

Agreement

Between

THE WEST MILFORD BOARD OF EDUCATION

and

THE WEST MILFORD UNAFFILIATED SECRETARIES

for the

Period Covering

July 1, 1991, through June 30, 1994

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## PREAMBLE

This Agreement is entered into by and between the West Milford Board of Education ("Board") and the West Milford Unaffiliated Secretaries ("Employees").

## ARTICLE I

### SALARY SCHEDULE

	<u>1991-92</u>	<u>1992-93</u>	<u>1993-94</u>
Secretary to the Superintendent	33,992	36,032	38,194
Head Accounting Clerk	31,802	33,710	35,733
Secretary to Assistant Superintendent	30,477	32,306	34,244
Other Positions	28,299	29,997	31,797

## ARTICLE II

### SICK LEAVE

- A. Fourteen days per year--cumulative to be used for additional sick leave in subsequent years.
- B. Employees shall receive payment for unused sick days upon certified retirement at the following rate:

1991-92	\$60/day
1992-93	\$62.50/day
1993-94	\$65/day

- C. The maximum benefit for unused sick leave shall not exceed \$7500 for employees hired effective July 1, 1985, and after.

## ARTICLE III

### HOLIDAYS

- A. Thirteen paid holidays--New Year's Day, Lincoln's Birthday or Washington's Birthday, Good Friday, Easter Monday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day, and a thirteenth day designated by the Superintendent.

## ARTICLE IV

### PERSONAL LEAVE

- A. Employees shall be eligible for personal leave as follows:

1. Death in immediate family--up to five days
- \*2. Illness in immediate family
- \*3. Religious holidays
- \*4. Personal business (2 days maximum)
- \*5. Marriage

\*Items 2-5 shall not exceed a total of five days



## ARTICLE V

### VACATION DAYS

A. Employees shall be eligible for vacation days in accordance with the following schedule:

<u>Employment Service</u>	<u>Vacation Days</u>
1 Year	12 Days
2-5 Years	13 Days
5-10 Years	16 Days
10-15 Years	19 Days
15-20 Years	22 Days
21 Years	23 Days
22 Years	24 Days
23 Years	25 Days continuing with one additional day for each additional year of service up to a maximum of 30 days vacation.

## ARTICLE VI

### TUITION REIMBURSEMENT

A. The Board shall pay the full cost of tuition and other reasonable expenses incurred in connection with any course, workshop, seminar, conference, in-service training session, or such sessions which an employee is required to attend by the Board.

B. An employee may request tuition reimbursement and other reasonable expenses incurred upon enrollment or attendance in any course, workshop, seminar, conference, in-service training session which, in view of the employer, will enhance the operation of the office of the employee or the school operation in general. The request shall require the approval of the employee's immediate supervisor and the endorsement of the Superintendent.

## ARTICLE VII

### HEALTH BENEFITS

A. The Board shall provide and pay for the following insurance for full-time employees and their enrolled dependents:

Board sponsored insurance program of medical-surgical, hospitalization, Rider J, major medical, dental protection (super composite coverage), and prescription drug plan (\$2/co-pay).

B. Any employee who voluntarily diminishes health insurance coverage shall be entitled to re-establish the diminished coverage during the



next open enrollment period. Any employee who voluntarily acts under this provision shall be reimbursed for the cost of coverage obtained under COBRA benefits obtained by a spouse in the event same becomes necessary during the diminished period until the next open enrollment opportunity.

#### ARTICLE VIII

##### LONGEVITY

A. Longevity increments of \$500 for 15, 20, 25, 30, and 35 years of experience; \$350 for 40 and 45 years of experience shall be granted for experience within the district and to employees presently receiving longevity under existing practice.

B. This longevity provision shall not apply to employees hired effective July 1, 1991, and after.

#### ARTICLE IX

##### NEW HIRES

At date of hire, the salary for an employee new to the Unaffiliated office staff shall be established as follows:

1st Year:	\$1000 under salary for position
2nd Year:	\$ 500 under salary for position
3rd Year:	"on guide" for position salary

#### ARTICLE X

##### DURATION OF AGREEMENT


A. This Agreement shall remain in full force and effect from July 1, 1991, through June 30, 1994.

#### ARTICLE XI

##### CERTIFICATION OF AGREEMENT

The parties hereto have caused this agreement to be signed by their duly authorized representatives on this 24th day of March, 1992.

Board of Education of the  
Township of West Milford

  
John Oroho, President

Unaffiliated Secretaries

ATTEST:

  
Everett Burns, Board Secretary

  
Jo Ann Fack

