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Board
City

THIS BOOK DOES
NOT CIRCULATE

A G R E E M E N T

BETWEEN

CAMDEN BOARD OF EDUCATION

AND

CAMDEN CITY BOARD OF EDUCATION
MAINTENANCE EMPLOYEES
ASSOCIATION

70-71

PREAMBLE

This Agreement is entered into this 10th day of February, 1970 by and between the Board of Education in the City of Camden, New Jersey, hereinafter called the "Board" and the Camden City Board of Education Maintenance Employees Association, hereinafter called the "Association" the duration of this Agreement will be as provided in Article XXI.

ARTICLE I

RECOGNITION

- A. Be it resolved by the Board of Education of the City of Camden, New Jersey, pursuant to Chapter 303, of 1968, Public Laws of the State of New Jersey, known as the New Jersey Employer-Employee Relations Act, the Camden Board of Education hereby recognizes the Camden City Board of Education Maintenance Employees Association as the exclusive representative for collective negotiations concerning the terms and conditions of employment for all maintenance personnel under contract with the Board, or on leave from the school district, including mechanic, mechanic helper, laborer; but excluding the Foreman and Supervisor of Maintenance Force.
- B. Unless otherwise indicated, the term "Maintenance Man", when used hereinafter in this Agreement, shall refer to all maintenance employees represented by the Association in the negotiating unit as above defined.

ARTICLE II

NEGOTIATION PROCEDURE

- A. In accordance with the provisions of Chapter 303, Public Laws 1968, the parties agree to commence collective negotiations on a successor agreement not later than Nov 1, 1970 of the calendar year preceding the calendar year in which this Agreement expires. (71-72) *kr*
- B. Upon reasonable request by the President of the Association, the Board agrees to make known to the Association when and where the Association may obtain documents that the Board is required by law to release.
- C. Neither party in any negotiations shall have any control over the selection of the negotiating representatives of the other party.

3. If as a result of the discussion, the matter is not resolved to the satisfaction of the maintenance man within five (5) school days, he shall initiate a grievance in writing to the Department Head specifying:

- (a) the nature of the grievance
- (b) the nature and extent of the injury, loss or inconvenience
- (c) the results of previous discussions
- (d) his dissatisfaction with decisions previously rendered.

The Department Head shall communicate his decision to the maintenance man in writing within three (3) school days of receipt of the written grievance.

4. The maintenance man, no later than five (5) school days after receipt of the Department Head's decision, may appeal the Department Head's decision to the School Business Administrator. The appeal to the School Business Administrator shall be made in writing reciting the matter submitted to the Department Head as specified above and his dissatisfaction with decisions previously rendered. The School Business Administrator shall attempt to resolve the matter as quickly as possible but within a period not to exceed ten (10) school days. The School Business Administrator shall communicate his decision in writing to the maintenance man and the Department Head.
5. If the grievance is not resolved to the maintenance man's satisfaction, he no later than five (5) school days after receipt of the School Business Administrator's decision, may request a review by the Board of Education. The request shall be submitted in writing through the School Business Administrator who shall attach all related papers and forward the request to the Board of Education. The Board, or a committee thereof, shall review the grievance and shall, at the option of the Board, hold a hearing with the maintenance man and render a decision in writing within forty-five (45) calendar days of receipt of the grievance by the Board.
6. If the decision of the Board does not resolve the grievance to the satisfaction of the maintenance man and he wishes review by a third party, he shall so notify the Board through the School Business Administrator within ten (10) school days of receipt of the Board's decision.
7. (a) The following procedure will be used to secure the services of an arbitrator:
- (1) A joint request will be made to the American Arbitration Association to submit a roster of persons qualified to function as an arbitrator in the dispute in question.
 - (2) If the parties are unable to determine a mutually satisfactory arbitrator from the submitted list, they will request the American Arbitration Association to submit a second roster of names.

(3) If the parties are unable to determine, within ten (10) school days of the initial request for arbitration, a mutually satisfactory arbitrator from the second submitted list, the American Arbitration Association may be requested by either party to designate an arbitrator.

(b) The arbitrator shall limit himself to the issues submitted to him and shall consider nothing else. He can add nothing to, nor subtract anything from the Agreement between the parties or any policy of the Board of Education. The recommendations of the arbitrator shall be advisory. Only the Board and the aggrieved and his representatives shall be given copies of the arbitrator's report of findings and recommendations. This shall be accomplished within thirty (30) days of the completion of the arbitrator's hearings.

(c) Rights of Maintenance Personnel to Representation

(1) Any aggrieved person may be represented at all stages of the grievance procedure by himself, or at his option, by a representative selected or approved by the Association.

(2) When a maintenance man is not represented by the Association in the processing of a grievance, the Association shall at the time of submission of the grievance to the School Business Administrator or any later level, be notified that the grievance is in process, have the right to be present and present its position in writing at all hearing sessions held concerning the grievance and shall receive a copy of all decisions rendered.

(3) The Board and the Association shall assure the individual freedom from restraint, interference, coercion, discrimination or reprisal in presenting his appeal with respect to his personal grievances.

C. Salary Appeals

1. A grievance involving a question of salary shall be initiated in writing to the Board Secretary-Business Administrator.

D. Costs

1. Each party will bear the total cost incurred by themselves.

2. The fees and expenses of the arbitrator are the only costs which will be shared by the two parties and such costs will be shared equally.

3. If time is lost by any maintenance man due to arbitration proceedings necessitating the retention of a substitute, the Board of Education will pay only the cost of the substitute maintenance man. The time lost by the maintenance man must either be without pay or charged to personal time.

E. This provision is to take effect July 1, 1970 T.T. MR 1970-71

ARTICLE IV

MAINTENANCE PERSONNEL RIGHTS

A. No maintenance man shall be disciplined or reprimanded without just cause. Any such action asserted by the Board, or any agent or representative thereof shall be subject to the grievance procedure herein set forth.

B. Whenever any maintenance man is required to appear before the Board or any committee thereof concerning any matter which could adversely affect the continuation of that maintenance man in his position or employment or the salary or any increments pertaining thereto, then he shall be given prior written notice of the reasons for such meeting or interview and shall be entitled to have a representative of the Association present to advise him and represent him during such meeting or interview.

C. This provision is to take effect July 1, 1970 T.T. MR

ARTICLE V

ASSOCIATION RIGHTS AND PRIVILEGES

A. Representatives of the Association may be permitted to transact official Association business on school property at reasonable times provided that permission has been granted by the Business Office.

B. The Association and its representatives may have the right to use school buildings at reasonable hours for meetings provided permission has been granted by the Business Office.

C. The Association shall have the exclusive use of a bulletin board in the warehouse. Copies of all materials to be posted on the bulletin board shall be given to the Supervisor of Maintenance and Business Office.

D. This provision is to take effect July 1, 1970 T.T. MR

ARTICLE VII

SALARIES

- A. The salaries of all maintenance employees, covered by this Agreement are set forth in Schedule "A" which is attached hereto and made a part hereof and subject to existing rules and regulations for application of this schedule.
- B. Payment shall be made on the fifteenth (15) and thirtieth (30) day of each month.

When a pay-day falls on or during a school holiday, or weekend, maintenance men shall receive their pay checks on the last previous working day.

- C. Compensation for all overtime work shall be as set forth in Schedule "B" which is attached hereto and made a part hereof.

ARTICLE VII

MAINTENANCE PERSONNEL ASSIGNMENTS

- A. Maintenance personnel shall be notified of their contract and salary status for the ensuing year no later than June 1st.
- B. Maintenance personnel shall be assigned to work crews as outlined in Board Rules and Regulations and attached hereto as Schedule "C".

ARTICLE IX

PROMOTIONS

- A. Promotions to a higher classification shall be as outlined in Board Rules and Regulations and as outlined in job classifications. Schedule "D" hereto attached.
- B. Whenever a maintenance man is advanced to a higher classification he shall receive a promotional adjustment as set forth in salary policies for non-teaching personnel.

ARTICLE X

MAINTENANCE PERSONNEL EVALUATION

- A. A maintenance man shall have the right to see all evaluation reports prepared

by his evaluators, and a maintenance man shall have the right to a copy of any negative evaluation if he requests a copy.

- B. A maintenance man shall have the right, upon request, to a conference with his evaluator after completion of the evaluation.
- C. The Board shall have the right to dismiss a maintenance man on the basis of below average work evaluation reports.

ARTICLE XI

SICK LEAVE

- 1970 11. RR*
- A. As of July 1, ~~1969~~, all maintenance men employed shall be entitled to fifteen (15) sick leave days each school year as of the first official day of said school year whether or not they report for duty on that day. Unused sick leave days shall be accumulated from year to year with no maximum limit.

ARTICLE XII

TEMPORARY LEAVES OF ABSENCE

- A. All maintenance men shall be entitled to two (2) non-accumulative personal leave days without refund, within each school year, provided that a formal request is initiated stating the reasons therefor. Said request shall be approved by the School Business Administrator and shall have been submitted at least five (5) school days prior to the date requested, except in extreme emergency. A copy of such request shall be filed with the immediate superior at the same time it is forwarded to the School Business Administrator. Except in emergency, personal leave shall not be granted at the beginning or at the end of the school year, or immediately prior to or after any scheduled vacation period or school holiday.
- B. In case of absence on account of death of husband or wife, mother or father, son or daughter, brother or sister, full salary shall be paid for a period of up to five (5) consecutive weekdays, except Saturday. This provision will also apply in the case of death of another member of the immediate household of the maintenance man.

- C. In case of absence on account of death of father-in-law or mother-in-law, full salary shall be paid for a period of up to three (3) consecutive weekdays except Saturday.
- D. One day's absence without loss of pay shall be allowed to attend the funeral of grandparents, great-grandparents, aunt, uncle, niece, nephew, first cousin, or any in-law not covered by the preceding paragraphs.
- E. Maintenance personnel may be allowed to attend the funeral of a co-worker without loss of pay upon receiving such permission from the School Business Administrator.
- F. Maintenance personnel whose son, daughter, husband or wife is receiving a college degree, may be allowed one day's absence to attend the graduation exercises without loss of salary. Request for such permission must be made in writing to the School of Business Administrator.
- G. All military service absence by maintenance men or not more than ten (10) working days annually for temporary short-term military services shall be treated as "Absence with Permission" requiring no refund, and shall not be counted as part of vacation days. Absence in excess of ten (10) working days will require full refund.
- H. For absence with permission to be married, all maintenance men shall be granted leave of absence not to exceed one calendar week. Payroll deduction for this absence shall be in accordance with these regulations and with the rates set for other absences.
- I. All request for permission to be absent for reasons other than illness must be made in writing to the School Business Administrator.

ARTICLE XIII

EXTENDED LEAVES OF ABSENCE

- A. Military leave without pay shall be granted to any maintenance man who is inducted or enlists in any branch of the armed forces of the United States for the period of said induction or initial enlistment.
- B. A leave of absence without pay of up to one (1) year may be granted for the purpose of caring for a sick member of a maintenance man's immediate family. Additional leave may be granted at the discretion of the Board.

- C. The Board may grant a leave of absence without pay to any maintenance man to serve in a public office.
- D. Other leaves of absence without pay may be granted by the Board for good reason.
- E. 1. Upon return from leave granted pursuant to Section A, of this ARTICLE, a maintenance man shall be considered as if he were actively employed by the Board during the leave and shall be placed on the salary schedule at the level he would have achieved if he had not been absent. A maintenance man shall not receive increment credit for time spent on a leave granted pursuant to Section B, C, or D of this ARTICLE. Applications for leave are subject to the approval of the School Business Administrator.
- 2. All benefits to which a maintenance man was entitled at the time his leave of absence commenced, including unused accumulated sick leave, shall be restored to him upon his return, and every effort shall be made to assign him to the same position which he held at the time said leave, commenced, if available.
- F. All extensions or renewals of leaves shall be applied for in writing. If the Board approves such application, the maintenance man shall be notified in writing.

ARTICLE XIV

Maintenance men shall immediately report cases of assault or accident suffered by them in connection with their employment to their immediate supervisor, and file a written accident report.

ARTICLE XV

INSURANCE PROTECTION

1970 *11. m*

Beginning July ~~1967~~, the Board of Education will assume the cost of the individual maintenance man's share of health insurance protection through Blue Cross-Blue Shield Hospital Plan, Rider J, and a major medical program with the State Health Plan.

ARTICLE XVI

UNIFORMS

- A. The Board shall provide work uniforms for the maintenance forces, at no cost to the individual.
- B. Maintenance personnel shall be responsible for the cleaning and care of issued work uniforms.

ARTICLE XVII

HOLIDAYS

- A. Maintenance personnel shall observe the State legal holidays and those granted by the Board.
- B. Holiday schedule for the ensuing year shall be published by July 1.

ARTICLE XVIII

VACATION

- A. Vacation to maintenance personnel employed on a (12) twelve month basis, shall be granted according to Board Regulations and Policy.

ARTICLE XIX

BOARD RIGHTS

- A. The Association recognizes that the Board may not by agreement delegate authority and responsibility which by law are imposed upon and lodged with the Board.
- B. It is understood by all parties that, under the rulings of the courts of New Jersey and the State Commissioner of Education, the Board is forbidden to waive any rights or powers granted it by Law.

ARTICLE XX

MISCELLANEOUS PROVISIONS

A. 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 telegram or registered letter at the following addresses:

1. If by Association, to Board, Room 503, City Hall, Camden, New Jersey, 08101, Attention: Board Secretary.
2. If by Board, to Association at Warehouse, 8th and Spruce Streets, Camden, New Jersey.

ARTICLE XXI

DURATION OF AGREEMENT

A. The provisions of this Agreement shall be effective July 1, ~~1968~~¹⁹⁷⁰, except as herein provided and shall continue and remain in full force and effect to and including June 30, ~~1970~~¹⁹⁷¹, when it shall expire unless an extension is agreed to by both parties and expressed in writing prior to such date. Except the economic benefit provisions shall be effective July 1, ~~1969~~¹⁹⁷⁰.

B. In witness whereof the parties hereto have caused this Agreement to be signed by their respective presidents, attested by their respective secretaries, and their corporate seals to be placed hereon, all on the day and year first above written.

Thomas W. Trotter, Pres.

Elusia M. Milliken
President, Camden Board of Education

George W. Burr, Vice Pres.

Attest:
[Signature] Secy.
Camden Board of Education

SCHEDULE "A"

1970-1971 - SALARY

	<u>1969-70</u> <u>Present</u>	<u>1970-71</u> <u>Proposed</u>
Mechanic - E	\$5500-6700	\$5800-7050
Mechanic - Helper - E - 2	4000-5100	4350-5450
Laborer - F	3650-4650	4000-5000

Increment for 1970-71 = \$350

Adjustment up to = \$350

SCHEDULE "B"

The compensation of all overtime work shall be 1 1/2 over a 40-hour work week of Maintenance Man's salary rate.

SCHEDULE "C" & "D"

On file in the office of the Assistant Secretary for Plant Services and the Supervisor of Maintenance Office at the Board of Education Warehouse.

*Attach C & D f.t. in
Rules to Agreement*

SCHEDULE "C"

Consisting of work crew assignments, and Board of
Education Regulation for the Maintenance Department.

WORK CREW
ASSIGNMENTS

GENERAL MAINTENANCE

FOREMAN FRANK PITZO

CARPENTERS

Pitzo
Balabon
Jablonski
Cheeseman
Scavetto
Scrivani
Helper Vacancy

PAINTERS

Belfiore
DeNinno
Courant

MASONS

Ferarra
Douglas
Vacancy
Vacancy

GLAZIERS

Moore
Powell
Trotter
Duda

SHADES

Steigerwald
Helper Vacancy

FURN. REPAIRS

Luciani
Capone
Vacancy

GROUNDS

VACANCY

MECHANICAL MAINTENANCE

FOREMAN PAUL REDHEFFER

STEAMFITTERS

Redheffer
Brozowski
Currie
Wood

PLUMBERS

James
Laird

ROOFERS

Elton
Causley
Matera
Vacancy
Vacancy

ELECTRICAL MAINTENANCE

FOREMAN JOHN SUTCLIFFE SR

Sutcliffe Sr.
Grasso
Burr
Flemm
Sutcliffe Jr.
Lahuta
Kay

RULES AND REGULATIONS FOR THE
MAINTENANCE SECTION

SECTION I.

The work day shall be from 8:00 A.M. to 4:30 P.M., with a half-hour for lunch.

The work week shall consist of (40) hours. Overtime shall be paid at the rate of time and a half.

SECTION II.

Maintenance personnel shall be under the general supervision of the Assistant Secretary for Plant Services, and under direct control of the Supervisor of Maintenance, who shall assign personnel to daily projects as needed.

When the personnel are assigned into working groups they shall come under the direct supervision of the Foreman or the Mechanic-in-charge.

SECTION III.

The Foreman or Mechanic-in-Charge shall be responsible for the request of materials on each work order. The Foreman or Mechanic-in-Charge shall be responsible for reporting any neglect of duty of his workmen, disrespect towards principals, teachers and public in general, and willful violation of Rules and Regulations.

SECTION IV.

Maintenance personnel shall make repairs through work orders issued by the Supervisor of Maintenance.

SECTION V.

Foreman or Mechanics shall report to the Supervisor of Maintenance any work or repairs which they may observe, which requires attention while at the building.

Maintenance personnel shall report any damage of school property to the Supervisor of Maintenance.

SECTION VI.

The Foreman or Mechanic in charge of a group of workmen is personally responsible for the completion of the work in a good and workmanlike manner. There shall be no skimping of materials or unauthorized change in work orders.

SECTION VII.

Mechanics shall keep tools and vehicles in good repair. Abuse by anyone of tools, materials or moving stock owned by the Board of Education is subject to disciplinary action.

SECTION VIII.

Maintenance personnel shall not permit any pupil or any person not in the employ of the Board of Education to assist them in their work.

SECTION IX.

Personnel shall not hold other employment during regular working hours. They shall not be employed by any contractor or sub-contractor who may hold a contract with the Board.

SECTION X.

Any employee who is ill and cannot report for work shall notify the Supervisor of Maintenance by 8:00 A.M. on the day of their absence.

The Assistant Secretary for Plant Services may require a doctor's certificate for the day's absence, however, it shall be a requirement for over (5) days absence as explained in section governing absence of any employee.

SECTION XI.

Sick leave regulations as adopted by the Board of Education shall apply to appointive maintenance personnel on the regular payroll, see section governing all employees.

SECTION XII.

When Emergencies arise which calls for extra hours to work, at any time, the Maintenance Crew is subject to call. The men involved will be paid overtime on a basis of time and half, also when assigned as janitors.

SECTION XIII.

Maintenance personnel, while school is in session, shall report to the office of the Principal at the beginning and completion of the job and indicate the nature of work to be done.

SECTION XIV.

In the case of an injury on the job, the injured employee shall report the extent of his injury and execute an accident report form within twenty-four (24) hours to the Supervisor of Maintenance at once.

SECTION XV.

Mechanics shall sign for any gas or oil issued for Board Vehicles and shall not draw any gasoline for non-owned Board vehicles unless specifically authorized by the Assistant Secretary for Plant Services on an authorized form, signed the Supervisor of Maintenance.

SECTION XVI.

All Maintenance employees of the Board of Education,
SHALL be employed at the pleasure of the Board, unless
Statutes provide otherwise.

SECTION XVII.

Any violation of the foregoing rules will render the offending person liable for suspension or dismissal by the Board of Education, upon recommendation of the Assistant Secretary for Plant Services, after a departmental hearing.

1st Offence	-	1	-	10 days
2nd	"	-	10	- 30 days
3rd.	"	-		Dismissal

SECTION XIX.

Maintenance personnel, when assigned as sub-janitors will observe the hours of the janitorial staff and their duties. If relieved during the middle of a working day the Maintenance men will report back to the Warehouse for re-assignment.

SECTION XX.

All employees whose service begins after the Tuberculosis X-Rays have been taken are required to arrange with our Medical Department to have one taken.

SECTION XXI.

All rules and regulations heretofore enforced and inconsistent with the above stated rules and regulations are hereby rescinded.

VACATION REGULATIONS GOVERNING
NON-TEACHING PERSONNEL

The Board of Education non-teaching employees shall be entitled to an annual vacation period with pay, as governed by Rules and Regulations of the Board.

Vacations shall be arranged and approved by the Assistant Secretary for Plant Services, in such a manner so as not to conflict with scheduled work programs.

Where there is conflict in the selection of vacation periods, the senior employee shall have preference.

The vacation period shall be computed by the use of the following table.

Less than (1) year	- 1/2 day per month
1 year to 14 years	- 10 days vacation
15 years to 24 years	- 15 days "
25 years or more	- 20 days "

A day is defined as a regular scheduled work day, if a paid holiday falls within an approved vacation period, the employee is entitled to an extra day of vacation.

Any employee may schedule one week in the summer months, and the other at any time between October and April.

SCHEDULE "D"

Consisting of Class Description for Mechanic Class-E
and Mechanic-Helper Class E-2.

Mechanic-Helper Class-E-2 shall be promoted to Mechanic
Class-E upon recommendation of the Foreman and the Supervisor
of Maintenance.

CLASS DESCRIPTIONS

MECHANIC CLASS-E-MAINTENANCE DEPARTMENT

ESSENTIAL FUNCTIONS:

A Mechanic Class-E, is to work under the direction of the foreman in charge of his group. He is to be in charge of and have the responsibility for all helpers, tools, and equipment under his care. He must carry on all projects in a workman like manner in his chosen field.

DUTIES:

A Mechanic Class-E, shall expedite all work orders assigned to him by the foreman of his group. He shall keep work card and material records on all projects that he is working on, in a manner set up by the Supervisor of Maintenance, so that cost accounting records may be properly kept. He shall be available to act in the capacity of a mechanic in charge when called upon with no extra compensation. All Class-E, Mechanics, are to be available when called upon after the regular work day.

QUALIFICATIONS NECESSARY:

Knowledge of modern maintenance practices, materials and equipment. Have at least four (4) years experience in chosen field with other than the Board of Education, or at least five (5) years experience with the Board of Education as helper in chosen field.

No Physical Defects.

Must have drivers license.

EXAMINATION REQUIREMENTS:

Completion of 8th grade education, able to pass oral and practical tests given by Supervisor of Maintenance also the ability to pass an aptitude test.

CLASS DESCRIPTION

MECHANIC HELPER CLASS-E-2
MAINTENANCE DEPARTMENT

ESSENTIAL FUNCTION:

A Mechanic Helper Class-E-2, under immediate supervision of a Mechanic or Foreman, is responsible for performing related work as assigned by the Mechanic in charge of a work project or the work group foreman.

DUTIES:

A Mechanic-Helper assists the Mechanic or Foreman in expediting all work orders assigned to his work group. He shall be responsible to the mechanic in charge of a work project and his work group foreman that all work is completed in a work-man-like-manner. He shall work in any crafts assigned by the Supervisor of Maintenance and be available day or night if needed.

QUALIFICATIONS
NECESSARY:

Practical knowledge of Modern equipment, maintenance practices, material and the ability to make minor repairs. Personal qualities of orderliness and neatness. Capacity to respond willing to individual request for service which may infringe upon normal routine. Physical qualities of cleanliness and good health, with the ability to do vigorous manual work. Must be mechanical inclined in one or more crafts. Be of such caliber to be promoted to mechanic after five (5) years.

EXAMINATIONS
REQUIREMENTS:

Knowledge of modern maintenance by crafts. Completion of 8th Grade or trade school educational level, with one (1) year or more experience in maintenance or construction fields is required.