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AGREEMENT
BETWEEN THE
KINNELON ADMINISTRATORS ASSOCIATION
AND THE
KINNELON BOARD OF EDUCATION
MORRIS COUNTY
1992/1995

PREAMBLE

THIS AGREEMENT, made this 13 day of July 1992, by and between the Board of Education of the Borough of Kinnelon, hereinafter referred to as the "Board" and the Kinnelon Administrators Association, hereinafter referred to as the "Association".

ARTICLE I

RECOGNITION

A. UNIT

Pursuant to Chapter 123, Public Laws, 1974, the Board of Education of Kinnelon, New Jersey, recognizes the Kinnelon Administrators Association as the exclusive representative for collective negotiations concerning grievances and terms and conditions of employment of the personnel including:

Principals
Assistant Principals
Director of Special Services
District Supervisor of Music
Athletic Director

B. DEFINITION OF K.A.A. MEMBERS

1. The terms "K.A.A. members" when used hereinafter in this agreement shall refer to all professional employees represented by the K.A.A. in the negotiation unit as as above defined.
2. The term "Administrator" shall mean all principals, assistant principals, directors and district wide supervisors as listed in section A of this article.

ARTICLE II

NEGOTIATION PROCEDURE

A. DEADLINE DATE

The parties agree to enter into collective negotiations over a successor agreement in accordance with Chapter 123 Public Laws 1974, in a good-faith effort to reach agreement on matters concerning the terms and conditions of the Association members' employment. The parties agree to either exchange written negotiation proposals or indicate that they have no proposals not later than December 15 of the school year in which this Agreement expires. The first negotiating session shall occur on or about February 1st immediately following the exchange of proposals unless the parties mutually agree otherwise. Any agreement, so

negotiated shall apply to all Association members, be reduced to writing, be adopted by the Association and be acted upon by the Board not later than thirty (30) days after Association adoption and signing.

B. MODIFICATION OF AGREEMENT

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.

C. PRINTING OF AGREEMENT

Copies of this agreement shall be duplicated at the expense of the Board after agreement with the Association on format, within reasonable time after the agreement is signed.

ARTICLE III

GRIEVANCE PROCEDURES

- A. In the event that a member of the Association feels that he has a grievance, he must present his case to a majority of the officers of the Association within thirty (30) school days. They will accept or reject his complaint. If accepted, the Association shall make a written presentation to the Superintendent of Schools within fifteen (15) school days of receipt of the grievance. If, after fifteen (15) days, no answer is received, or the Association disagrees with the Superintendent's decision, it may present the case in writing to the members of the Board. Steps to resolve the questions shall be taken at the next nonpublic meeting of the Board, unless one is not scheduled for three (3) weeks. In the event, the Board shall contact the Association to arrange a special meeting.
- B. If the aggrieved person is not satisfied with the disposition of the grievance or if no decision has been rendered within fourteen (14) days of the Board review, the aggrieved person may request arbitration, and shall so notify the Superintendent, in writing, within five (5) days of receipt of the Board's decision, but in no case longer than sixty (60) days after submitting the grievance to the Board for review.
- C. The parties shall be bound by the rules and procedures of the American Arbitration Association. The arbitrator shall have no authority or power to add to, delete, disregard or modify any provisions of this Agreement.

- D. The decision of the arbitrator shall be final and binding on both parties.
- E. The cost for the services of the arbitrator, including per diem expenses, if any, and actual and necessary travel, and subsistence expenses, if any, shall be borne equally by the Board and the Association. Any other expenses incurred, shall be paid by the party incurring same.

ARTICLE IV

ADMINISTRATOR RIGHTS

A. MATTERS NOT COVERED

The parties agree that by mutual consent they will consult and negotiate and mutually agree on matters not covered by this Agreement which are proper subjects for collective bargaining.

B. SEPARABILITY

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.

ARTICLE V

SICK LEAVE

- A. All administrators employed by the Kinnelon Board of Education for a full school year shall be entitled to the following sick leave for each school year noted:

- 1992/93 - 13 days
- 1993/94 - 14 days
- 1994/95 - 15 days

Such sick leave includes the first scheduled workday of said school year (July 1 - June 30) whether or not the administrator reports for duty on that day.

- B. Newly employed administrators and supervisors working for less than a full school year shall receive one (1) day of sick leave for each month of employment during that initial school year. Unused sick leave days shall be accumulated from year to year with no maximum limit; however, the Board reserves the right to verify any illness, including the right to request a doctor's certificate after three (3) consecutive days of absence.
- C. Additional sick leave benefits shall be allowed to individual administrators on request at the discretion of the Board of Education.

ARTICLE VI

TEMPORARY LEAVES OF ABSENCE

All administrators will be entitled to the following specified leaves of absence:

- A. Three (3) personal business days, one (1) without advance notice and two (2) with advance notice to the Superintendent. Unused personal days will accumulate as sick days for possible use as sick leave days in future years, or as possible conversion at retirement.
- B. Eight (8) additional days for family illness or death in the family. Administrators who do not utilize days under this subsection during any school year will be credited with one (1) additional day of accumulated sick leave. If an administrator needs more days from this category, accumulated sick leave days may be used.

ARTICLE VII

VACATIONS AND HOLIDAYS

A. VACATIONS

1. All Administrators employed for twelve (12) months shall receive the following number of work days for summer vacation after:
 - one year of service - 10 work days
 - two years of service - 15 work days
 - the completion of their tenure year - 20 work daysThe last week in August will not be available for vacation.
2. If an administrator receives less than the full annual vacation to which he is entitled and as described above, due to the exigencies of his position and at the

request of the Superintendent, said administrator shall be paid at the contracted rate of pay, on a prorated basis for said unused vacation days.

- B. All administrators shall follow the normal school year calendar as approved by the Board of Education for the members of the Kinnelon Education Association. In emergency situations, the Superintendent may require KAA members to work up to a combined total of five (5) days during the normal school year vacation periods with no more than two (2) days used during any one vacation period.

ARTICLE VIII

SABBATICAL LEAVES

- A. An administrator may apply for a full year's leave of absence for institutional study at seventy-five percent (75%) of the salary for the year in which the grant is applied for and fifty percent (50%) for other studies, and will not accept gainful employment without prior approval of the Board of Education.
- B. Administrators who have rendered seven (7) years of service to the district prior to the time of the requested leave of absence shall be eligible for the sabbatical leave consideration.
- C. The sabbatical period will be used for education as outlined in detail by the applicant.

- D. All request for sabbatical leaves should be submitted to the Superintendent who will consider the requests and present the successful candidate to the Board of Education by December 1st of the year preceding the requested leave to allow for budgetary provisions for replacement of personnel. Approval or disapproval will be given in writing by the Board to the applicant by February 28th of the said preceding year.
- E. While the administrator is on sabbatical, the Board will grant and retain coverage in salary adjustments, cost of living and experience, hospitalization program, pension funds, and other welfare programs accrued by the administrator during the leave period.
- F. The grantee will sign a legally binding commitment to return to the school district for a two (2) year period of service at the completion of the sabbatical leave. The legally binding commitment is to be secured by a promissory note which shall be obtained by the individual requesting the sabbatical leave for the amount of money to be advanced, unless mutually released from such an agreement, and reimbursement for the sabbatical salary is released by the Board of Education.
- G. Upon the return from sabbatical leave, the administrator, will be expected within ninety (90) days to file a complete report of the year's activities and how his experience is to be utilized to benefit the Kinnelon Public School System.

ARTICLE IX

ADMINISTRATOR EVALUATIONS

PROCEDURES

- A. Each Association member shall receive at least one written evaluation from the Superintendent which shall indicate his performance factor and which shall be reviewed with him, in conference. This evaluation shall be made by April 1st and acted upon by the Board by April 30th.
- B. All evaluations shall be signed by the individual administrator and the Superintendent.

ARTICLE X

SALARIES AND BENEFITS

- A.1. For the following school years the salary paid to all K.A.A. members, except as listed in Paragraph B, shall be:
1992/93: 4.9%
1993/94: 4.5% + 2.4% merit
1994/95: 4.5% + 2.4% merit
2. All KAA members whose salary is below the average salary of all KAA members will be eligible to receive merit pay of 3.4%.
3. A merit pay evaluation form will be co-operatively developed between the superintendent and the KAA.
- B. Salary adjustment for Salvatore Lagattuta:
1992/93 school year: 56925 + 4.9%
work year: 10.5 months
- C. The Board will provide the full New Jersey Health Benefits Program and the New Jersey Dental Services Plan and pay full premium for family or individual as designated by the K.A.A. members. In addition to the basic dental service plan, the Board agrees to pay for non-deductible coverage for each K.A.A. member.
- D. All members shall receive Board paid insurance benefits which are at least equal to, per type of insurance, Board paid insurance benefits received by any other employee or group of employees in the school district.
- (E) The Board agrees to reimburse all members of the K.A.A. in the amount not to exceed \$1,500 per year for medical and/or insurance coverage.
- (F) Tuition reimbursement for graduate study which has been approved by the Superintendent will be paid by the Board of Education.
- G. Cash advances and/or reimbursements will be granted to K.A.A. members for workshops, seminars, conventions, conferences, retirement dinners, lodging and meals which have the prior approval of the Superintendent. In the case of under or over spending adjustments will be made.
- H. Educational Doctorate will receive additional recognition of \$500 the year it is conferred.
- (I) The Board agrees to pay the K.A.A. members share of contributory insurance premium up to a maximum of one-half (1/2) percent.

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Professional dues for State & National Associations.

- K. 1. KAA members who retire or expire and qualify for pension benefits in accordance with the requirements of the New Jersey Teacher's Pension and Annuity Fund will be eligible to convert accumulated sick leave days to severance pay payable to themselves or to their estate.
2. The K.A.A. member must have completed a minimum of fifteen (15) years in the District.
3. The K.A.A. member must give the Board six (6) months advanced notice of intent to retire, except in the case of emergency retirements when the notice requirements will be waived.
4. The amount of severance pay will be determined by multiplying the number of accumulated sick leave days with the following factors times the substitute teacher pay rate in effect at the time of retirement:
- 1992/93 - 2.0
 - 1993/94 - 2.5
 - 1994/95 - 3.0
5. The payment will be made in a lump sum on or about July 1st following retirement for those K.A.A. members giving the Board six (6) month's notification as described in paragraph 3, above. If six (6) month's notification is not given, the K.A.A. member shall receive a promissory note for payment as soon as possible.
- L. K.A.A. members who retire with a minimum of fifteen (15) years of experience as an administrator/director in the Kinnelon School District shall be reimbursed for the pension deductions for the cost of medical, surgical, out-patient and Major Medical insurance for the retired K.A.A. member. Such reimbursement shall continue until the retired K.A.A. member is eligible for medicare at which time all reimbursement shall terminate.
- M. Same longevity as the KEA, phased in over the three year period. (1/3 for 1989/90, 2/3 for 1990/91 and 3/3 for 1991/92).
- N. Every member of the K.A.A. is required to provide evidence of one (1) physical examination during the term of this contract. The results of this physical examination shall be confidential between the physician and the member.

ARTICLE XI

BOARD-ADMINISTRATIVE RELATIONS

A. MUTUAL RECOGNITION OF ETHICAL RELATIONSHIPS

The Association and the Board agree that a positive and sound relationship is needed to develop an approach to team management and that the Board's chief function is the development of policy and that the chief function of the members of the Association is to administer the schools as prescribed in the Board's policy.

B. COMMUNICATION - BOARD, SUPERINTENDENT, ADMINISTRATORS, FACULTY

It is agreed by both the Association and the Board that there will be two meetings per year if requested by either group. The meetings shall consist of less than a majority of the members of the Board and a majority of members of the Association to discuss problems of mutual concern which have previously been discussed with the Superintendent. The dates of such meeting which will take place in the fall and early spring and agendas for such meetings will be agreed upon by both parties. Additional meetings may be called during the school year by mutual agreement. The Superintendent and the Board Secretary may be present at the agreed-upon meetings.

ARTICLE XII

DURATION OF AGREEMENT

A. DURATION PERIOD

This Agreement shall be effective as of July 1, 1989 and shall continue in effect until June 30, 1992, subject to the Association's right to negotiate over a successor agreement as provided herein and as specified in Article II, Section A. This Agreement shall not be extended orally, and it is expressly understood that it shall expire on that date indicated unless it is extended in writing.

B. FAILURE TO REACH AGREEMENT

Should the Association and the Board fail to reach an agreement by June 30th of any given year, any subsequent agreement will be retroactive to July 1 of the new contract year.

C. STATUS OF AGREEMENT

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their respective presidents, and attested by their respective secretaries, on the day and year first written above.

KINNELON ADMINISTRATORS
ASSOCIATION:

KINNELON BOARD OF
EDUCATION:

PRESIDENT

PRESIDENT

SECRETARY

SECRETARY

Payment of Merit:

1. On July 1 of each year, all administrators of the KAA who will be actively employed for the succeeding contract year will have their new salaries determined by adding on the general percentage increase as per their contractual agreement.

2. An average of all administrator's salaries will then be calculated.

3. The merit pay additions will then be added on in the following manner:

a. - all administrators' salaries which are below the July 1 average administrative salary will receive the higher level of merit percentage added to their annual salary.

b. - all administrators' salaries which are above the July 1 average administrative salary will receive the lower level of merit percentage added to their annual salary.

4. After the year end evaluation, the determination of merit received will occur. The difference between the actual merit determination and that already received in the beginning of the year will be deducted from the June 30th salary check of the administrator.

5. Only those KAA members who are contracted by the Kinnelon BOE on July 1 of each year will be part of the average salary calculations as previously stipulated. Any mid-year salary adjustments or additions to KAA personnel will not affect the previously determined average salary calculation for that school year. (No catchey-uppies).

6. Longevity will not be included in any of the above mentioned salary increases, merit, or average salary calculations.

7. The rating system to be used for the Executive area of the evaluation (Part II) that will allow KAA members to be eligible for merit pay will be an average score of 3.6 with no NI's (2) or U's (1) in that section.

8. The rating system to be used for the School Improvement Design (Part I) to determine the amount of merit to be awarded will be:

Sliding scale system: avg "4" or 4+ - 100% merit
avg "3.5"-"3.9" - 75% merit
avg "3 to 3.4" - 50% merit
below avg "2.9" - no merit

9. The evaluation tool has to be adjusted to conform to the rating system.

C=5; O=4; P=3; n=2; u=1.

IX

Final

AGREEMENT
between
KINNELON EDUCATION SECRETARIES ASSOCIATION
and the
KINNELON BOARD OF EDUCATION
MORRIS COUNTY

July, 1, 1993 - June 30, 1996

This AGREEMENT made this 26 day of July, 1993 by and between the Board of Education in the Borough of Kinnelon, in the county of Morris, hereinafter referred to as the "Board" and the Kinnelon Education Secretaries Association, hereinafter referred to as the "Association".

ARTICLE I RECOGNITION

A. Unit

Pursuant to Chapter 123, Public Laws of New Jersey, 1974, the Board of Education of Kinnelon, New Jersey recognizes the Kinnelon Education Secretaries Association as the exclusive representative for collective negotiations concerning grievances and terms and conditions of employment of the personnel including: all secretaries employed at Kinnelon High School, Pearl R. Miller School, Stonybrook School, Kiel School and Special Services, and also the bookkeeper and transportation secretary employed in the Business Office, as outlined on the attached salary guide.

B. Definition of K.E.S.A. Members

Unless otherwise indicated, the term "K.E.S.A. Members" when used hereinafter in this Agreement shall refer to all office personnel employees represented by the K.E.S.A. in the negotiating unit as above defined.

ARTICLE II

NEGOTIATION PROCEDURE

A. Deadline Date

The parties agree to enter into collective negotiations over a successor agreement in accordance with Chapter 123, Public Law, 1974. Such negotiations shall begin not later than September 15 of the year preceding the school year in which this Agreement expires. Any agreement so negotiated shall apply to all Association members, be reduced to writing, be acted upon by the Association and be acted upon by the Board within sixty (60) calendar days.

B. Modification of Agreement

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.

C. The Board and the Association shall meet at reasonable times and negotiate in good faith. Reasonable, relevant data requested by either party shall be supplied by the proper official upon seven (7) days notice.

D. The parties agree that their representatives will be given the power to negotiate a tentative agreement pending ratification by the majority of the Board and the Association.

E. Should a mutually acceptable amendment to this agreement be negotiated by the parties, it shall be reduced to writing and signed by said parties and become incorporated as part of this agreement.

F. Only joint or agreed upon press releases regarding negotiations will be made.

G. The time of the next meeting and the agenda will be set at the end of each meeting.

H. Where necessary and possible, there may be two-way communication between meetings.

I. At the conclusion of each negotiating meeting, tentative agreements will be reduced to writing and signed by both parties.

ARTICLE III

GRIEVANCE PROCEDURES

A. Definitions

1. Grievance

A "grievance" is a claim by a K.E.S.A. member or the Association based upon the interpretation, application or violation of the Agreement and Board policies.

2. Aggrieved Party

An "aggrieved party" is the member or members of the Association making the claim.

B. Purpose

The purpose of this procedure is to secure at the lowest possible level, equitable solutions to the problems which may from time to time arise affecting K.E.S.A. members. A grievance shall be activated within thirty (30) calendar days from the time when the alleged grievance occurred.

1. Level One - Supervisor

An aggrieved party shall first discuss the grievance with their immediate supervisor in an effort to resolve the matter informally.

2. Level Two - Building Principal

If the aggrieved party is not satisfied with the disposition of the grievance at Level One, the party shall discuss the grievance within fourteen (14) calendar days with their building Principal in an effort to resolve the matter informally. The Principal shall review the grievance and render a decision in writing within fourteen (14) calendar days.

3. Level Three - Business Administrator

If the aggrieved party is not satisfied with the disposition of the grievance at Level Two, the party shall file the grievance in writing within fourteen (14) calendar days with the Business Administrator who shall review the grievance and render a decision in writing within fourteen (14) calendar days.

4. Level Four - Superintendent

If the aggrieved party is not satisfied with the disposition of the grievance at Level Three, the party shall file the grievance in writing within fourteen (14) calendar days with the Business Administrator who shall review the grievance and render a decision in writing within fourteen (14) calendar days.

5. Level Five - Board of Education

If the aggrieved party is not satisfied with the disposition of the grievance at Level Four, the party shall within ten (10) calendar

days after receipt of the decision, request a hearing with the Board of Education. Said hearing shall be conducted and a decision rendered within sixty (60) calendar days. The aggrieved party shall have the right to representation of member's choice at said hearing.

ARTICLE IV

SECRETARIAL RIGHTS

A. Separability

If any provision of this Agreement or any application of this Agreement to any K.E.S.A. member or group of K.E.S.A. members 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.

ARTICLE V

VACATIONS

K.E.S.A. members completing one (1) full year of service shall receive two (2) weeks vacation, three (3) weeks after three (3) years, and four (4) weeks after five (5) years. K.E.S.A. members employed for a period of less than one (1) year shall receive one (1) day vacation for each month employed up to a maximum of ten (10) days.

Vacations for K.E.S.A. members working in the Kinnelon High School, Pearl R. Miller School, Stonybrook School, Kiel School and Special Services will be taken during a consecutive four (4) week period in July or August as determined by the Superintendent. Exceptions to this policy must be made with the approval of the Building Administrator and the Business Administrator. If a holiday, as indicated on the school calendar, occurs during a member's vacation period, the member shall receive compensatory time. In the event an unscheduled school holiday is declared by the Board of Education or the Superintendent, all office personnel shall be included.

ARTICLE VI

SNOW DAYS

When schools are closed because of inclement weather, it is recognized that essential services must be performed, therefore

office personnel shall report to work at 10:00 a.m. and remain until 3:00 p.m. unless notified otherwise by the Superintendent or his designee.

ARTICLE VII

HOLIDAYS, WEEKENDS AND OVERTIME

K.E.S.A. members shall be granted the same school holidays as listed on the school calendar to be adopted by the Board of Education. Should a member be required to work during a school holiday, the member will be paid at the contracted rate.

Straight time will be paid for school holidays and one and one-half (1½) time for national holidays. National holidays for twelve month contracted K.E.S.A. members shall include July 4 and Labor Day. Employees shall be paid time and one-half for weekend work (Saturday and Sunday).

ARTICLE VIII

PROMOTIONS, NEW POSITIONS, AND PLACEMENT OF

EMPLOYEES ON THE SALARY GUIDE

A. K.E.S.A. members shall be given the opportunity to apply for all vacant or new positions. All openings for these positions shall be posted, showing classification and salary range in every school and all administrative offices. All K.E.S.A. members who apply shall be granted an interview.

1. Prospective employees with no immediate past experience will be placed on Step One of the existing salary guide in the appropriate classification.
2. All office personnel will be appointed with three months probationary status prior to the issuance of a regular contract. The contract will be retroactive to the first day of employment.
3. Whenever an individual is hired, promoted or has had a step change the Association President shall be notified. The notification shall be in writing and contain the classification and step placement.
4. When existing staff members are promoted to a

different category, e. g. from S-I to ES-III, the step placement on the guide may be adjusted vertically by one step.

Any unit member may request that her job description and guide placement be re-evaluated by her immediate supervisor.

If the supervisor/program administrator agrees that a change in category is appropriate, the supervisor/progam administrator will, within thirty (30) days make such recommendations to the Building/Program Administrator. If they agree that the change is appropriate, they will within thirty (30) days make such recommendations to the Business Administrator. A response in writing within thirty (30) days (unless the thirty (30) day period is extended by mutual agreement) shall be given to the unit member by the Business Administrator as to the resolution of the request. The unit member may pursue this matter to the next level of administration.

5. The unit member shall receive an up to date Board approved job description. Should a job description be revised by the Board of Education, the unit member shall receive a revised job description within thirty (30) days.

B. In the event there is a special job appointment or project for which a secretary may be eligible, the position shall be posted throughout the district for a minimum of five (5) work days and all members given the opportunity to apply therefore. The rate of pay for evenings and weekends shall be time and one-half.

ARTICLE IX

SECRETARIAL SALARIES AND BENEFITS

- A. Salary Guide (See Attachment 1)
- B. Health and Insurance

The Board will provide the full New Jersey Health Benefits Program as provided by New Jersey Blue Cross and Blue Shield, the Prudential Insurance Company of America (Basic Plan including Rider J benefits), and the Delta Dental Plan of New Jersey, or equal, and pay the full premium for family or individual as designated by the employee.

C. Sick Leave

All K.E.S.A. members employed by the Kinnelon Board of Education shall be entitled to twelve (12) sick leave days each school year. Unused sick leave days shall be accumulated from year to year with no maximum limit; however, the Board reserves the right to verify any illness, including the right to request a doctor's certificate after three (3) consecutive days of absence.

D. Leaves of Absence

1. Three (3) personal days
 - a. These days will be granted without reason except if they occur on Monday, Friday, and/or the day before or day after a holiday.
 - b. Personal days on Monday, Friday, and/or the day before or day after a holiday will be granted with reason subject to the Business Administrator's approval and will require three (3) days' advance notice.

Unused personal business days will accumulate as sick leave days for possible use as sick leave days in future years or for conversion at retirement.

2. Ten (10) additional days for family illness in the family will be granted subject to the following:
 - a. family is defined as spouse, parents, sibling and children or relative living at home or whose legal residence is the home of the employee.
 - b. up to two (2) days may be used in the event of death of any of the following family members: parents-in-law, grandparents or grandchild.
 - c. if a member does not utilize any of the ten (10) family illness/death days in a given fiscal year, the member will be credited with one (1) additional day of accumulated sick leave for the following fiscal year.

d. use of more than one (1) consecutive day for family illness, or more than three (3) days for death in family, must be approved by the Superintendent or his designee.

e. leaves of absence with pay in case of emergency may be granted by the Business Administrator.

E. Retirement Benefits

K.E.S.A. members who have completed a minimum of ten (10) years as an employee in the District will be eligible to convert accumulated sick leave days to severance pay upon retirement. K.E.S.A. members will be reimbursed for each day of unused sick leave at a rate of \$37.50 per day until June 30, 1994 and at a rate of \$40.00 per day thereafter. The payment will be made in a lump sum on or about July 1 following retirement for those members who notify the Board by December 1 of the year prior. In the event of the death of the employee prior to retirement, the sick leave benefits shall be paid to the employee's estate provided that the member has completed 10 years of employment and is eligible for retirement benefits.

F. Work Day

The length of the workday shall be eight (8) hours which includes either a one (1) hour lunch and one (1) fifteen (15) minute morning coffee break, or one (1) forty-five (45) minute lunch and one (1) fifteen (15) minute morning coffee break and one (1) fifteen (15) afternoon coffee break. Working hours shall be arranged by the building administrator and shall not exceed the length of the workday which is eight (8) hours.

G. Professional Days

Office personnel may receive professional days upon application to the Business Administrator to attend professional conferences and meetings by submitting programs and other pertinent information along with the application for approval.

H. Leaves without Pay

Leaves without pay may be granted for a period of up to five (5) consecutive days during the school year. Requests must be made ten (10) working days in advance and have prior approval of the building administrator and Business Administrator. Upon recommendation of the Business Administrator other leaves of absence without pay may be granted by the Board. Request must be made ten (10) working days in advance and have prior approval of the building administrator and Business Administrator.

I. Tuition Reimbursement

Tuition reimbursement shall be granted, with prior approval of the course by Superintendent, to all K.E.S.A members who have completed courses to improve their secretarial abilities.

Reimbursement will be made for a course in an approved program with a grade of "C" or better in a degree program, or a "pass" grade. An official reimbursement form is to be submitted to the Business Administrator with either an official transcript or proof of the successful completion of the approved course work. A maximum of four (4) courses or twelve (12) credits per year will be allowed.

J. Evaluation

- A. Tenured support personnel shall be evaluated by their immediate supervisor at least one (1) time in each school year. Such evaluations shall be completed by June 30.

Non-Tenured support personnel shall be evaluated by their immediate supervisor at least two (2) times in each school year. Such evaluations shall be completed by January 15 and June 30.

B. Working Conditions

Every effort will be made to provide the unit member with materials, equipment, guidance and realistic timelines to complete her assigned tasks.

K. Staff Development

There shall be established a committee of two (2) K.E.S.A. members and either one (1) or two (2) administrator(s) to organize appropriate staff development activities for members of the K.E.S.A. In-service days will be provided as deemed appropriate by the Business Administrator.

A standing committee of the Board, a rotating group of school administrators, and a standing committee from the Association shall meet two (2) times during the school year at dates mutually agreed upon and arranged by the Superintendent. Emergency or additional meetings can be called by either party. One week prior to said meeting each party shall submit to the Business Administrator an agenda in order that all items will be included in the master agenda. Two (2) days prior to the meeting, the master agenda will

be distributed to the representatives of the Board, school administrator(s), and the Association Committee. The meetings may be canceled by mutual agreement.

L. For the years 1994-95 and 1995-96 an amount of .025% merit increase is included in the guides. A committee will be established during the 1993-94 school year to meet and make recommendations by April 1, 1994 as to the procedure to be used in establishing the criteria for merit increases.

ARTICLE X

REPRESENTATION FEE

Any employee who is not a member of the Association shall pay a representation fee in lieu of dues for services rendered by the Association. Such representation fee shall be paid and administered pursuant to the requirements of New Jersey law, and shall be paid in an amount equivalent to the regular membership dues, initiation fees, and assessments charged by the Association to its own members, less the cost of benefits financed through the dues, fees and assessments and available to or benefitting only its member, but in no event shall the representation fee exceed 85% of the regular membership dues, fees and assessments.

ARTICLE XI

MISCELLANEOUS PROVISIONS

Secretaries will receive a stipend for substitute calling according to secretarial stipend guide.

The K.E.S.A. President or her designee shall be released to attend K.E.S.A. responsibilities when prior approval has been obtained from the Business Administrator and notification given to the building principal or supervisor.

ARTICLE XII LONGEVITY

- A. Secretaries upon completion of seven (7) years employment in the district shall receive \$200.00 added to base pay.
- B. Secretaries upon completion of nine (9) years employment in the district shall receive \$450.00 added to base pay.

C. Secretaries upon completion of twelve (12) years employment in the district shall receive \$750.00 added to base pay.

D. Longevity shall be added to base pay for pension purposes.

For determining a year the employee must be employed for six (6) months.

ARTICLE XIII

DURATION OF AGREEMENT

A. Duration Period

This Agreement shall be effective as of July 1, 1993 and shall continue in effect until June 30, 1996, subject to the Association's right to negotiate over a successor agreement as provided herein as specified in Article II, Section A. This agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated unless it is extended in writing.

B. Failure to Reach Agreement

Should the Association and the Board fail to reach an agreement by June 30th of any given year, any subsequent agreement will be retroactive to July 1 of the new contract year.

C. Status of Agreement

IN WITNESS WHEREOF the parties hereto have caused this Agreement to be signed by their respective presidents, and attested by their respective secretaries, on the day and year first written above.

KINNELON EDUCATION
SECRETARIES ASSOCIATION

Margaret Sturhoff 7/15/93
President Date

Cabrera Polanco 7/15/93
Secretary Date

KINNELON BOARD OF EDUCATION

President Date

Secretary Date

KINNELON EDUCATIONAL SECRETARIES ASSOCIATION SALARY GUIDE

1993/94			
Step	SI	ESI	ESII
1	17,500	19,500	21,500
2	18,000	20,000	22,000
3	19,260	21,370	23,443
4	20,999	23,096	25,371
5	22,746	24,987	27,253

1994/95			
Step	SI	ESI	ESII
1	18,000	20,000	22,000
2	18,800	20,800	22,800
3	20,333	22,561	24,749
4	22,169	24,384	26,785
5	24,013	26,380	28,771

1995/96			
Step	SI	ESI	ESII
1	18,400	20,400	22,400
2	19,875	22,000	24,200
3	21,433	23,781	26,088
4	23,369	25,703	28,234
5	25,312	27,807	30,328

STEPS DO NOT REPRESENT YEARS OF SERVICE

Part-time employees shall be paid on pro-rata basis.

<u>SECRETARY I</u>	<u>EXECUTIVE SECRETARY I</u>	<u>EXECUTIVE SECRETARY II</u>
Guidance	Elementary Principals	High School Principal
General	Assistant Principal - HS	Bookkeeper
Attendance	Director of Guidance	Dir. of Special Services
	Board Office Secretary	
	Special Services Secretary	

DURING FIRST YEAR OF CONTRACT

Those on Step 1 during 1992-93 will move to Step 3 on the 1993-94 Guide

Those on Step 2 during 1992-93 will move to Step 4 on the 1993-94 Guide

Those on Step 3 during 1992-93 will move to Step 4 on the 1993-94 Guide

Those on Step 4 during 1992-93 will move to Step 5 on the 1993-94 Guide.

THERE WILL BE NO STEP MOVEMENT DURING THE 1994-95 AND 1995-96 YEARS OF CONTRACT.

STIPEND GUIDE

Year	High School	Pearl R. Miller	Kiel/Stonybrook
1993/94	1100	880	880
1994/95	1210	968	968
1995/96	1331	1065	1065

