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AGREEMENT

between the

POMPTON LAKES

BOARD OF EDUCATION

and the

POMPTON LAKES

EDUCATIONAL SECRETARIES ASSOCIATION

July 1, 1974 - June 30, 1976

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PREAMBLE

The Board of Education of the Borough of Pompton Lakes, County of Passaic, Pompton Lakes, New Jersey (hereinafter called the "Board") and the Pompton Lakes Educational Secretaries Association (hereinafter called the "Association") have negotiated the following agreement pursuant to Chapter 303, Public Laws 1968 of the State of New Jersey. The parties hereby affirm that this agreement was negotiated in good faith and express their determination to implement it in the same spirit.

Article 1

RECOGNITION

- A. The Board hereby recognizes the Pompton Lakes Educational Secretaries Association as the sole representative for collective negotiations of all full time secretaries working in the Pompton Lakes school system but excluding:

All Secretaries in the Board Office  
Library Clerical Aides  
Part-time Secretaries  
Per-diem Secretarial Substitutes

- B. Unless otherwise indicated, the term "secretary," when used in this agreement shall refer to all professional employees represented by the Association.

Article 2

NEGOTIATION PROCEDURE

- A. The parties agree to enter into collective negotiation over a successor Agreement not later than November 15 of the calendar year preceding the calendar year in which this Agreement expires.
- B. 1a. At the option of either the Superintendent or the Association, and to facilitate communication and cooperation between the parties, the Superintendent and a representative of the Association shall meet and consult once a month during the school year on matters pertaining to the administration of this agreement. These meetings are not intended to bypass the grievance procedure.
- 1b. At the option of either party, the monthly consultation meetings set forth in Article 2, B, 1a may be devoted to matters other than the interpretation and administration of this agreement. On such other matters, the parties shall not be limited to one representative, but the Association shall include the names of its additional representatives with the proposed agenda for such meeting.
2. Each party shall submit to the other, at least three (3) days prior to the meeting, an agenda covering matters they wish to discuss.

Article 2 (continued)

3. All meetings between the parties shall be scheduled whenever possible, to take place when the employees involved are free from assigned responsibilities, unless otherwise agreed.
- C. Board policies affecting terms and conditions of employment not included in this agreement shall remain in effect unless changed by the Board. The Board agrees to consult with the Association prior to making any changes in Board policy regarding terms or conditions of employment not covered by this agreement.
- D. 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.
- E. This Agreement incorporates the entire understanding of the parties on all issues which were or could have been the subject of negotiation. During the term of this Agreement, neither party will be required to negotiate with respect to any such matter whether or not covered by this Agreement and whether or not within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Agreement.

Article 3

GRIEVANCE PROCEDURE

A. DEFINITIONS

1. A "grievance" shall mean a complaint by a Secretary or the Association that there has been as to him or it a violation or inequitable application of any of the provisions of this contract, or of Board policies relating to terms or conditions of employment or of administrative policies set by the Superintendent relating to terms and conditions of employment except that the term "grievance" shall not apply to any matter as to which the Board is without authority to act.
2. An "aggrieved person" is the person or persons making the complaint.
3. A "party in interest" is the person or persons making the complaint and any person who might be required to take action or against whom action might be taken in order to resolve the complaint.
4. The term "days" when used in this article shall, except where otherwise indicated, mean working school days; thus, weekend or vacation days are excluded.

## Article 3 (continued)

### B. PURPOSE

The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to the problems which may from time to time arise, affecting the welfare or working conditions of secretaries. Both parties agree that grievance proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

### C. GENERAL PROCEDURES

1. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered a maximum, and every effort should be made to expedite the process.
2. In the event a grievance is filed on or after June 1, which if left unresolved until the beginning of the following school year, could result in irreparable harm to a party in interest, the parties agree to make a good faith effort to reduce the time limits set forth herein so that the grievance procedure may be exhausted prior to the end of the school term or as soon thereafter as is practicable.
3. In the event a grievance is filed so that sufficient time as stipulated under all the levels of the procedure cannot be provided before the last day of the school year, should it be necessary to pursue the grievance to all levels of the appeals, then said grievance shall be resolved in the new school term in September under the terms of this agreement and this article, and not under the succeeding agreement.
4. At all levels of a grievance after it has been formally presented, at least one representative of the Association shall attend any meetings, hearings, appeals, or other proceedings required to process the grievance.
5. Nothing herein contained will be construed as limiting the right of any secretary having a grievance to discuss the matter informally with any appropriate member of the administration, and having the grievance adjusted without intervention of the Association provided the adjustment is not inconsistent with the terms of this agreement.
6. A grievance shall not be submitted for decision to any administrative personnel who are themselves members of the negotiating unit. Where administrative personnel are named in the grievance procedure to receive grievances and they are members of the negotiating unit, the grievance shall be submitted to the next highest authority who is not a member of the negotiating unit.

Article 3 (continued)

D. INITIATION AND PROCESSING

1. LEVEL ONE. A secretary with a grievance will first discuss it with her principal or immediate supervisor.
2. LEVEL TWO.
  - a. Any secretary may present a grievance in writing within ten (10) days following the act or condition which is the basis of her complaint, to the superior (for example: department chairman, unit chairman, supervisor or director) of the employee against whom the grievance exists and who has jurisdiction over the act or condition involved. Information copies of the grievance shall be sent by the secretary to the principal of the school in which the secretary is serving, to the representative of the Association and to the Superintendent. The hearing on such grievance shall be held by the secretary's superior within ten (10) days of receipt of such written communication.

Within five (5) days after hearing of the grievance at the level specified above, the person hearing the grievance shall make his decision in writing and mail it to the grievant and to all persons officially present at the hearing as well as the building principal and the Superintendent.

b. If the aggrieved employee has instituted her grievance with a person subordinate to a principal she may appeal the decision on such grievance to her building principal. Such appeal shall be made in writing within five (5) days from the date of receipt of the written decision rendered by the administrator to whom it was initially submitted. The appeal shall include a copy of the decision being appealed and the grounds for regarding the decision as incorrect. It shall also state the names of all persons officially present at the prior hearing, and such persons shall receive a copy of the appeal. A hearing on the appeal shall be held within ten (10) days of receipt of the appeal, and the building principal shall render his decision within five (5) days thereafter. At least three (3) days prior to the hearing on the appeal, the principal shall notify persons present at the prior hearing of the time and place of the appeal.

c. In any situation in which a secretary does not serve under the administrators listed in (a.) above, or if the secretary's grievance is based upon an act or condition for which her building principal is responsible, the secretary shall submit her grievance to the principal of the building in which the act or condition occurred. Such grievance shall be presented in writing within ten (10) days following the act or condition which is the basis of the complaint. The hearing on such grievance shall be held by the principal within ten (10) days of the receipt of such written communication.

Within five (5) days after hearing of the grievance by the principal, he shall make his decision in writing and mail it to the grievant, all persons officially present at the hearing, and the Superintendent.

### Article 3 (continued)

#### 3. LEVEL THREE.

a. Within ten (10) days of receipt of the decision rendered by the principal pursuant to Section 2. above, the decision of the principal in regard to such appeal may be further appealed to the Superintendent.

b. Appeals to the Superintendent shall be heard by the Superintendent within fifteen (15) days of his receipt of the appeal. Written notice of the time and place of hearing shall be given five (5) days prior thereto to the aggrieved employee, his representative if any, the Association grievance representative, and any administrator who has theretofore been involved in the grievance.

c. Within ten (10) days of hearing the appeal, the Superintendent of Schools shall communicate to the aggrieved employee and all other parties officially present at the hearing his written decision, which shall include supporting reasons therefor. A copy of the decision shall be sent to the President of the Association.

#### 4. SPECIAL PROCEDURES FOR SALARY OR LEAVE RELATED GRIEVANCES

a. Any grievance based on a complaint that the employee has been placed in the wrong salary schedule or step, or that he has been improperly denied an increment, or that his salary has been miscalculated, shall be filed directly with the appropriate administrator under the Superintendent of Schools. Any grievance based upon a complaint by an employee as to an absence refund, sabbatical leave, or leave of absence without pay, shall be filed directly with the administrative officer handling such matters for the Superintendent of Schools. Any such grievances shall be filed within ten (10) days after the grievance arises. The appropriate administrative officer shall conduct a hearing on such grievance within twenty (20) days and shall render his decision in writing within five (5) days after concluding the hearing.

b. The decision of any business or administrative officer to whom a grievance is presented, as hereinabove set forth, may be appealed to the Superintendent in writing within fifteen (15) days of the date of the said decision appealed. The Superintendent shall conduct a hearing on said appeal (See Section 4-c below) within twenty (20) days of receipt of such appeal and shall render his decision in writing within ten (10) days after concluding such hearing.

b-1. The Association shall have the right to initiate or appeal a grievance growing out of an alleged violation of Association rights under this contract. Any such grievance shall be initiated by filing the written grievance in the first instance with the appropriate administrator having jurisdiction of the subject matter or the unit member or members affected. A hearing on such a grievance shall be held within twenty (20) days of its filing.

### Article 3 (continued)

In the event such grievance is originally filed with an administrator other than a principal, an information copy of such grievance shall be sent simultaneously to the principal or principals of the employees involved. Any appeal from the decision of such administrators shall be made directly to the Superintendent of Schools in writing within fifteen (15) days of the date of the decision appealed from.

c. Appeals to the Superintendent or grievances filed originally with him under this article shall be heard by the Superintendent within twenty (20) days of the receipt by him of the appeal or grievance. Written notice of time and place of hearing shall be given five (5) days prior thereto to the President of the Association and any administrator involved in the grievance. The Superintendent shall render his decision in writing within ten (10) days after concluding the hearing.

d. If a grievance is based upon a specific act by the Board and (1) the school administration has no discretion in the administration or application of the act of the Board; and (2) the Board act is of such a nature that no further action or implementation by the administration is relevant to whether there has been an actual violation of the grievant's rights under this agreement, the grievance may be initiated at the level of the Superintendent in accordance with the procedure set forth in Section 5c.

### 5. ARBITRATION

a. A grievance dispute which is not resolved at the level of the Superintendent under the grievance procedures herein may be submitted by the aggrieved employee or by the Association as specified herein to an arbitrator for decision if it involves the application or interpretation of this agreement, except that a grievance concerning any term of this agreement involving Board discretion or policy may be submitted to an arbitrator for decision only if it is based on a complaint that such discretion or policy was applied discriminatorily, or unequitably i.e., that it was applied in a manner unreasonably inconsistent with the general practice followed throughout the school system in similar circumstances.

b. A grievance may not be submitted to an arbitrator unless a decision has been rendered by the Superintendent of Schools under the grievance procedure, except in cases where, upon expiration of the time limit for decision, the aggrieved employee or the Association filed notice with the Superintendent of intention to submit the grievance to arbitration and no decision was issued by the Superintendent within fifteen (15) days after receipt of such notice.

c. The proceedings shall be initiated by filing with the Superintendent and the American Arbitration Association a notice of arbitration. The notice shall be filed within ten (10) days after receipt of the decision of the Superintendent of Schools under the Grievance Procedure, or, where no decision has been issued in the circumstances described above, three (3) days following the expi-



Article 3 (continued)

ration of the fifteen (15) day period provided above. The notice shall include a statement setting forth precisely the issue to be decided by the arbitrator and the specific provision of the agreement involved.

d. Within ten (10) days after such written notice of submission to arbitration, the Superintendent and the Association will agree upon a mutually acceptable arbitrator and will obtain a commitment from said arbitrator to serve. If the parties are unable to agree upon an arbitrator or to obtain such a commitment within the specified period, a request for a list of arbitrators may be made to the American Arbitration Association by either party.

e. The parties will be bound by the Voluntary Labor Arbitration Rules of the American Arbitration Association regardless of how the arbitrator is selected; except that neither the Board nor the Association nor any grievant shall be permitted to assert any ground in arbitration if such ground was not disclosed to the other parties in interest prior to the decision being appealed to the arbitrator, or to assert any evidence known but not disclosed prior to the decision being appealed.

f. The arbitrator shall limit his decision strictly to the application and interpretation of the provisions of this agreement and it shall be binding upon all parties involved. However, he shall be without power and authority to make any decisions:

(1) Contrary to, or inconsistent with, or modifying or varying in any way, the terms of this agreement or of applicable law or rules or regulations having the force and effect of law.

(2) Involving Board discretion or Board policy under the provisions of this agreement, except that he may decide in a particular case, whether or not the Board applied such discretion or policy discriminatorily or inequitably i.e., in a manner unreasonably inconsistent with the general practice followed throughout the school system in similar circumstances.

(3) Limiting or interfering in any way with the powers, duties and responsibilities of the Board, applicable law, and rules and regulations having the force and effect of law.

g. The costs for the services of the arbitrator will be borne equally by the Board and the Association. Each party shall pay all the expenses of preparing and submitting its case.

6. GENERAL PROVISIONS AS TO GRIEVANCES AND ARBITRATION

a. No reprisals of any kind will be taken by the Board or by any member of the administration against any party in interest, any School Representative, any member of the Association or any other participant in the grievance procedure by reason of such participation.

Article 3 (continued)

b. The filing or pendency of any grievance shall in no way operate to impede, delay or interfere with the right of the Board to take the action complained of.

c. Nothing contained in this article or elsewhere in this agreement shall be construed to prevent any individual employee from presenting and processing a grievance and having it adjusted without intervention or representation by the Association if the adjustment is not inconsistent with the terms of this agreement; except that no grievance may be submitted to arbitration without the consent of, and representation by, the Association.

d. Any party in interest may be represented at all stages of the grievance procedure except arbitration by a person of his own choosing, except that he may not be represented by a representative or an officer of any competing secretarial organization. When a secretary is not represented by the Association, the Association shall have the right to be present and to state its views at all stages except Level 1 of the grievance procedure.

e. The sole remedy available to any secretary for any alleged breach of this agreement or any alleged violation of his rights hereunder will be pursuant to the grievance procedure; provided, however, that if a secretary elects to pursue any legal or statutory remedy for any alleged breach of this agreement or any alleged violation of his rights thereunder, such election will bar any further or subsequent proceedings for relief under the provisions of this article. Recourse by a secretary to the grievance procedure shall constitute a waiver of any legal or statutory rights to relief for the act or condition which is the subject of the grievance.

f. Failure at any step of this procedure except Level 1 to communicate the decision in writing on a grievance within the specified time limits shall permit the grievant to proceed to the next step. Failure at any step of this procedure to appeal a grievance to the next step within the specified time limits shall preclude any further appeal on the grievance.

The time limits specified in any step of this procedure may be changed in any specific instance only by mutual agreement, signed by the Superintendent and President of the Association.

g. All documents, communications and records dealing with the processing of a grievance will be filed separately from the personnel files of the participants.

h. Forms for processing grievances will be jointly prepared by the Superintendent and the Association. The forms will be printed by the Board and given appropriate distribution by the parties so as to facilitate operation of the grievance procedure.

Article 3 (continued)

i. The Association agrees that it will not bring or continue, and that it will not represent any employee in, any grievance which is substantially similar to a grievance denied by the decision of an arbitrator; and the Board agrees that it will apply to all substantially similar situations the decision of an arbitrator sustaining a grievance.

j. In the course of investigation of any grievance, representatives of the Association will report to the principal of the building being visited and will state the purpose of the visit immediately upon arrival.

k. Every effort will be made by all parties to avoid interruption of classroom activities and to avoid the involvement of students in all phases of the grievance procedure.

l. Each grievance shall have to be initiated within ten (10) days of the occurrence of the cause for complaint, or, if neither the aggrieved nor the Association had knowledge of said occurrence at the time of its happening, then within ten (10) days of the first such knowledge by either the aggrieved or the Association. Appropriately posted and dated, Board notices shall be considered as binding the Association and all members of the negotiating unit with knowledge of the subject matter related in said notices.

m. If any member of the Association is a party in interest to any grievance, he shall not serve as the Association's grievance representative in the processing of such grievance.

n. It will be practice of all parties in interest to process grievances after the regular work day or at any other times which do not interfere with assigned duties; provided, however, that upon mutual agreement by the aggrieved person, the Association, and the Board to hold proceedings during regular working hours, the grievant and the appropriate Association representative will be released from assigned duties without loss of salary.

Article 4

RIGHTS OF THE BOARD

There is reserved exclusively to the Board all responsibilities, powers, rights, and authority expressly or inherently vested in it by the laws and constitutions of New Jersey and of the United States, and by the Charter of the Borough of Pompton Lakes, excepting where expressly and in specific terms limited by the provisions of this agreement. It is agreed that the Board retains the right to establish and enforce reasonable rules and personnel policies relating to the duties and responsibilities of secretaries and their working conditions which are not inconsistent with this agreement.

Article 5

ASSOCIATION RIGHTS AND PRIVILEGES

- A. The Board agrees, upon written request of the Association, to release to said Association information available to the Board concerning the financial resources of the district, tentative budgetary allocations, and such other pertinent, non-privileged information as will assist the Association to develop accurate and informed proposals concerning hours, salary, working conditions and all other terms and conditions of professional employment for all secretaries in the negotiating unit. It is further agreed that the Board will have a reasonable time to respond to such Association requests, and that the Board may, at its option, fulfill such requests either by written response to the Association or by making pertinent records available to an Association representative in Board offices. In case the Board exercises the latter option, the Association representative may not remove any Board records from the Board offices without the written consent of the Board.

It is further agreed that the Board shall not be required to prepare or to conduct any analyses, surveys, research or studies in response to Association requests.

- B. Whenever any employee is required by the administration to participate during working hours in negotiations, grievance proceedings, conference or meetings, he shall suffer no loss in pay.
- C. USE OF SCHOOL FACILITIES

The Association shall have the right to use school buildings for professional meetings during the times when buildings are manned by the custodial staff and provided also that such use does not interfere with or impair the educational program in any way. Except in emergency, the principal of the building involved must be notified at least five (5) days in advance of the time and place of such meeting. If the use of said school building or buildings by the Association results in any expense to the Board, the Association shall reimburse the Board for such expense.

It is further agreed that the Association will leave any premises used by it in suitable condition for the next user.

- D. The Association agrees that during the term of this agreement neither it nor its officers, employees, members or affiliates will engage in, support, sanction or approve any strikes, sanctions, work stoppages, slowdowns, mass resignations or other actions which would interfere with school operations. In the event of any action to this effect by Association officers, representatives, or members of the unit, the Association will request all such persons to cease and desist from such action.

No secretary shall be discriminated against with respect to wage or other terms or conditions of employment because of her activities on behalf of this Association.

## Article 6

### WORKING HOURS AND WORK LOAD

- A. The normal work day for secretaries shall be eight (8) hours including lunch, which shall not be less than 1/2 hour. Time schedule for individual secretaries shall be approved by the building principal or director.
- B. Secretaries may leave the building without requesting permission during their duty free lunch periods provided they leave notice where they can be located. In cases of emergencies their presence in the office may be required.
- C. Secretaries shall provide substitute with appropriate work plans as needed.
- D. Non-tenure secretaries may be required to participate in three orientation programs outside their regular work day.
- E. Secretaries may be required to report to school on snow days and during the extended Winter and Easter vacation periods should their services be required.
- F. Secretaries shall be paid overtime in accord with the Fair Labor Standards Act.
- G. As a general rule secretaries shall not be required to perform nurse's duties. A secretary shall render minor first aid to pupils in situations wherein the nurse is not present in the clinic.
- H. Additional clerical help may be requested during peak load periods. All requests for substitutes shall come through the building principal or immediate supervisor director. A week's notice should be given to the Superintendent of Schools.
- I. In the event of absence of a regular secretary the building principal or director shall determine if a substitute secretary is necessary. He shall follow the usual channels for obtaining a substitute secretary.
- J. Secretaries who are entitled to additional compensation for holidays which occur during their vacation period will arrange the matter of their compensatory time with their building principal.
- K. For safety reasons secretaries shall not be asked to work alone in any building.

## Article 7

### SHORT TERM LEAVES OF ABSENCE

Requests for short term leave of absence shall include a statement of the reasons for such request.

The Association recognizes the Board's right and obligation to make and enforce reasonable rules to ensure that there is no abuse of leave benefits.

## Article 8

### INSURANCE PROTECTION

The Pompton Lakes Board of Education will provide insurance benefits to the members of the Association. These benefits are contained in Schedule "B".

Any fringe benefits granted to the Teachers' Association shall be automatically granted to the Secretaries' Association.

## Article 9

### SALARIES

The salaries of all secretaries covered by this agreement are set forth in Schedule "A" which is attached hereto and made a part hereof.

## Article 10

### SICK LEAVES

- A. As of September 1, 1974, all full time employees on an annual contract shall be entitled to ten (10) sick leave days as of that date. However, newly employed employees must work at least thirty (30) days before actual receipt of the sick leave benefits provided under this article. Unused sick leave days shall be accumulated from year to year with no maximum.
- B. Employees shall be given a written statement of their accumulated sick leave no later than September 30, 1974 and 1975.

## Article 11

### PROFESSIONAL DEVELOPMENT AND EDUCATIONAL IMPROVEMENT

The following schedule will prevail for secretaries holding professional standard certificates:

Basic certificate	-	\$ 50.00 over yearly guide
Standard certificate	-	\$ 75.00 over yearly guide
Advanced certificate	-	\$100.00 over yearly guide

## Article 12

### MISCELLANEOUS PROVISIONS

- A. Despite references herein to the Board, the Superintendent and the Association, as such, each reserves the right to act hereunder by committee, or designated representatives except where this agreement specifically limits this right.
- B. This Agreement constitutes Board policy for the term of said Agreement, and the Board shall carry out the commitments contained herein and give them full force and effect as Board policy.

Article 12 (continued)

- C. If any provision of this Agreement or any application of this Agreement to any employee or 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 provisions or applications shall continue in full force and effect.
- D. Any provisions in individual contracts for the period of this Agreement which are inconsistent or in conflict with the terms of this Agreement shall be superseded by the terms of this Agreement.
- E. Copies of this Agreement shall be printed at the expense of the Board after consultation with the Association on format and presented to all employees in the negotiating unit.

Article 13

EVALUATION

- A. All evaluation which is to be written down and/or submitted to the Superintendent shall be done with the full knowledge of the secretary.
- B. After each evaluation each secretary shall have a conference with the evaluator to discuss both the positive and negative aspects of the evaluation.
- C. Each secretary shall have the right to respond in writing to each evaluation and shall sign each evaluation as an indication that the conference has been held.
- D. All evaluations shall be held in strict confidence.

Article 14

DURATION OF AGREEMENT

This Agreement will be effective as of July 1, 1974 and shall continue in effect until June 30, 1976 with the following proviso: all items of a monetary concern shall be negotiated for the term July 1, 1975 to June 30, 1976.

SCHEDULE "A" (1)

SECRETARIES' SALARY GUIDES

1974-75

<u>Step</u>	<u>10 Month</u>	<u>10-1/2 Month</u>	<u>11 Month</u>
1	4800	5200	5550
2	5000	5400	5750
3	5200	5600	5950
4	5400	5800	6150
5	5600	6000	6350
6	5800	6210	6550
7	6000	6420	6810
8	6200	6630	7104
9	6400	6918	7398
10	6600	7206	7692
11	6800	7494	7986
12	7000	7782	8280
13	7300	8070	8780
	11 @ 200 1 @ 300	4 @ 200 3 @ 210 5 @ 288	5 @ 200 1 @ 260 5 @ 294 1 @ 500



SCHEDULE "A" (2)

SECRETARIES'

PROVISION FOR WITHHOLDING EMPLOYMENT OR ADJUSTMENT INCREMENTS

1. An employment increment, or an adjustment increment may be withheld by the Board of Education for inefficiency or other good cause, according to the following provisions.
  - A. The immediate supervisor and/or the principal shall not forward any recommendation to withhold an increment, or an adjustment, unless the supervisor or the principal has given to the employee against whom the recommendation shall be made written notice of the reasons for the recommendations specifying the nature thereof with such particulars as to furnish the employee an opportunity to respond to same.
  - B. Within fifteen calendar days after the Board has voted to withhold an increment or adjustment, the employee may initiate a grievance against such action commencing at the level of the Superintendent.
  - C. Any increment or adjustment withholding shall be subject to binding arbitration.
  - D. An employee whose increment, or adjustment, has been withheld shall not be entitled to restoration of same but shall be entitled to placement on the schedule in subsequent years as if no increment or adjustment had been withheld unless subject to a subsequent withholding recommendation.
2. This procedure supersedes any and all sections of this agreement or of Board policy for the withholding of increments or adjustments.

SCHEDULE "B"

SECRETARIES'

INSURANCE PROTECTION

The Board shall pay the full premium for each individual and, in cases where appropriate, for the family-plan insurance coverage. Such health-care insurance protection shall include Blue Cross, Blue Shield, Extended Coverage and Major Medical under the State Plan.

REPRESENTATIONS

The Board represents that the making and execution of this Agreement between the Pompton Lakes Board of Education and the Pompton Lakes Educational Secretaries Association, dated July 1, 1974 to June 30, 1976, has been authorized by the Board at a regular public meeting of the Board held on the \_\_\_\_\_, day of \_\_\_\_\_, 19\_\_\_\_.

The PLESA represents that the making and execution of this Agreement was authorized by its membership at a meeting of the PLESA held on the \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their respective presidents and attested by their respective secretaries.

POMPTON LAKES  
EDUCATIONAL SECRETARIES ASSOCIATION

POMPTON LAKES  
BOARD OF EDUCATION

By \_\_\_\_\_  
President

By \_\_\_\_\_  
President

By \_\_\_\_\_  
Secretary

By \_\_\_\_\_  
Secretary