

1645

COLLECTIVE BARGAINING AGREEMENT
between the
BOARD OF EDUCATION OF NORTH CALDWELL
and the
NORTH CALDWELL SUPPORT STAFF ASSOCIATION
Effective July 1, 1994 through June 30, 1997

WITNESSETH:

WHEREAS, pursuant to the requirements of the New Jersey Employee Relations Act, N.J.S.A. 34:13A-1 et seq. agreements reached between public employers and the majority representative of an appropriate employee unit shall be embodied in writing, signed by the authorized representative and filed with the New Jersey Employment Relations Commission; and

WHEREAS, the North Caldwell Board of Education has recognized the North Caldwell Support Staff Association as being the majority representative of the Union of the Board's employees consisting of regularly employed secretaries, aides, custodians and maintenance personnel, but excluding confidential and supervisory employees, part-time employees working less than twenty (20) hours per work week, per diem employees, and secretarial employees working in the Board Office and Office of the Superintendent.

NOW, THEREFORE, it is mutually agreed between the Board and the Association as follows:

TABLE OF CONTENTS

| | PAGE |
|--|------|
| ARTICLE I NEGOTIATION PROCEDURE | 4 |
| ARTICLE II GRIEVANCE PROCEDURE | 5 |
| ARTICLE III EMPLOYEE AND ASSOCIATION RIGHTS | 8 |
| ARTICLE IV WORK YEAR | 10 |
| ARTICLE V WORK HOURS | 11 |
| ARTICLE VI VACATIONS | 12 |
| ARTICLE VII SALARIES | 13 |
| ARTICLE VIII EMPLOYEE EVALUATION | 14 |
| ARTICLE IX SICK LEAVE | 15 |
| ARTICLE X TEMPORARY LEAVE OF ABSENCE | 17 |
| ARTICLE XI EXTENDED LEAVE OF ABSENCE | 18 |
| ARTICLE XII PROMOTIONS | 21 |
| ARTICLE XIII TRANSFERS AND REASSIGNMENTS | 22 |
| ARTICLE XIV HEALTH CARE INSURANCE | 24 |
| ARTICLE XV MISCELLANEOUS PROVISIONS | 26 |
| ARTICLE XVI SALARY AND STIPENDS | 28 |
| ARTICLE XVII DURATION OF AGREEMENT | 30 |

ARTICLE I

NEGOTIATION PROCEDURE

- A. The Parties agree, if requested by either Party, to enter into collective negotiations over a Successor Agreement in accordance with N.J.S.A. 34:13A-1 et seq. in a good faith effort to reach an agreement on matters concerned with the terms and conditions of employment and grievance procedures for employees covered by this Agreement. Written proposals shall be exchanged at a mutually agreeable time of final school fiscal year in which this Agreement shall be in effect. Any agreement so negotiated shall apply to all unit employees, be reduced to writing, and be signed by the Board and the Association.
- B. Neither party in any negotiations shall have any control over the selection of the negotiating representative of the other party. The parties mutually pledge that their representatives shall be authorized to make proposals, consider proposals, and make counter-proposals in the course of negotiation; however, final authority to approve proposals shall rest with the Board and the Association.

ARTICLE II

GRIEVANCE PROCEDURE

A.

DEFINITION

1. A "grievance" shall mean a claim by an employee of the unit or the Association concerning an interpretation, application or violation of this Agreement, policies or Administrative decisions affecting the employee's terms and conditions of employment.
2. A grievance to be considered under this procedure must be initiated within thirty (30) calendar days from the date the alleged improper action first occurred.
3. Nothing herein contained shall be construed as limiting the right of any employee; having a grievance to discuss the matter informally with an appropriate member of the Administration, and having the grievance adjusted without the intervention of the Association, provided the adjustment is not inconsistent with the terms of this Agreement.

B.

PROCEDURE

LEVEL ONE:

Any employee with a grievance shall first discuss it with his immediate supervisor either directly or through the Association's designed representative in an attempt to resolve the matter at this level. Ten (10) employee work days shall be allowed for adjustment of the grievance at this level and the case shall be considered closed at the end of that time unless the employee takes an appeal as provided in Level Two below.

LEVEL TWO:

If the grievance is not satisfactorily adjusted under the provisions of Level One above, the employee may appeal the grievance by submitting it in writing, within ten (10) employee work days after discussions have been concluded under Level One above, to the Superintendent of Schools. Ten (10) employee work days shall be allowed for adjustment of this level after the appeal has been received by the Superintendent of Schools. The case shall be considered closed at the end of that time unless employee makes an appeal as provided in Level Three below.

LEVEL THREE:

If the grievance is not satisfactorily adjusted under the provisions of Level One and Two above, the employee may appeal the grievance, within ten (10) employee work days after discussions have been concluded under Level Two above, by requesting a review of the Board of Education. Such request shall be made in writing through the Superintendent of Schools, who shall attach all related documents and forward the request to the Board. Forty five (45) calendar days shall be allowed for adjustment at this level after the request for a review has been received by the Superintendent of Schools. The case shall be considered closed at the end of that time unless the employee makes an appeal as provided in Level Four below.

LEVEL FOUR:

If the grievance is not resolved satisfactorily under the provisions outlined in Levels One through Three above, the grievance shall be submitted to the New Jersey Public Relations Commission for fact-finding and/or advisory arbitration.

C. MISCELLANEOUS

1. Since it is important grievances be processed as rapidly as possible, the number of days indicated at each level are to be considered as maximum and every effort should be made to expedite the process. Failure to process a grievance to the next level of the procedure within the specified time limit shall be deemed as a waiver of further appeal.
2. All documents, communications and records dealing with the processing of a grievance shall be filed in a separate grievance file of any of the participants.
3. All meetings under this procedure shall not be conducted in public and shall include only such parties in interest and their designated selected representatives.
4. All discipline shall be reasonable and not arbitrary or capricious.

ARTICLE III

EMPLOYEE AND ASSOCIATION RIGHTS

- A. Pursuant to N.J.S.A. 34:13A-1 et seq., the Board hereby agrees that those employees who are covered under this Agreement shall have the right freely to organize, join and support the Association for the purpose of engaging in collective negotiations.
- B. Nothing contained herein shall be construed to deny or restrict to any employee such rights as may have under New Jersey Laws or other applicable laws and regulations.

- C. Whenever any employee is required to appear before the Board, or any Committee of the Board concerning any matter which could adversely affect the continuation of that employee in his/her position or employment, then that employee 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 and represent him/her during such meeting or interview.

- D. Whenever any representative of the Association or any employee is required by the Board or Administration to participate during working hours in negotiations, grievance proceedings, conferences, or meetings, the employee shall suffer no loss of pay.

- E. The Board shall provide the President of the Association a copy of any Board Policy change. The Board shall be responsible for providing such information to the Association President.

- F. The Board agrees to establish a fund of One Thousand Dollars (\$1,000.00) each year to reimburse employees for courses to any college or other courses to enhance their skills. Courses which are approved in advance by the Superintendent shall be reimbursed upon proof of successful completion.

ARTICLE IV
WORK YEAR

- A. Secretaries: The work year shall be from September 1 to June 30 with an additional five (5) working days prior to the first student day and fifteen (15) working days during the summer (mutually agreed upon with the building principal). Payment for the above periods shall be at the per diem rate. Secretaries work schedule will then follow the teachers' calendar.
- B. Custodial/Maintenance: The work year shall be July 1 to June 30.
1. Holiday Schedule shall include:
- a. New Year's Eve Day
 - b. New Year's Day
 - c. President's Day
 - d. Memorial Day
 - e. Good Friday
 - f. Independence Day
 - g. Labor Day
 - h. Thanksgiving Day
 - i. Day following Thanksgiving
 - j. Christmas Eve Day
 - k. Christmas Day
 - l. A floating holiday to be scheduled with the approval of the Superintendent
- A floating holiday will be given in lieu of a holiday falling on a weekend. This day must be given prior approval by the Superintendent.
- C. Aides shall work the teachers' calendar year.

ARTICLE V
WORK HOURS

- A. 1. Secretaries: The work day shall be eight (8) hours – 8:00 a.m. to 4:00 p.m. – with a one (1) hour paid lunch. There shall be a morning and afternoon break of fifteen (15) minutes each.
2. Custodial:
- a. Day shift shall be eight and one-half (8-1/2) hours, 7:30 a.m. – 4:00 p.m., with a 1/2 hour unpaid duty free lunch. Custodians will remain on premises. There shall be a morning and an afternoon break of fifteen (15) minutes.
- b. Night shift shall be eight (8) hours, 3:00 p.m. - 11:00 p.m., with a one-half (1/2) hour paid dinner break. There shall be two fifteen (15) minute breaks.
3. Maintenance: The work day shall be eight and one-half (8-1/2) hours with a one-half (1/2) hour unpaid lunch. There shall be two fifteen (15) minute breaks.

B. CUSTODIAL AND MAINTENANCE

Overtime - overtime shall be paid at the rate of one and one-half (1-1/2) times the employee's regular hourly rate of pay for all time worked in excess of forty (40) hours in any work week.

C. Secretary overtime shall be paid at the rate of one and one-half (1-1/2) times the employee's regular hourly rate for all time worked in excess of forty (40) hours in any week. All overtime under this section must be approved in advance by the Superintendent.

D. All work performed on Sundays and holidays shall be paid at double (2) times the employee's regular hourly rate. Approval shall be by the Superintendent or his designee.

Whenever an employee is called in on a Saturday or Sunday, they will be guaranteed a minimum of two (2) hours at their overtime rate.

ARTICLE VI

VACATIONS

Custodian and maintenance employees on twelve month (12) full-time contract are to be entitled to paid vacation days as follows:

A. Ten (10) days after one (1) year of employment in the District with proration for first year employees.

B. From one (1) to five (5) years - 10 days

From six (6) to thirteen (13) years - 15 days

From fourteen (14) years and beyond - 20 days

Vacation day entitlement must be taken each year following June 30 and is to be scheduled with approval of the Secretary to the Board.

ARTICLE VII

SALARIES

- A. The salaries of all employees covered by this Agreement are set forth in Schedule "A" which is attached hereto and made a part thereof.
- B. Advancement on the guide is not automatic and is dependent upon a favorable supervisory evaluation and recommendation by the Superintendent.
In order to be eligible for an increment for the following year, an employee covered by this Agreement must be employed prior to February 1, of the preceding year.
- C. Part-time employee (.5 or more) shall continue to receive benefits according to the current (1990-1991) practice. A part-time employee who works ten (10) consecutive weeks shall thereafter be paid pro rata of the appropriate step on the salary guide.
- D. Part-time employees who transfer to full time status shall receive credit on the salary guide as follows:
2 and 3 part-time years = 1 step credit
4 and 5 part-time years = 2 step credits
6 and 7 part-time years = 3 step credits
and so on.
- E. Upon a fully executed contract, full-time secretaries' 1995-96 base pay will be increased by \$1,600.

ARTICLE VIII

EMPLOYEE EVALUATION

- A. Observation and evaluation reports written by the employee's supervisor are filed in the employee's permanent record folder in the Central Office, after the employee has been given a copy of the report and has affixed his/her signature to all copies to indicate review of the material in the report. Copies of all observation and evaluation reports are forwarded to the Superintendent.
- B. Signing the report does not indicate agreement with its contents. Employees shall have the right to prepare comments in regard to observation and evaluation reports if not in agreement with the content of the evaluation report which shall be submitted within fifteen (15) days. Said comments shall be attached to all copies of the report.
- C. Evaluation reports shall include comments related to the following:
1. Strengths of the employee as evidenced during the period since the previous report.
 2. Weaknesses of the employee as evidenced during the period since the previous report.
 3. Specific suggestions as to measures which might be taken to improve the employee's performance in each of the areas where weaknesses have been indicated.
- D. Reasonable effort shall be made by the Supervisor to help the employee if there is evidence of the need for such assistance. Evidence of

unsatisfactory performance shall be brought to the employee's attention and the employee shall be given a stated time for improvement.

- E. Upon request, employees may review the contents of their permanent record file and make copies of any part of it in the presence of appropriate Administrator or designee. Employees seeking to review their file must make a prior appointment with the Superintendent's Office and may make copies of any part of it in the presence of the appropriate Administrator or designee.
- F. Evaluation reports shall follow a form as established by a committee composed of employees and Administrators as approved by the Association and the Board.

ARTICLE IX

SICK LEAVE

- A. All full-time, ten-month (10) employees shall be entitled to ten (10) sick leave days each year. All full-time, twelve-month (12) employees shall be entitled to twelve (12) sick leave days each year. Unused sick leave days shall be accumulated in accordance with New Jersey Statutes. Part-time employees covered by this Agreement shall be entitled to sick leave days in proportion to their percentage of employment. If secretaries work twenty (20) days between July 1, and August 31, as contained in Article IV - A, they receive an additional sick day. Employees commencing work after September 1st for 10 month employees and after July 1st, for 12 month employees, shall be entitled to a proration of their entitlements as set forth above.

- B. Additional sick leave may be granted above annual entitlement with specific Board approval in accordance with N.J.S.A. 18:30-6.

In cases where individuals exceed accumulated sick leave, salary adjustments shall be determined by the Board on the individual merits or each case, such as:

1. No salary deduction
 2. Deduction of substitute's salary
 3. 1/200th of individual's salary for each 10-month employee
 4. 1/240th of individual's salary for each 12-month employee
- C. Employees may be required to provide a doctor's certificate identifying the illness, the inability of the employee to report for work, and the period of sick disability.
 - D. Employees shall be given a written accounting of accumulated sick leave days by September 15.
 - E. Employees who have worked in North Caldwell for fifteen (15) years or more and have accumulated over 100 sick days will be reimbursed at the rate of \$35.00/day when they leave the school district.
 - F. For the protection of the employee and for proper payroll accounting and audit, every absence for a full day or more must be accounted for in writing and reported to the Board Secretary on the appropriate forms.
 - G. The Board may grant exceptions to this Article in special situations.

ARTICLE X
TEMPORARY LEAVE OF ABSENCE

- A. This clause shall cover brief absences not chargeable to sick leave. The provisions for leave at full pay stated below shall be for one (1) year, and no unused days shall be accumulative for use in another year. Prior approval of the Board Secretary is necessary.
- B. Death in the Immediate Family - An allowance of up to three (3) days shall be granted. Immediate family shall be considered: father, mother, spouse, child, brother, sister, or any member of the immediate household.
- C. Serious Illness in the Immediate Family - An allowance of up to two (2) days shall be granted. (Immediate family same as above.)
- D. Death of Other Relative or Close Friend - An allowance of one (1) day leave shall be granted.
- E. Other Emergencies of a Personal Nature - An allowance of up to two (2) days leave with prior approval by the Board Secretary for any of the following reasons:
1. Recognition of a religious holiday
 2. Court subpoena
 3. Marriage of employee or marriage of an immediate family member

4. Personal business which cannot be handled outside of school hours
5. Any other emergency or urgent reason not included in (1) to (4) above, if approved by the Board Secretary

Any unused personal days shall be converted to sick leave and shall accumulate as sick days.

- F. For the protection of the employee and for proper payroll accounting and audit, every absence for a full day or more must be accounted for in writing and reported to the Board Secretary on the appropriate forms.
- G. The Board may grant exceptions to this clause in special situations.

ARTICLE XI

EXTENDED LEAVES OF ABSENCE

A. CHILD CARE:

1. Natural Birth:

The Board shall grant child care for an infant child leave without pay to any employee upon request subject to the following stipulations and regulations:

- a. Said child care leave shall commence and terminate on the dates requested by the employee with the approval of the Board of Education.
- b. The Board shall not require any employee to take a leave of absence unless there is a noticeable decline in her performance or a failure to produce certification from her physician that she is medically able to continue teaching.

- c. No employee shall be prevented from returning to work after childbirth solely on the ground that there has not been a time lapse between childbirth and the desired date of return. Certification from her physician that she is medically able to resume her duties must be presented to the Board.
- d. Notification of intention to return must be given by the employee to the Board in writing on or before the 15th of April of the school year prior to the school year in which she plans to return. Failure by an employee to properly notify the Board shall be an indication that the employee does not plan to return for the following year. Reemployment of nontenured employees shall be at the option of the Board in all cases.
- e. The Board shall not discriminate against any person in violation of N.J.S.A. 10:5-1 et seq., The Law Against Discrimination, nor in violation of the constitution of the State of New Jersey and the United States.

2. Adoption:

Any employee adopting an infant child may receive similar leave which shall commence upon his/her receiving de facto custody of said infant, or earlier if necessary to fulfill the requirements of adoption.

3. Substitute Employment:

No employee on child care leave shall, on the basis of said leave, be denied the opportunity to substitute in the North Caldwell School District in the area of his/her job classification or competence.

B. MATERNITY DISABILITY:

The leave during a period of disability connected with pregnancy may be with pay if the employee has sufficient sick days to cover the period of time.

C. MILITARY LEAVE:

Military leave without pay shall be granted to any employee who is inducted or enlists in any branch of the armed forces of the United States in accordance with the statutes.

In accordance with N.J.S.A 18A:29-11, an employee, upon return from military leave, shall be placed on the salary schedule at the level which he/she would have achieved had he/she remained actively employed in the school system during the period of absence, except that no employee shall be credited with more than four (4) employment or adjustment increments.

D. OTHER LEAVES:

Other leaves of absence without pay may be granted by the Board for good reason, for example, to care for a sick member of the employee's immediate family.

E. GENERAL:

1. An employee shall not receive increment credit for time spent on leave granted pursuant to Paragraph A - Child Care, Paragraph B - Maternity Disability of Paragraph E - Other Leaves of this Article.

2. All contractual benefits to which an employee was entitled at the time of his/her leave of absence commenced, including unused accumulated sick leave shall be restored to him/her upon his/her return.
3. All extension or renewals of leave shall be applied for in writing.
4. All employees covered by this Agreement shall be entitled to the benefits granted under the Federal Family and Medical Leave Act and the State Family Leave Act.

ARTICLE XII

PROMOTIONS

- A. Promotional positions are positions paying a salary differential but excluding extracurricular activities and positions for which a stipend is paid and/or positions on the administrative-supervisory levels of responsibilities. All vacancies in promotional position shall be adequately publicized by the Superintendent or Board Secretary in accordance with the following procedures:
 1. When school is in session, a notice shall be posted in each school as far in advance as practicable, but at least fifteen (15) days before the final date when applications must be submitted.
 2. A copy of said notice shall be given to the Association President at the beginning of posting.
 3. All applications shall be submitted in writing to the Board Secretary within the time limit specified in the notice.
 4. A new application shall be submitted by an interested employee whenever a promotion becomes available.

- B. Employees who desire to apply for a promotional position which may be filled during the summer period when school is not regularly in session shall submit their names to the Board Secretary, together with the position(s) for which they desire to apply, and an address where they can be reached during the summer. The Board Secretary shall notify the said applicant of any vacancy in a position in which they desire to apply. Such notice shall be posted as far in advance as practicable, but in no event less than fourteen (14) days before the final date when applications must be submitted. In addition, the Superintendent or Board Secretary shall, within the same time period, post a list of promotional positions to be filled during the summer period at the Administration Office in each school.
- C. The Board agrees to review the employment background, attainments and other relevant factors of all applicants. Due consideration shall be given to qualified persons already employed by the Board. The Board's decision to filling a promotional vacancy is not subject to the Grievance Procedure.

ARTICLE XIII

TRANSFERS AND REASSIGNMENTS

- A. No later than May 1 of each school year, the Superintendent or Board Secretary shall post in all school buildings a list of the known vacancies which shall occur during the following school year.

- B. Employees who desire a change in assignment or who desire to transfer to another building may file a written statement of such desire with the Board Secretary not later than May 15.
- C. As soon as practicable, but no later than June 15, the Superintendent or Board Secretary shall notify all employees who have been reassigned or transferred and the nature of such reassignment or transfer, in response to their written request.
- D. In the determination of the request for reassignment and/or transfer, the wishes of the individual employee shall be considered to the extent that the transfer does not conflict with the best interests of the school system.
- E. When an involuntary transfer or reassignment is necessary, all relevant factors (i.e., seniority, experience, ability, etc.) shall be considered in determining which employee is to be transferred or reassigned.
- F. Notice of involuntary transfer or reassignment shall be given to the employee as soon as practicable.
- G. An involuntary transfer or reassignment shall be affected by a meeting between the employee involved and the Board Secretary. In the event that an employee objects to the transfer or reassignment at this meeting, upon the request of the employee, the Board Secretary shall meet with him/her. The employee may, at his/her option, have an Association representative present at such meeting. The Board's decision in matters of assignment is not subject to the Grievance Procedure.

ARTICLE XIV
HEALTH CARE INSURANCE

The Board shall provide the health care insurance protection designated below:

A. HEALTH CARE INSURANCE:

1. The primary carrier, N.J. STATE HEALTH BENEFITS PLAN or its equivalent, is available to all full time employees covered by this Agreement.
 - a. The Board shall pay 100% of the cost of individual coverage for all employees who choose to participate in the group plan.
 - b. The Board will further pay 100% of the additional premium of the appropriate family type coverage for those individuals who choose to enroll their dependent spouse and/or dependent children in the group plan.
2. The secondary carrier, Prudential Insurance Company Integrated Plan G 14 -665 for Major Medical coverage will provide for all full time employees as identified by the insurance carrier, their spouses and their dependents. The total cost of this coverage shall be paid by the Board.
3. The individual employee shall be responsible for completing and filing application forms to insure confidentiality of the claim.
4. The Board shall provide each new employee with a description of the health care insurance coverage at the beginning of each school year. Whenever an agreement has been made to change the terms of coverage, all employees should receive at the beginning of the school year a description of the new coverage.

5. Retired employees may have the option of remaining in the N.J. State Health Plan or its equivalent on the terms detailed in the policies and agreed upon by the Board and the employee, but the expenses of the premiums are to be paid by the retired individuals.
6. Employees on extended leave may have the option of remaining in the New Jersey State Health Plan or its equivalent but the expenses of the premiums are to be paid by the individual on leave.

B. PRESCRIPTION DRUG INSURANCE:

1. The Board will pay 100% of the cost of individual coverage for all employees who choose to participate in the New Jersey Education Association Small Group Prescription Drug Plan or its equivalent. Family coverage is available, the cost of which is to be paid by the employee.

| | | |
|----------------------|---|--------------------|
| Prescription Co-Pay: | - | \$1.00 for generic |
| | - | \$5.00 for brand |
| | - | \$0 mail-order |

C. DENTAL PLAN:

Board pays 100% of costs - employees only.

- D. Employees who separate from the District for any purpose shall be entitled to maintain benefits at his/her own expense in accordance with the terms of the Consolidated Omnibus Budget Reconciliation Act.

ARTICLE XV

MISCELLANEOUS PROVISIONS

- A. If any provision of this Agreement or any application of this Agreement to any employee group of employees is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provision or application shall continue in full force and effect.
- B. Any individual contract between the Board and an individual employee, heretofore or hereafter executed, shall be subject to and consistent with terms and conditions of this Agreement. If an individual contract contains any language inconsistent with this Agreement, this Agreement, during its duration, shall be controlling.
- C. The Board and the Association agree that there shall be no discrimination, and that all practices, procedures, and policies of the school system shall clearly exemplify that there is no discrimination in the hiring, training, assignment, promotion, transfer, or discipline of employees or in the application of administration of this Agreement on the basis of race, creed, color, religion, national origin, sex, domicile, marital status, or family relations.
- D. Copies of this Agreement shall be printed within thirty (30) days after the Agreement is signed and presented to all employees now employed, hereafter employed, or considered for employment by the Board.

- E. The Board, on its own behalf and on behalf of the electors of the District, hereby retains and reserves unto itself all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of New Jersey and of the United States.

- F. In the event of conflict between the terms of this Agreement and the Policies of the Board, the terms of this Agreement shall apply.

- G. Employees authorized to use their personal vehicles as part of their assigned duties shall be reimbursed at the prevailing IRS mileage rate upon submission of vouchers. No employee of the District shall use any form of travel at the expense of the Board without expressed prior written approval of the Superintendent.

ARTICLE XVI

SALARY AND STIPENDS

NORTH CALDWELL SUPPORT STAFF SALARY GUIDE - SECRETARIES

| A. | <u>1994-95</u> | | <u>1995-96</u> | | <u>1996-97</u> |
|----|----------------|--|----------------|--|----------------|
| | 1) \$14,715 | | 1) \$16,838 | | 1) \$17,348 |
| | 2) \$15,715 | | 2) \$17,838 | | 2) \$18,098 |
| | 3) \$16,715 | | 3) \$18,838 | | 3) \$18,848 |
| | 4) \$17,715 | | 4) \$19,838 | | 4) \$19,598 |
| | 5) \$18,720 | | 5) \$20,843 | | 5) \$20,348 |
| | 6) \$19,720 | | 6) \$21,843 | | 6) \$21,098 |
| | 7) \$20,720 | | 7) \$22,843 | | 7) \$21,848 |
| | | | | | 8) \$22,598 |
| | | | | | 9) \$23,348 |

In 1996-97, employees already at maximum would receive two incremental advancements; those not yet at maximum would receive three increments.

**NORTH CALDWELL SUPPORT STAFF SALARY GUIDES -
CUSTODIAL/MAINTENANCE
CUSTODIAL**

| B. | <u>1994-95</u> | | <u>1995-96</u> | | <u>1996-97</u> |
|----|----------------|--|----------------|--|----------------|
| | 1) \$21,519 | | 1) \$22,052 | | 1) \$22,680 |
| | 2) \$22,519 | | 2) \$23,052 | | 2) \$23,657 |
| | 3) \$23,519 | | 3) \$24,052 | | 3) \$24,634 |
| | 4) \$24,344 | | 4) \$24,877 | | 4) \$25,611 |
| | 5) \$26,099 | | 5) \$26,632 | | 5) \$26,588 |
| | 6) \$27,384 | | 6) \$27,917 | | 6) \$27,565 |
| | 7) \$28,669 | | 7) \$29,202 | | 7) \$28,545 |
| | | | | | 8) \$29,830 |

In 1996-97, employees already at maximum would receive one incremental advancement; those not yet at maximum would receive two increments.

**NORTH CALDWELL SUPPORT STAFF SALARY GUIDES -
MAINTENANCE**

| | <u>1994-95</u> | | <u>1995-96</u> | | <u>1996-97</u> |
|----|----------------|----|----------------|----|----------------|
| 1) | \$28,094 | 1) | \$28,586 | 1) | \$28,702 |
| 2) | \$29,094 | 2) | \$29,586 | 2) | \$29,594 |
| 3) | \$30,094 | 3) | \$30,586 | 3) | \$30,486 |
| 4) | \$31,094 | 4) | \$31,586 | 4) | \$31,378 |
| 5) | \$32,094 | 5) | \$32,586 | 5) | \$32,270 |
| 6) | \$33,444 | 6) | \$33,936 | 6) | \$33,162 |
| 7) | \$33,649 | 7) | \$34,141 | 7) | \$34,052 |
| | | | | 8) | \$34,257 |

BLACK SEAL LICENSE - \$600.00

In 1996-97, employees already at maximum would receive one incremental advancement; those not yet at maximum would receive two increments.

**NORTH CALDWELL SUPPORT STAFF SALARY GUIDE -
AIDES HOURLY RATE**

| C. | <u>1994-95</u> | | <u>1995-96</u> | | <u>1996-97</u> |
|----|----------------|--|----------------|--|----------------|
| | 1) \$10.06 | | 1) \$10.29 | | 1) \$10.51 |
| | 2) \$10.31 | | 2) \$10.54 | | 2) \$10.76 |
| | 3) \$10.56 | | 3) \$10.79 | | 3) \$11.01 |

ARTICLE XVII

DURATION OF AGREEMENT

THIS AGREEMENT shall take effect July 1, 1994 and shall continue in full force and effect without change until June 30, 1997 except in the case of any mutually agreed upon amendments hereto, which amendments shall be embodied in writing and signed by both Parties.

THIS AGREEMENT incorporates the entire understanding of the Parties on all matters which were or could have been the subject of negotiation and during the terms of the Agreement neither Party shall be required to renegotiate with respect to said matters for the period covered herein.

IN WITNESS WHEREOF, the Parties hereto have caused this AGREEMENT to be executed by their duly authorized officers of the date and year aforesaid.

FOR THE NORTH CALDWELL BOARD OF EDUCATION

John Callaway Frank M. P. 10/17/95
SECRETARY PRESIDENT DATE

FOR THE NORTH CALDWELL SUPPORT STAFF ASSOCIATION

Loretta G. Blaha James L. Carter 10/12/95
SECRETARY PRESIDENT DATE