chooses to participate in a Dental Plan shall be entitled to payment of \$100 toward the employee's membership in the Dental Plan.

H. Call Back Pay

1. An employee who has worked his normal eight (8) hour schedule work day or forty (40) hours in the scheduled work week and has left and is required to return for an assignment, shall be guaranteed at least three (3) hours work and shall be paid at time and one-half (1½) his straight time rate for pay for all time worked, except that any employee who is required to return to work for any assignment and who has not worked his normal eight (8) hour scheduled work day, shall be guaranteed.



ARTICLE VII continued:

at least (3) hours work and shall be paid at his straight time rate of pay until he has worked eight (8) hours in that work day, and thereafter shall receive time and one half (1½) his regular straight time rate of pay for all hours thereafter worked.

2. The provisions of this section shall be applicable to any situation in which the employee has completed his regular tour of duty and before he is scheduled to commence his next regular tour of duty. It will not apply to a continuation of work, without interruption, beyond the regular tour of duty, in which case only the usual application of overtime provisions would apply.

A R T I C L E V I I I

SAVING CLAUSE

A. If any provision of this Agreement is, or shall at any time be, contrary to law, then such provisions shall be null and void. In such event, all other provisions of this Agreement shall continue in effect.

A R T I C L E IX

DURATION

A. The provisions of this Agreement shall be effective as of July 1, 1977, and shall remain in full force and effect until June 30, 1979, and shall be binding upon the parties hereto when signed by the respective presidents of the parties hereto.

GLEN ROCK BOARD OF EDUCATION  
BY Henry H. Allen  
PRESIDENT

GLEN ROCK CUSTODIAL, MAINTENANCE  
AND SERVICE ASSOCIATION  
BY Gerald Weinstein  
PRESIDENT

APPENDIX A

SALARY GUIDE

JUSTICIARIES

	<u>1976-77</u>	<u>1977-78</u>	<u>1978-79</u>
1	8462	8608	8753
2	8732	8885	9252
3	9015	9169	9551
4	9349	9469	9857
5	9660	9816	10,179
6	10,016	10,164	10,552
7	10,405	10,517	10,926
8	10,793	10,925	11,305
9		11,332	12,183

BUS DRIVERS

	<u>1976-77</u>	<u>1977-78</u>	<u>1978-79</u>
1	6257	6368	6629
2	6530	6570	6846
3	6813	6857	7063
4	7091	7154	7371
5	7370	7446	7691
6	7648	7739	8004
7		8030	8632

J.S.R.S. NIGHT SUPERVISOR

1	9228	9336	9656
2	9564	9689	10,036
3	9900	10,042	10,416
4	10,236	10,335	10,795
5	10,572	10,748	11,175
6	10,908	11,101	11,554
7	11,244	11,453	11,934
8	11,580	11,806	12,312
9		12,159	13,071

J.S.R.S. & ELEMENTARY SUPERVISOR

1	9585	9711	10,059
2	9921	10,064	10,439
3	10,257	10,417	10,819
4	10,593	10,770	11,198
5	10,930	11,123	11,578
6	11,265	11,477	11,957
7	11,601	11,828	12,338
8	11,937	12,181	12,715
9		12,534	13,474

MAINTENANCE

1	9858	9969	10,317
2	10,310	10,350	10,717
3	10,751	10,826	11,126
4	11,197	11,284	11,638
5	11,643	11,756	12,136
6	12,084	12,225	12,638
7	12,536	12,688	13,142
8	12,977	13,168	13,640
9		13,626	14,648

COOKS

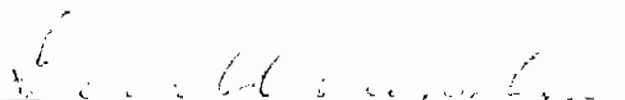
1	7811	7905	8179
2	8094	8202	8498
3	8367	8499	8817
4	8651	8785	9136
5	8924	9084	9444
6	9207	9370	9765
7	9480	9667	10,072
8	9764	9954	10,392
9		10,252	11,021

APPENDIX B

LETTERS OF UNDERSTANDING

During the course of negotiations for the 1975-76 Agreement, it is the Board's position that Section 5, Article VII of the 1974-75 Agreement did not confer tenure on bus drivers. However, rather than involve this negotiation in a S-1087 adjudication, both parties agree to this side letter.

The Association's position is that the 1974-75 Agreement does confer tenure on bus drivers. It is the Board's position that it never conferred tenure. Should the issue be joined at some future date, the Board and the Association will state their positions before the adjudicative body chosen to hear the issue should it arise.

  
\_\_\_\_\_  
For the Association

  
\_\_\_\_\_  
For the Board

9.15.77  
\_\_\_\_\_  
Date

The language of Article VII, paragraph 6 was negotiated in consideration of the Board's desire to place a finite limit on medical insurance costs during the next two years. The numbers set as limits were placed at a level which all parties believe to be sufficient so that it is not anticipated that employees will in fact be required to contribute to their medical insurance during the 1977-78 and 1978-79 school years.

Gerald Keenstra      Henry H. Allen  
For the Association      For the Board

9.6.77  
Date

SEP 8 9 2 11 AM '77  
FEND