

Contract no. 1871 - T

AGREEMENT

EAST RUTHERFORD BOARD OF EDUCATION

with

EAST RUTHERFORD EDUCATIONAL SECRETARIES,

CLERKS, AND AIDES ASSOCIATION

1992-93

1993-94

1994-95

PREAMBLE

This Agreement entered into this day of by and between the Board of Education of East Rutherford, County of Bergen, New Jersey, hereinafter called the "Board" and the East Rutherford Educational Secretaries, Clerk, and Aides Association, hereinafter called the "Association".

In consideration of the following mutual covenants IT IS HEREBY AGREED as follows:

ARTICLE I

RECOGNITION

A. The Board hereby recognizes the Association as exclusive and sole representative for collective negotiation concerning the terms and conditions of employment for all secretaries, clerks, teacher aides, and library technicians whether under contract, part-time, employed or to be employed by the Board but excluding professional employees, craft employees, fire employees, and supervisors within the meaning of the Act, Secretary to the Superintendent, Secretary to the Board Secretary, Bookkeeper, Board Office Clerk, all employees in other collective negotiations units and all other employees by the East Rutherford Board of Education.

ARTICLE II

NEGOTIATION PROCEDURE

A. The parties agree to enter into collective negotiations over a Successor Agreement in accordance with Chapter 123, Public Laws of 1974.

B. Negotiations will begin not later than December 1st of the school year in which the Agreement expires. In the event either party desires a change in the current Agreement, notice should be given to the other party by Certified Mail, return receipt requested, to be received not later than December 1st, setting forth which Articles are to be negotiated, it being understood that every Article to be so negotiated must be specifically set forth in said notice. If such notice is not received by the other party by December 1st as aforesaid, the terms and conditions of this Agreement will continue for a full year following its expiration date.

C. This Agreement shall not be modified in whole or in part by the parties except by an instrument mutually agreed upon in writing duly executed by both parties.

ARTICLE III

GRIEVANCE PROCEDURE

A. DEFINITIONS

1. The term "grievance" means a complaint by any employee or group of employees that, as to him/her or them, there has been an inequitable, improper or unjust application, interpretation or violation of a policy, agreement, or administrative decision affecting said employee or employees.

2. The term "grievance" and the procedure relative thereto shall not be deemed applicable in the following instance:

The failure or refusal of the Board to renew a contract of a non-tenure employee.

3. The term "employee" shall be defined as in Article I, Paragraph A.

4. The term "representative" shall include any organization, agency or person authorized or designated by any employee or group of employees, or by a public employees' association, or by the Board to act on its or their behalf and to represent it or them.

5. The term "immediate superior" shall mean the person to whom the aggrieved employee is directly responsible under the Table of Organization prevailing in this school district.

6. The term "party" means an aggrieved employee, his/her immediate superior, the school principal, or any staff member below the Superintendent who may be affected by the determination of the Superintendent in connection with the procedure herein established.

7. The term "day" shall mean a regularly scheduled work day.

B. PROCEDURE

1. Any aggrieved employee shall institute action under the provisions hereof within thirty (30) days of the occurrence complained of, or within thirty (30) days after he/she would reasonable be expected to know of its occurrence. Failure to act within said thirty (30) day period shall be deemed to constitute an abandonment of the grievance.

2. An employee or his/her representative processing a grievance shall be assured freedom from restraint, interference, coercion, discrimination, or reprisal. The aggrieved person and/or his/her representative shall have access to all written records within his/her own personnel folder in the presence of an administrator within four (4) working days of the request.

3. In the presentation of a grievance, the employee shall have the right to present his/her own appeal or to designate a representative to appear with him/her at any step in his/her appeal. A minority organization shall not have the right to present or process a grievance.

4. Whenever the employee appears with a representative, the Board shall have the right to designate a representative to participate at any stage of the grievance procedure.

5. The aggrieved party shall file a written grievance with their immediate superior. A hearing shall be scheduled by the aggrieved party's immediate superior within fifteen (15) days following the receipt of the written grievance. 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 participate in said hearing. A decision shall be rendered within ten (10) days of the hearing.

6. If the grievance is not resolved or a decision is not rendered to the employee's satisfaction within ten (10) days from the determination referred to in Paragraph 5 above, the employee shall submit his/her grievance to the Superintendent of Schools in writing, specifying:

- a. The nature of the grievance;
- b. The results of the previous discussion;
- c. The basis of his/her dissatisfaction with the determination;

If the grievance is not submitted to the Superintendent within ten (10) days, the matter will automatically be considered resolved.

7. A copy of the writing called for in Paragraph 6 above shall be furnished to the school principal and the immediate superior of the aggrieved employee.

8. Within ten (10) 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 in interest shall have the right to be heard.

9. Within ten (10) days of said hearing (unless a different period is mutually agreed upon), the Superintendent shall, in writing, advise the employee and his/her representative, if there be one, of his/her determination and shall forward a copy of said determination to the school principal and to the immediate superior of the aggrieved employee.

10. In the event of the failure of the Superintendent to act in accordance with the provisions of Paragraphs 8 and 9, or in the event a determination by him/her in accordance with the provisions thereof is deemed unsatisfactory by either party, within ten (10) days of the failure of the Superintendent to act or within ten (10) days of the determination by him/her, the aggrieved employee may appeal to the Board of Education.

11. Where an appeal is taken to the Board, there shall be submitted by the appellant the writing set forth in Paragraphs 6 and 9, and a further statement in writing, setting forth the

appellant's dissatisfaction with the Superintendent's action. A copy of said statement shall be furnished to the Superintendent and to the adverse party.

12. If the appellant, in his/her appeal to the Board, does not request a hearing, the Board may consider the appeal on the written record submitted to it, or the Board may, on its own, conduct a hearing, or it may request the submission of additional written material.

13. The Board shall make a determination within thirty (30) days from the date of said hearing or meeting regarding the grievance and shall, in writing, notify the employee, his/her representative, if there be one, the principal, and the Superintendent of its determination. This time period may be extended by mutual agreement of the parties.

14. In the event an employee is dissatisfied with the determination of the Board, he/she shall have the right to request advisory arbitration pursuant to the rules and regulations established by the Public Employment Relations Commission under the provisions of Chapter 123, Laws of 1974.

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

In the event of arbitration, the costs of the arbitrator's services shall be shared by the parties and each of the parties shall bear his/her own costs.

15. In the event a grievance should be filed by any employee who is not subject to the jurisdiction of any principal, he/she shall discuss his/her grievance initially with the Superintendent, and if dissatisfied with the determination, may appeal to the Board in accordance with the provisions herein set forth.

16. In any case where a grievance is based upon the direct order, ruling or determination of the Superintendent, the aggrieved employee may appeal to the Board within ten (10) days of the issuance of said order, ruling or directive, or within ten (10) days of the time when same has been brought to the employee's attention, by filing with the Secretary of the Board a writing setting forth:

- a. The order, ruling or determination complained of;
- b. The basis of the complaint;
- c. A request for a hearing if a hearing is desired.

A copy of the writings setting forth the 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 employee.

17. Upon receipt of a grievance filed under the provisions of Paragraph 16, the

procedure shall be as set forth in Paragraphs 12 and 13.

18. All employees shall be entitled to resort to the full procedure hereinabove set forth.

19. When an aggrieved party is not represented by the Association, the Association President or Vice-President shall have the right to be present and to state the views at all stages of the grievance procedure.

ARTICLE IV

EMPLOYEE RIGHTS

A. Pursuant to Chapter 123, Public Laws of 1974, the Board hereby agrees that every employee of the Board shall have the right freely to organize, join, and support the Association and its affiliates for the purpose of engaging in collective negotiations and other concerted activities for their mutual aid and protection. As a duly selected body exercising governmental power under color of law of the State of New Jersey, the Board undertakes and agrees that it shall not directly or indirectly discourage or deprive or coerce any employee in the enjoyment of any rights conferred by Chapter 123, Public Laws of 1974, or other laws of New Jersey or the Constitutions of New Jersey and the United States; that it shall not discriminate against any employee with respect to hours, wages, or any terms or conditions of employment by reason of his/her membership in the Association and its affiliates, his/her participation in any activities of the Association and its affiliates, collective negotiations with the Board or his/her institution of any grievance, complaint or proceeding under this Agreement or otherwise with respect to any terms of conditions of employment.

B. Nothing contained herein shall be construed to deny or restrict to any employee such rights as he/she may have under New Jersey School Laws or other applicable laws and regulations. The rights granted to employees hereunder shall be deemed to be in addition to those provided elsewhere.

C. Whenever any employee is required to appear before the Superintendent, Board, or any committee or member thereof, concerning any matter which could adversely affect the continuation of the employee in his/her office, position or employment or the salary or any increments pertaining thereto, then said employee shall be given prior written notice of the reason for such meeting or interview, and shall be entitled to have a representative of the Association present to advise him/her during such meeting or interview.

D. Criticism of Employees: It is the desire of the Board of Education that any reprimand of a staff member not be done at a public gathering.

E. The Board of Education shall provide each new employee all information necessary for employment, including available health insurance and a contract agreement as soon as is practicable.

ARTICLE V

ASSOCIATION RIGHTS

AND PRIVILEGES

A. The Association and its representatives may use the school buildings at all reasonable hours for meetings. The principal of the building in question shall be notified in advance of the time and place of all such meetings, and may approve the use of the school building.

B. The Association may use school facilities and equipment including typewriter, mimeographing machines, other duplicating equipment, calculating machines, at reasonable times, when such equipment is not otherwise in use. However, the prior approval of the principal or his/her designated representative must be obtained. The Association will provide all material and supplies at its own cost and expense.

C. The Association may have the right to use the interschool mail facilities and school mail boxes as it deems necessary with the prior approval of the Superintendent of Schools.

D. At least thirty (30) days prior to any official Board action which will cause a reduction in force of covered employees to occur, the Administration shall notify the Association of the impending action.

ARTICLE VI

SALARIES

A. Employees shall be notified of their contract and salary status for the ensuing year no later than April 15th.

B. Beginning with the 1984-85 school year, there will be one session on Wednesday before Thanksgiving. Dismissal will be at 12:40 P.M.

C. Commendations and Reprimands:

Section 1 - Commendations

1.1 All commendations received shall be placed in the employees' file.

1.2 The employee shall be notified of such commendations.

Section 2 - Reprimand Procedure

2.1 When a reprimand is to be placed in an employee's personnel file, the employee shall receive a copy. (agreed 6/22/89).

2.2 Any reprimand in an employee's file shall be reviewed at two (2) year intervals between the employee and Superintendent at the request of the employee to determine if the reprimand is to be removed or remain. The employee will be notified of results in writing.

D. The salaries of all employees and provisions covered by this Agreement are set forth in the Schedule as attached. Said schedule reflects a 6.25% annual increase for three (3) years.

E. Ten (10) month employees shall be paid in twenty-one (21) equal semi-monthly installments.

Twelve (12) month employees shall be paid in twenty-four (24) equal semi-monthly installments.

F. Starting salaries for positions covered under the contract shall not exceed salaries set forth on the attached salary schedule for the 1992-93, 1993-94 and 1994-95 school years.

G. Employees may, individually, elect to have any amount of their monthly salary

deducted from their pay. These funds shall be deposited in the South Bergen Federal Credit Union, 61-63 Morris Avenue, Garfield, New Jersey.

H. The Board reserves the right to withhold any increment in accordance with Title 18A:29-4.

I. 1991-92: At nineteen (19) years' service in the district, \$750.00 will be added to the employee's base salary, and at 25 years' service in the district, \$1,000.00 will be added to the employee's base salary. In addition, an employee will receive a one-time payment of \$1,000.00 at 20, 25, 30, 35, 40 and 45 year anniversaries.

J. In order to increase the incentive for the maximum employee attendance, the following provision is provided:

1. At legal retirement time, an employee shall be compensated \$25.00 per day for number of days over eighty (80) accumulated sick days up to \$3,000.00.
2. In the event of the death of an employee prior to retirement from the East Rutherford School District, said payment shall be made to the estate of said employee.

ARTICLE VII

WORK YEAR AND

WORK HOURS

The work year for unit employees shall be Monday through Friday of each week during a calendar year except those holidays from September through August enumerated as follows:

Full-Time Employees: Independence Day, Labor Day, Columbus Day, Election Day, Veterans' Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve, Christmas Day, New Year's Day, Martin Luther King Day, Washington's Birthday, Good Friday, and Memorial Day

Part-Time Employees: Columbus Day, Thanksgiving Day, Christmas Day, New Year's Day, and Memorial Day.

Regular work hours shall remain as follows:

Secretary - 8:00 A.M. - 3:30 P.M.

Teacher Aide - 8:30 A.M. - 3:30 P.M.

Librarian - 8:00 A.M. - 3:30 P.M.

Secretary in charge of calling substitutes - 8:30 A.M. - 3:30 P.M.

On days when school is not in session or during summer vacation, flexible work hours may be granted with the approval of the Chief School Administrator.

All 45 week employees receive those holidays listed above exclusive of those which occur during Winter Recess and Spring Recess.

During the school year, if any of the snow days are unused and schools are closed in lieu of the scheduled but unused snow days, all employees shall not be required to report to work.

Full-time non-teaching employees will receive fourteen (14) holidays to coincide with the Administrators' calendar. All other employees, including teacher's aides, will continue to work the teachers' calendar.

ARTICLE VIII

PROMOTIONS

Promotional positions are defined as follows:

Positions paying a salary differential.

All vacancies in promotional positions shall be adequately publicized by the Superintendent in accordance with the following procedure:

A. When school is in session, a notice shall be posted in each school as far in advance as practicable, ordinarily at least thirty (30) days before the final date when applications must be submitted and in no event less than fifteen (15) days before such date. A copy of said notice shall be given to the Association at the time of posting. Employees who desire to apply for such vacancies shall submit their applications in writing to the Superintendent within the time limit specified in the notice, and the Superintendent shall acknowledge promptly in writing the receipt of all such applications. Applications shall be kept on file in the Superintendent's office for continual consideration for future vacancies until the office is notified in writing by an applicant that the application is withdrawn.

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 Superintendent, together with the position(s) for which they desire to apply, and an address where they can be reached during the summer. The Superintendent shall notify such employees of any vacancy in a position for which they desire to apply. Such notice shall be sent as far in advance as practicable, ordinarily a least twenty-one (21) days before the final date when applications must be submitted and in no event less than fourteen (14) days before such date. In addition, the Superintendent shall, within the same period, post a list of promotional positions to be filled during the summer period at the administration office in each school, and a copy of said notice shall be given to the Association.

When an application is made for a position by an employee, the applicant will be given a written reply to his/her application within thirty (30) days after a decision has been made.

ARTICLE IX

TEMPORARY LEAVE OF ABSENCE

As of the beginning of the 1989-90 school year, employees shall be entitled to the following temporary non-cumulative leaves of absence with full pay each school year:

A. Two (2) days' leave of absence for personal, legal, business, household, or family matters which require absence during school hours. Application to the employee's principal or other immediate superior for personal leave shall be made at least one (1) day before taking such leave (except in the case of emergencies).

B. Up to three (3) days for two (2) representatives of the Association to attend conferences and conventions of State and National affiliated organizations without compensation.

C. Up to five (5) days at any one time in the event of death of an employee's spouse, child, parent, grandparent, brother or sister; up to three (3) days at any one time in the event of death of an employee's father-in-law, mother-in-law, son-in-law, or daughter-in-law, step-parents, and grandchildren.

D. Employees shall be granted one (1) day in the event of death of an employee's relative outside the employee's immediate family as defined above.

In the event of death of an employee or student in the East Rutherford School District, the principal or immediate superior of said employee or student shall grant to an appropriate number of employees sufficient time off to attend the funeral.

E. Other leaves of absence with pay may be granted by the Board for good reason.

Leaves taken pursuant to Section E above shall be in addition to any sick leave to which the employee is entitled.*

*Sick Days: As of the beginning of the 1992-93 school year, all twelve (12) month employees shall be entitled to twelve (12) sick days per year.

ARTICLE X

EXTENDED LEAVES OF ABSENCE

A. Leaves of absence with or without pay may be granted by the Board for good reason and must be applied for in writing.

B. All benefits to which an employee was entitled at the time his/her leave of absence commenced, including unused accumulated sick leave, shall be restored to him/her upon his/her return, and he/she shall be assigned to the same position which he/she held at the time said leave commenced, if available or, if not, to a substantially equivalent position.

C. All extensions or renewals of leaves shall be applied for in writing prior to March 15th, and if approved, granted in writing within thirty (30) days thereafter.

D. When absence due to prolonged illness or injury exceeds the annual sick leave and the accumulated sick leave in any school year, the Board of Education shall pay any such person each day's salary less the compensation of a substitute for such length of time as may be determined by the Board of Education in each individual case during that school year. Verification of such illness or injury by the employee's doctor shall be submitted by the employee. A day's salary is defined as follows:

45 week employee - 1/220 of the annual salary
12 month employee - 1/240 of the annual salary

E. A leave of absence without pay for up to six (6) months shall be granted for the purpose of caring for a sick member of the employee's immediate family. Immediate family shall be defined as the employee's spouse, child, son-in-law, parent, father-in-law, mother-in-law, daughter-in-law, brother or sister.

Up to six (6) months shall be granted as a single block of time and shall not be used in part. Each employee shall be eligible to request said leave no more than once in any five (5) year period and sick leave shall be defined as prolonged and catastrophic in nature. No more than two (2) employees shall be given this leave at any one time.

ARTICLE XI

SENIORITY AND TENURE

In the event of a reduction in force caused by the abolishment of a secretarial position, the following procedures shall apply:

1. The least **senior secretary qualified** to fill the remaining secretarial positions shall be the one dismissed.
2. Qualification shall be defined as possessing the requisite skills to efficiently perform the duties and responsibilities inherent in the remaining positions.
3. The Board shall maintain a recall list. Recalls shall be accomplished in the reverse order of lay-off provided that the individual is qualified to fill the vacant position.
4. Upon recall, **salary and benefits** shall be restored to their former level.

ARTICLE XII

I N S U R A N C E

As of the beginning of the 1989-90 school year, the Board, after agreement with the Association regarding appropriate insurance carriers, shall provide the health-care insurance protection. The Board shall pay the full premium for each employee and, in cases where appropriate, for family plan coverage.

For each employee 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 the full twelve (12) month period commencing September 1st and ending August 31st; when necessary, premiums on behalf of the employee shall be made to assure uninterrupted participation and coverage.

The Board shall pay the full premium for each employee, and, in cases where appropriate, for family plan coverage for dental benefits provided by Delta Plan of New Jersey, Inc. (Program II Delta Dental Plan, 80/20 UCR, for 1992-93, 1993-94, 1994-95).

The Board shall pay the full premium for an optical plan for each employee and his/her family. Premium shall not exceed \$120.00 per staff member per year and Association shall choose plan.

The Board shall provide to each employee a description of the Health Care Insurance Coverage provided under this article which shall include a clear description of conditions and limits of coverage listed above not later than the beginning of the school year said coverage begins.

If the Board changes carriers, the benefits of the new carrier shall be equal to the existing plan.

ARTICLE XIII

VACATIONS

All full-time twelve (12) month employees shall receive vacation time as follows:

<u>Upon completion of:</u>	<u># of days</u>
1 year	10
10 years	15
15 years	20

All full-time 45 week employees shall receive vacation time as follows:

- Winter Recess *
- Spring Recess *

Marie Biggy and Carol Roberts currently receiving a third week vacation shall be grandfathered in for that benefit.

There shall be no carry-over of vacation days. Any vacation days not used during the applicable school year shall be forfeited.

No vacation days may be taken when school is in session.

*Inclusive of holidays provided in Article VII of this Agreement which may occur during Winter Recess and Spring Recess.

ARTICLE XIV

MISCELLANEOUS PROVISIONS

A. This Agreement shall be binding for the term of said Agreement.

B. 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.

C. Any individual contract between the Board and an individual employee, heretofore or hereafter executed, shall be subject to and consistent with the 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.

D. 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 telegram or certified mail, return receipt requested, at the following addresses:

1. If by the Association to the Board:
East Rutherford Board of Education
Uhland and Grove Streets
East Rutherford, N.J. 07073

2. If by the Board to the Association:
East Rutherford Educational Secretaries, Clerks and Aides
Association
Uhland and Grove Streets
East Rutherford, N.J. 07073

E. Copies of the current Agreement shall be printed by the Board of Education in booklet form and provided to all Association members now employed and hereinafter employed.

ARTICLE XV

REPRESENTATION FEE

Section 1 - PURPOSE OF FEE

If an employee does not become a member of the Association during any membership year (i.e. from September 1 to the following August 31) which is covered in whole or in part by this Agreement, said employee will be required to pay a representation fee to the Association for that membership year to offset the costs of services rendered by the Association as majority representative.

Section 2 - AMOUNT OF FEE

Prior to beginning of each membership year, the Association will notify the Board Office in writing of the amount of the regular membership dues, initiation fees, and assessments charged by the Association to its own members for that membership year. The representation fee to be paid by non-members will be equal to the maximum allowed by law.

Section 3 - DEDUCTION AND TRANSMISSION OF FEE

The Board agrees to deduct from the salary of any employee who is not a member of the Association for the current membership year the full amount of the representative fee set forth in Section 2 above and promptly will transmit the amount so deducted to the Association.

The Board agrees to deduct the representation fee in equal installments as nearly as possible, from the paychecks paid to each employee during the remainder of the membership year in question. The deductions will begin thirty (30) days after the employee begins his/her employment in a bargaining unit position.

Section 4 - TERMINATION OF EMPLOYMENT

If an employee who is required to pay a representation fee terminates his/her employment with the Board before the Association has received the full amount of the representation fee to which it entitled under this Article, the Board will deduct the unpaid portion of the fee from the last paycheck paid to said employee during the membership year in question and promptly forward same to the Association.

Section 5 - PROCEDURE

Except as otherwise provided in this Article, the procedure for the deduction of representation fees and the transmission of such fees to the Association will, as nearly as

possible, be the same as those used for the deduction and transmission of regular membership dues to the Association.

INDEMNIFICATION AND SAVE HARMLESS PROVISION

LIABILITY

The Association shall indemnify and hold the employer harmless against any and all claims, demands, suits and other forms of liability, including liability for reasonable counsel fees and other legal costs and expenses that may arise out of, or by reason of, any action taken or not taken by the employer to conformance with this provision, provided that:

A. The Board give the Association timely notice in writing of any claim, demand, suit or other form of liability in regard to which it will seek to implement this paragraph;

B. If the Association so requests in writing, the Board will grant to it full responsibility for the defense of such claim, demand, suit or other form of liability and will cooperate fully with the Association in gathering evidence, securing witnesses and in all other aspects of said defense.

ARTICLE XVI

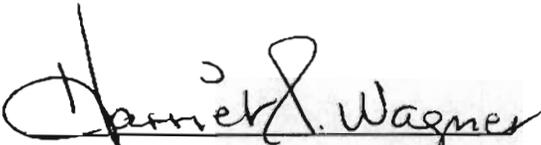
DURATION OF AGREEMENT

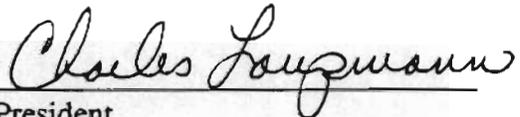
This Agreement shall be effective retroactively as of July 1, 1992, and shall continue in effect until June 30, 1995, subject to the Association's right to negotiate a Successor Agreement as provided in Article II hereof. This Agreement shall continue in effect from year to year unless notice is received as set forth in Article II hereof.

IN WITNESS WHEREOF, the parties hereto have caused these presents to be executed by their respective presidents, attested by their respective Secretaries, and their corporate seals to be placed hereon, all on the day and year first above written.

ATTEST:

EAST RUTHERFORD
BOARD OF EDUCATION


Secretary


President

ATTEST:

EAST RUTHERFORD
EDUCATIONAL
SECRETARIES, CLERKS, AND
AIDES ASSOCIATION


Secretary


President

SCHEDULE "A" - 1992-93 - SALARY GUIDE

<u>45-WEEK SECRETARY</u>	<u>STEP</u>	<u>SALARY</u>
	1	17,000.
	2	17,811
	3	18,621
	4	19,432
	5	20,243
	6	21,053

<u>12-MONTH LIBRARY TECHNICIAN</u>		
	1	17,967
	2	18,777
	3	19,586
	4	20,396
	5	21,205
	6	22,016

<u>12-MONTH SECRETARY</u>		
	1	21,250
	2	22,229
	3	23,205
	4	24,183
	5	25,160
	6	26,144

<u>CERTIFIED TEACHER AIDE</u>		
	1	14,048
	2	15,074
	3	16,099
	4	17,124
	5	18,150
	6	19,204

<u>NON-CERTIFIED TEACHER AIDE</u>		
	1	11,475
	2	12,274
	3	13,072
	4	13,871
	5	14,670
	6	15,469

<u>PART-TIME SECRETARY/ NON-CERTIFIED AIDE</u>	<u>HOURLY RATE*</u>
	9.00
<u>PART-TIME CERTIFIED AIDE</u>	10.05

*NEW PART-TIME HOURLY EMPLOYEES
(Part-time Secretary/Non-Certified
Aide) shall

SCHEDULE "B" - 1993-94 - SALARY GUIDE

<u>45-WEEK SECRETARY</u>	<u>STEP</u>	<u>SALARY</u>
	1	17,563
	2	18,063
	3	18,924
	4	19,785
	5	20,647
	6	21,508
	7	22,369

<u>12-MONTH LIBRARY TECHNICIAN</u>		
	1	18,590
	2	19,090
	3	19,951
	4	20,810
	5	21,671
	6	22,530
	7	23,392

<u>12-MONTH SECRETARY</u>		
	1	22,078
	2	22,578
	3	23,618
	4	24,655
	5	25,694
	6	26,733
	7	27,778

<u>CERTIFIED TEACHER AIDE</u>		
	1	14,426
	2	14,926
	3	16,016
	4	17,105
	5	18,194
	6	19,284
	7	20,404

<u>NON-CERTIFIED TEACHER AIDE</u>		
	1	11,692
	2	12,192
	3	13,041
	4	13,889
	5	14,738
	6	15,587
	7	16,436

<u>PART-TIME SECRETARY/ NON-CERTIFIED AIDE</u>	<u>HOURLY RATE*</u>
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9.55

PART-TIME CERTIFIED AIDE

10.70

*NEW PART-TIME HOURLY EMPLOYEES
(Part-time Secretary/Non-Certified
Aide & Part-time Certified Aide) shall
start at 1992-93 hourly rate for the duration of this Contract

SCHEDULE "C" - 1994-95 - SALARY GUIDE

<u>45-WEEK SECRETARY</u>	<u>STEP</u>	<u>SALARY</u>
	1	18,192
	2	18,692
	3	19,192
	4	20,107
	5	21,022
	6	21,937
	7	22,852
	8	23,767

<u>12-MONTH LIBRARY TECHNICIAN</u>		
	1	19,283
	2	19,783
	3	20,283
	4	21,198
	5	22,111
	6	23,025
	7	23,938
	8	24,854

<u>12-MONTH SECRETARY</u>		
	1	22,989
	2	23,489
	3	23,989
	4	25,094
	5	26,196
	6	27,300
	7	28,404
	8	29,514

<u>CERTIFIED TEACHER AIDE</u>		
	1	14,859
	2	15,359
	3	15,859
	4	17,017
	5	18,174
	6	19,331
	7	20,489
	8	21,679

<u>NON-CERTIFIED TEACHER AIDE</u>		
	1	11,954
	2	12,454
	3	12,954
	4	13,856
	5	14,757
	6	15,659
	7	16,561
	8	17,463

<u>PART-TIME SECRETARY/ NON-CERTIFIED AIDE</u>	<u>HOURLY RATE *</u>
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10.15

PART-TIME CERTIFIED AIDE

11.35

*NEW PART-TIME HOURLY EMPLOYEES
(Part-time Secretary/Non-Certified
Aide & Part-time Certified Aide) shall
start at 1992-93 hourly rate for the duration of this contract.