

AGREEMENT

BETWEEN

RIVER VALE ASSOCIATION OF EDUCATIONAL SECRETARIES

AND

RIVER VALE BOARD OF EDUCATION

LIBRARY
Institute of Management and
Labor Relations

JUL 29 1982

RUTGERS UNIVERSITY

X July 1, 1982 - June 30, 1984

ARTICLE I

RECOGNITION

- A. The Board hereby recognizes the River Vale Association of Educational Secretaries as the exclusive and sole representative for collective negotiation for the duration of this agreement concerning the terms and conditions of employment for all office personnel with the exception of those positions presently established in the offices of the Superintendent of Schools and the Board Office. This exception shall only apply to those positions established in said offices as of July 1, 1977.
- B. The R.V.A.E.S. shall remain their exclusive and sole representative as long as it maintains a majority representation of said personnel.
- C. Unless otherwise indicated, the term "secretary" when used hereinafter in the Agreement shall refer to all office employees represented by the Association in the negotiating unit as above defined.

ARTICLE II

GRIEVANCE PROCEDURE

A. Definitions

1. The term "grievance" means a complaint about the interpretation, application, or alleged violation of this Agreement or policies or administrative decisions affecting the terms and conditions of employment of a secretary or group of secretaries.
2. The term "school day" shall mean a day upon which the secretary's attendance is required.

B. Procedure

1. A grievance to be considered under this procedure must be initiated by the grievant within thirty (30) school days from the time of its occurrence or the time when the aggrieved became aware or should have become aware of the alleged grievance. Failure to act within such period shall be deemed an abandonment of the grievance.

2. Level One:

A secretary shall first present her grievance orally to her immediate superior. Where the immediate superior is below the rank of principal, the principal shall be notified and shall have the right to be present at and to participate in said hearing. If the secretary desires a written decision, the grievance must be submitted in writing. A written decision, upon request made within five (5) school days of the hearing, shall be rendered within ten (10) school days of said hearing.

3. Level Two:

If the grievance is not resolved to the secretary's satisfaction within five (5) school days from the decision referred to in Level One above, the secretary shall submit her grievance to the Superintendent of Schools in writing specifying:

- (a) The nature of the grievance;
- (b) The results of the previous discussion; and
- (c) The basis of her dissatisfaction with the determination.

A copy of the writing called for in the paragraph above shall be furnished to the school principal, to the immediate superior of the aggrieved secretary, and to the Association.

Within ten (10) school days from the receipt of the written grievance (unless a different period is mutually agreed upon), the Superintendent shall hold a hearing at which all parties shall have the right to be heard.

Within ten (10) school days of said hearing (unless a different period is mutually agreed upon), the Superintendent shall, in writing, advise all parties and their representatives if there be any, of his determination and reasons therefor.

4. Level Three:

In the event of the failure of the Superintendent to act in accordance with the provisions of the two paragraphs above, or, in the event a determination by him in accordance with the provisions thereof, is deemed unsatisfactory by the grievant, the grievant may within ten (10) school days of the failure of the Superintendent to act or within ten (10) school days of the determination by her, appeal to the Board of Education for a private hearing which shall be held within twenty (20) school days of the written request for same.

Where an appeal is taken to the Board, there shall be submitted to the parties and the Board by the appellant:

- (a.) The writings set forth in preceding paragraphs, a further statement in writing setting forth the appellant's dissatisfaction with the Superintendent's action, and any additional written materials as requested by the Board. A copy of said statements shall be furnished to the Superintendent and to the adverse party (ies) who shall have the right to reply thereto.

5. The Board shall make a determination within thirty (30) school days from its receipt of the grievance and shall, in writing, notify the secretary, her representative if there be one, the principal, and the Superintendent of its determination and the reasons therefor. This time period may be extended by mutual agreement of the parties.

5. Level Four:

In the event a secretary is dissatisfied with the determination of the Board, she shall have the right to carry her grievance to arbitration pursuant to rules and regulations established by the Public Employment Relations Commission under the provisions of Chapter 123, Laws of 1974, as amended and supplemented.

The decision rendered by the arbitrator shall be advisory only, except in regard to the interpretation of this Agreement.

5. - continued

A demand for such arbitration shall be made no later than fifteen (15) school days following receipt of the written determination of the Board. Failure to file within said time period shall constitute a bar to such arbitration unless the aggrieved secretary and the Board shall mutually agree upon a longer time period within which to assert such a demand.

The Board and the Association shall attempt to agree upon a mutually acceptable arbitrator. If the parties are unable to agree upon an arbitrator, they shall immediately and jointly request the Public Employment Relations Commission to appoint an arbitrator. In the event the said Commission shall be unable or unwilling to appoint an arbitrator, then a request shall be made to the American Arbitration Association to appoint an arbitrator.

In the event of arbitration, the costs of the arbitrator's services shall be shared equally by the appellant and the Board. If the appellant is represented by the Association, the Association will bear the expense for the appellant. In addition, it is expressly provided that the arbitrator shall have the power to recommend that the costs of the arbitration services be borne by one party, if in her judgment that party unnecessarily created the need for the arbitration, or did so for the purposes of delay, or which party's contentions are deemed by her to have been unreasonable and a sham.

The parties agree that any dispute regarding the interpretation of this Agreement shall be submitted to binding arbitration.

C. Miscellaneous:

1. A secretary may be represented by herself or, at her option commencing at Level Two, by a representative selected or approved by the Association. The grievant shall be present throughout each level of the grievance procedure. The Association shall have the right to be present by representative at any hearing above the informal level, and to make its views known.
2. A secretary processing a grievance shall be assured freedom from restraint, interference, coercion, discrimination, or reprisal by reason of such grievance.
3. Failure at any step of this procedure to communicate the decision on a grievance within the time limits shall permit the secretary 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 be deemed to be an acceptance of the decision rendered at that step, and an abandonment of further grievance procedure. The parties, however, may mutually agree to extend the time periods specified herein. 2.3

4. In the event a grievance shall be filed by an secretary who is not subject to the jurisdiction of any principal, or who may be answerable to more than one principal, such secretary shall initiate her grievance at Level Two.
5. A grievance which by its nature cannot be resolved at levels below that of the Superintendent may be initiated by the grievant at Level Two. It is understood by both parties to this Agreement that the purpose of their expedited filing of grievances is to resolve such grievances at their proper level and is not intended to bypass the normal adjudication of grievances at the lowest administrative level.
6. A copy of the writing set forth above shall be served upon the Superintendent who shall have the right to reply in writing thereto. A copy of such reply shall be served upon the aggrieved secretary.
7. Until a grievance is fully resolved to the satisfaction of all parties, all secretaries, including the grievant, shall continue under the direction of the Superintendent of Schools and the administrators regardless of the pendency of any grievance, until such grievance is duly determined; however, duties shall not be varied as of the day before the grievance was first filed.

ARTICLE III

SALARIES AND WORKING HOURS

- A. The salaries of all secretaries covered by this Agreement are set forth in Schedule A for the 1982/1983 school year. Salaries for the school year 1983/1984 shall be negotiated as a reopener only, except that longevity is adjusted as follows:

12 - 15 years	-	\$400.00
16 - 19 years	-	\$500.00
over 20 years	-	\$600.00

Any additional monies necessary to implement this increase in longevity for 1983/1984 shall be excluded from the total salary package dollars negotiated.

1. Working hours for all full time employees covered by this Agreement shall be a seven (7) hour day exclusive of a one hour lunch; hours to be determined by the Superintendent as needed for the efficient operation of the schools within this district but not to commence before 7:30 A.M. or terminate after 5:00 P.M.

In the event of an emergency these hours can be discussed among the Superintendent, Principal and secretaries involved and made more flexible on a temporary basis.

2. The regular work week shall consist of 35 hours. Part time employees under contract shall work not less than four (4) hours per day.
3. Overtime may be requested by the employee's immediate supervisor and must have the approval of the Superintendent of Schools.
4. Time worked beyond 35 hours and up to and including the 40th hour in any week shall be compensated at a regularly hourly rate based on a 35 hour week. All working hours over 40 hours in any week shall be paid at the rate of one and one half-time per hourly rate.
5. Working hours for part time employees covered by this Agreement shall be not less than four hours a day. Time worked up to 40 hours per week shall be compensated at a regularly hourly rate. Should the employee work beyond 40 hours per week, she shall be compensated at the rate of time and one half in similar manner as a full time employee.

6. Pro-rated salary for part time employees shall be at 4/7 of the base salary as listed in each category.
7. Course reimbursement shall be increased to \$200.00 per school year. Any additional funds necessitated by this provision shall be excluded from the total salary package.
8. Recognition for professional certificates shall be as follows:

a. New Jersey Association of Education Secretaries:

Professional Development Certificate:

First Certificate	-	\$200.00
Second Certificate	-	\$300.00
Third Certificate	-	\$400.00

b. National Association of Education Office Personnel:

Professional Standards Certificate:

Basic	-	\$200.00
Associate Professional	-	\$300.00
Advanced	-	\$400.00

Any additional funds necessitated by this provision shall be excluded from the total salary package.

- B. Secretaries shall not be required to take home any job related work or activities after the regular working day unless compensated as in paragraph "A-4".
- C. All employees will be given basic assignment by the Superintendent of Schools under a supervisor. An employee may, however, be scheduled for other assignments at the discretion of the Superintendent of Schools. Such assignments shall be made and notification to each employee be made no later than June 30th of the school year.

D. All employees covered under this Agreement shall be required to work from July 1 to June 30 with the following exceptions: July 4, Labor Day, and those school holidays as granted the teaching staff as per the School Calendar.

E. 1. Vacation period for all personnel employed prior to September 1, 1969 will be four weeks whether full or part time days.

2. Those employed after September 1, 1969, in positions covered by this Agreement will be granted vacations in accordance with the following schedule:

Less than one year	After 6 months allow one day vacation for each full month of service.
1 through 4 years	2 weeks
after 4 years	3 weeks
after 15 years	4 weeks

F. The River Vale Association of Educational Secretaries shall be notified of any openings or new positions in their field and have the right to apply for same. In filling such positions, the Board of Education will take into consideration the employee's abilities, conscientiousness and length of service.

G. Retirement Provision

1. A secretary who has been in the River Vale School District for at least 12 years, and who retires under the provisions of the P.E.R.S. shall be eligible for payment of unused accumulated sick leave.
2. To assist the Board of Education in funding the retirement provision, a survey shall be made of eligible employees who intend to retire during the subsequent school year.
3. Notice of intent to retire must be given to the Board of Education, sixty days prior to the due date of the Board's submission of its preliminary budget to the County Superintendent. Failure to give such notice will result in deferment of payment under this benefit to the beginning of the subsequent fiscal year; the Board, however, may waive this requirement.
4. The retiree may elect to receive payment under this provision; a.) June 30th of the retirement year; or, b.) January 1st of the subsequent calendar year.
5. Reimbursement under this provision shall be:

<u>Unused Sick Days</u>	<u>Rate per Day</u>	<u>Ranges</u>
Minimum 80 to 140	\$4.50	\$360.00 to \$ 630.00
141 to 190	\$5.00	\$705.00 to \$ 950.00
over 191	\$6.00	\$1,146.00 to \$1,320.00

Any changes in the retirement formula granted to the River Vale Education Association on any successor agreement shall automatically adjust these rates.

ARTICLE IV

LEAVES OF ABSENCE

A. Sick Leave

1. All employees covered by this Agreement, working under a 12 month contract, shall be entitled to twelve (12) sick leave days each school year as of July 1st of the current 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. Personnel hired during a school year shall be entitled to the equivalent of one (1) day sick leave per month.
2. Part time personnel shall be allotted twelve (12) part days sick leave days per school year in accordance with "1" above.
3. In the case of extended illness on the part of a tenured secretary, sick leave shall be extended in accordance with Title 18A:30-6.
4. Secretaries shall be notified in writing of their accumulated sick leave days during September of each year.
5. Absences arising out of, or from work connected assault or injury shall be governed by the provisions of Title 18A:30-2.1 and 66-32.1 et.seq.

B. Temporary Leaves of Absence

1. Secretaries shall be entitled to the following temporary leaves of absence which shall be non-accumulative unless otherwise specified each school year:
 - a. Four (4) days leave of absence for personal, legal, business, household or family matters which require absence during school hours. Written application for personal leave shall be made to the secretary's principal or other immediate superior at least two (2) days before taking such leave (except in the case of emergencies).
 - (1) Secretaries may request full compensation for the following reasons:
 - (a.) Observance of religious holidays
 - (b.) Court appearance
 - (c.) Unexpected emergencies
 - (d.) College graduation of a child, stepchild, adopted child or spouse
 - (e.) House closing

- (f.) Moving of household goods to a new place of residence.
 - (g.) Death of a relative other than those defined in Section B. l. d. below, or a close friend, for no more than one full day.
 - (h.) Professional Improvement Leave not covered under Article VIII Section C., with the approval of the Superintendent.
 - (i.) Job interviews for secretaries whose positions have been eliminated.
 - (j.) Others with the approval of the Board
- (2.) Secretaries may request compensation less the cost of a substitute for personal business which cannot be conducted outside of school hours and which is not vacation. Secretaries denied compensation less the cost of a substitute by the Superintendent for personal business leave requested under this section, may appeal within thirty (30) school days to the Board of Education for the reinstatement of the reduced compensation.
- b. Any unused personal leave provided for in l.a. above shall be accumulated in succeeding years to a maximum of six (6) days, which may then be utilized by the secretary.
- (1.) for professional improvement not covered under Article VIII Section C, with the approval of the Superintendent or
 - (2.) for the care of a sick member of her family. Secretaries shall be notified in writing of their accumulated personal leave days for these stated purposes no later than September of each year.
- c. Time necessary for appearances in any legal proceeding connected with the secretary's employment or with the school system, except for negotiations, and not if the secretary initiates the action.

- d. Up to five days at any one time in the event of death of a secretary's spouse, child or parent and up to a total of ten days per annum in the event of a death of a secretary's son-in-law, daughter-in-law, father-in-law, mother-in-law, brother, sister, brother-in-law, sister-in-law, grandparent and any member of the immediate household, or serious illness of secretary's spouse, child, or parent or any member of the household listed herein; or in the event of an emergency, approval will be left to the discretion of the Superintendent of Schools. Requests for extension must be submitted in writing and may be granted by the Board.
 - e. Time necessary for any person called into temporary active duty in any unit of the U.S. Reserves, or the State National Guard, providing such obligations cannot be fulfilled on days when school is not in session. A secretary shall be paid only the difference between her regular pay and any pay which she receives from the State or Federal government for a period not to exceed two (2) weeks. A writing furnished by the secretary's Commanding Officer shall be adequate to prove the secretary's inability to fulfill the obligation when school is not in session.
 - f. Requests for other leaves of absence or extension of leave must be submitted in writing and may be granted by the Board.
 - g. In the event an employee absents herself one or more days prior to or following a multiday holiday she may be required to show cause. Failure to show cause will result in disciplinary action of a deduction from salary of 1/200 per day.
2. Leaves taken or granted pursuant to Section B. 1 shall be in addition to any sick leave to which the secretary is entitled.

C. Professional Leave

1. Secretaries may be granted professional days for the purpose of visiting other schools or attending meetings or conferences of an educational nature, at the discretion of the Superintendent of Schools.
2. Application to the Secretary's principal or other immediate superior for professional leave shall be made as early as possible but at least two (2) days before the date of taking such leave.
3. Written report shall be presented to the Superintendent within fourteen (14) school days following the day or final days of a series of meetings.

D. Extended Leave

1. All reinstatements, extensions or renewals of leaves shall be applied for in writing by April 1st prior to expiration of such leave.
2. The employment of any employee who fails to apply within the specified period of time shall be automatically terminated by the Board. The Board is not required to notify the employee or take formal action.
3. Military leave without pay shall be granted to a tenured secretary 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. A tenured secretary whose spouse enlists or is inducted and wishes to join the spouse may be granted a leave without pay not to exceed a period of two years.
4. A leave of absence without pay of up to one (1) year shall be granted a tenured secretary for the following:
 - a. Caring for sick members of secretary's immediate family
5. Requests for other leaves of absence without pay must be submitted in writing and may be granted by the Board/
6. a. Upon return from leave granted under provisions of Section D. 3 and 4 of this Article a secretary shall be considered as if she were actively employed by the Board during the leave and shall be placed on the salary schedule at the level she would have achieved if she had not been absent, provided, however, that time spent on said leave shall not count toward the fulfillment of the time requirements for acquiring tenure. A secretary shall not receive increment credit for time spent on a leave granted for any other reason set forth in this Section.
 - b. All benefits to which a secretary was entitled at the time her leave of absence commenced, including unused accumulated sick leave and unused personal days shall be restored to her upon return.

E. Anticipated Disability Leave

1. Preliminary Provisions

- a. Any secretary who anticipates undergoing a state of disability such as, but not limited to surgery, hospital confinement, medical treatment, pregnancy, etc., may apply for a leave of absence based upon said anticipated disability in accordance with provisions hereinafter set forth.

E. Anticipated Disability Leave- continued

- b. Any secretary anticipating a leave under the provisions of Anticipated Disability Leave shall notify the Superintendent of Schools through her immediate superior as early as the secretary is able. Any secretary anticipating a disability leave arising out of a pregnancy shall provide such notification at least sixty (60) days prior to the anticipated date of the birth except in cases of emergency.

2. Request for Leave Based on Claim of Anticipated Disability

- a. Any secretary who desires to continue or not continue in the performance of her duties during a period expected to lead to a state of disability shall be permitted to do so provided said secretary produces a statement of her physician, at the written request of the Board, stating that said secretary is physically capable or incapable of continuing to perform her duties and further stating up to what date, in the opinion of said physician, the secretary is capable or incapable of performing said duties.
- b. In no event shall the Board be obligated to permit a secretary anticipating a state of disability to continue in the performance of her duties when the disability interferes with her performance. The Board may then require a second medical opinion by a physician of its choice to determine whether said teacher is able to continue in the performance of her duties. Should a third opinion become necessary, both parties shall attempt to agree on a mutually acceptable physician.
- c. All policies, practices, rules and regulations applicable to secretaries who are granted sick leave pursuant to the provisions of N.J.S.A. 18A:30-1-7 and of this Agreement shall be applicable to all secretaries applying for leave under paragraph 2 of this section. Such secretaries shall receive no lesser consideration than any other secretaries nor shall they receive any greater consideration.
- d. The secretaries requesting a leave under the provision of Section E. 2 of the Article shall specify in writing the anticipated date on which she wishes to commence said leave and the anticipated date on which she wishes to return to employment following recovery from said disability. Such requests shall be consistent with the foregoing provisions.

Anticipated Disability Leave - continued

- e. The Board shall have the right to require any secretary who has been on a disability leave and who desires to return to her duties by a fixed date following recovery from disability to produce a certificate from her physician stating that she is capable of resuming her duties.
- f. Whenever, in the opinion of the Board, the dates for the resumption of professional duties would substantially interfere with the operation of the school, the Board shall assign the returning secretary to other professional duties. Such assignment shall be at the discretion of the Superintendent. These duties shall start upon the date the secretary returns from the disability leave and will continue until a vacation break occurs. The secretary's full salary shall resume on the date she returns.
- g. Where disability leaves have been approved, the commencement or termination dates thereof may be further extended or reduced for medical reasons upon application by the secretary to the Board. Such extensions or reductions shall be granted by the Board for additional reasonable periods of time as provided in (f). All extensions of such leaves shall be subject to the provisions of N.J.S.A. 18A: 30-1 et. seq. and specifically N.J.S.A. 18A:30-6 and 18A: 30-7.
- h. The provisions of this Section shall not be deemed to impose on the Board any obligation to grant or extend a leave of absence of any non-tenured secretary beyond the end of the contract school year in which the leave is obtained.

F. Child Rearing Leave

1. Any tenured secretary shall be entitled to leave without pay for child rearing purposes.
2. In cases where both husband and wife may be employees in this school system, only one of said persons shall be entitled to such leave.
3. In the case of female secretary, the application for child rearing leave may be made to become effective immediately upon termination of the anticipated disability leave.

Child Rearing Leave - continued

4. Child rearing leave shall be granted for a period
 - a. that shall commence immediately following
 - (1) an adoption placement or
 - (2) a disability leave arising out of a pregnancy, and
 - b. that shall cease on or before the end of the school year in which the placement or birth occurred.

Applications for this child rearing leave shall be filed at least thirty (30) days before the date upon which the leave is to begin. Exceptions to this time period may be granted at the discretion of the Superintendent of Schools.

5. In addition to child rearing leave provision in paragraph four above, child rearing leave shall also be granted for a period beginning on the first day of a school year and ending on the last day of the same school year. Applications for this "year" of child rearing leave shall be filed before April 1 immediately preceding the July in which the leave is to commence. When a "year" of child rearing leave is requested in connection with a birth occurring after March 1, the secretary shall have until the immediately following June 30 to request the leave for the immediately following school year. Only one "year" of leave under this section of child rearing leave shall be granted per child.
6. Where a child rearing leave is requested, the secretary requesting such leave shall not be permitted to return to the school system following such leave during the last month of the school year.
7. Where a secretary who has been granted a child rearing leave returns to the system at any time other than the start of the school year, such secretary may be assigned to any position decided upon by the Superintendent.
8. The provisions of this Section shall not be deemed to impose on the Board any obligation to grant or extend a leave of absence of any non-tenured secretary beyond the end of the contract school year in which the leave is obtained.
9. The dates for the commencement and termination of child rearing leaves shall in all cases be subject to and based upon a finding and determination by the Board that such leaves will not substantially interfere with the operation of the school.

ARTICLE V

INSURANCE PROTECTION

- A. The Board shall provide the health/group insurance protection designated below for the term of this Agreement. The Board shall pay for the full premium for each secretary and the premium for family coverage only where such coverage is specifically extended by the Board.
1. For each secretary who remains in the employ of the Board for the full school year; the Board shall make payment of insurance premiums to provide insurance coverage for a period beginning 90 days from commencement of work and for a full 12 month period in succeeding years, from September 1st and ending August 31st, unless the new employee transfers from another district participating in the State Health Benefits Plan, such payments and coverage would continue without interruption. Payments will be made through August 31st in behalf of a secretary who terminates employment as of June 30th.
 2. Provisions of the health group insurance program shall be detailed in master policies and contracts agreed upon by the Board and shall include any current provisions contained in the State Health Benefits Plan. Such coverage is extended to the employee and family.
 3. Provisions of the group dental insurance program shall be detailed in master policies and contracts agreed upon by the Board and shall include any current provisions contained therein. Such coverage is extended to the employee and family.
 4. Provisions of the group optical insurance program shall be detailed in master policies and contracts agreed upon by the Board and shall include any current provisions contained therein. Such coverage is extended to the employee and family.
- B. The Board will attempt to provide to each secretary a description, from the insurance carrier, of all group insurance coverage provided under this Article, no later than the beginning of each school year, which shall include a clear description of conditions and limits of coverage as listed above.
- C. Any changes in health benefits granted to the River Vale Education Association as a result of negotiations on any successor agreement shall automatically become part of this Agreement.

ARTICLE VI

SECRETARY ADMINISTRATION LIAISON

- A. The Association's representative shall have the opportunity to meet with the Superintendent during the school year at a time mutually agreed upon, to review and discuss current school problems and practices and the administration of this agreement with the explicit understanding that such meetings are strictly advisory in nature except for the administration of this Agreement, which is a binding contract on both parties.

ARTICLE VII

MISCELLANEOUS PROVISIONS

- A. 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.
- B. Copies of this Agreement shall be duplicated at the expense of the Board within thirty (30) days after the Agreement is signed and presented to employees covered by this Agreement.
- C. Whenever any notice is required to be given by either of the parties to this Agreement to the other, pursuant to the provisions of this Agreement, either party shall do so by letter to the following addresses:
 - 1. If by the Association, to the School Business Administrator at 613 Westwood Avenue, River Vale, New Jersey.
 - 2. If by the Board, to the President of the River Vale Association of Educational Secretaries.
- D. The Board reserves to itself sole jurisdiction and authority over matters of policy and retains the right, subject only to the limitations imposed by this Agreement, in accordance with applicable laws, rules, and regulations, to hire office personnel in the school district and to maintain the efficiency of the school district operations entrusted to them and to take whatever actions may be necessary to carry out the mission of the school district in situations of emergency.
- E. It is agreed by both parties that negotiations will be conducted without the use of "sanctions" (as defined by law) or any tactics or pressures which will interfere with the normal operations of the school or the normal activities of the Association.

The parties also agree that during the period of active negotiations, but not later than December 1st, the only publicity accorded the negotiations by the parties will consist of joint press releases or, in the event the parties are unable to agree, a joint press release stating that either "progress has been made" or "no progress has been made".
- F. The parties agree to follow the procedures outlined in this Agreement, if provided, and in that event, to use no other channels to resolve any question or proposal until the procedures within this Agreement are fully exhausted.
- G. In the second year of this Agreement, there shall be a reopener on Schedule A, Salary Guide only.

ARTICLE VIII

DURATION OF AGREEMENT

- A. This Agreement shall be effective as of July 1, 1982 and shall continue in effect until June 30, 1984. 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.
- B. In witness whereof the parties hereto have caused this Agreement to be signed by their respective presidents, attested by their respective secretaries all on the day and year first above written.

RIVER VALE ASSOCIATION OF EDUCATION SECRETARIES

By

Its President

By

Its Secretary

RIVER VALE BOARD OF EDUCATION

By

Its President

By

Its Secretary

SCHEDULE A

1982/1983

Clerk/typist 1982/1983

1.	\$6,530.00
2.	7,070.00
3.	7,597.00
4.	8,124.00
5.	8,651.00
6.	9,178.00
7.	9,705.00
8.	10,232.00
9.	11,931.00
10.	13,630.00

Secretaries 1982/1983

1.	\$7,030.00
2.	7,470.00
3.	7,997.00
4.	8,524.00
5.	9,051.00
6.	9,578.00
7.	10,105.00
8.	10,632.00
9.	12,331.00
10.	14,000.00

Longevity

12 - 15 years	-	\$300.00
16 - 19 years	-	\$400.00
over 20 years	-	\$500.00

Clerk/typists and secretaries employed prior to July 1, 1970 will be classified under Secretary.