

V

#503

APR 2 1989  
RINGWOOD BOARD OF EDUCATION  
PERSONNEL ASSOCIATION

**AGREEMENT BETWEEN**

**RINGWOOD BOARD OF EDUCATION**

**AND**

**RINGWOOD EDUCATIONAL OFFICE PERSONNEL ASSOCIATION**

**JULY 1, 1989 - JUNE 30, 1992**



TABLE OF CONTENTS

<i>Preamble</i> .....	1
<i>Recognition</i> .....	2
<i>Professional &amp; Technical Employees Membership</i> .....	3
<i>Bulletin Boards</i> .....	4
<i>Grievance Procedures</i> .....	5
<i>Association Business</i> .....	6
<i>Leave of Absence</i> .....	7
<i>Work Week-Work Day-Overtime</i> .....	8
<i>Holidays</i> .....	9
<i>Vacation</i> .....	10
<i>Fringe Benefits</i> .....	11
<i>Clothing</i> .....	12
<i>Salary Guide</i> .....	13
<i>Miscellaneous</i> .....	14
<i>Absences and Leaves</i> .....	15-16
<i>Promotions &amp; New Positions</i> .....	17
<i>Suspensions &amp; Disciplinary Actions</i> .....	18
<i>Employee Performance Evaluations</i> .....	19
<i>Seniority</i> .....	20
<i>Successor Contract</i> .....	21
<i>Longevity</i> .....	22
<i>Duration</i> .....	23



PREAMBLE

*This Agreement made and entered into the 11th day of September, 1989 by and between the Board of Education of Ringwood in the County of Passaic, hereinafter referred to as the "Board" and Ringwood Educational Office Personnel Association, hereinafter referred to as the "Association".*



ARTICLE I - RECOGNITION

Section 1.

The Board hereby recognizes the Ringwood Educational Office Personnel Association as the exclusive and sole representative for collective negotiations concerning salaries, hours and other terms and conditions of employment for all employees of the Board under the classification of Secretarial and Office personnel.

Section 2.

Included in this Agreement are:

General Secretary  
Personnel Secretary  
Secretary to Building Principal  
Secretary to Vice Principal  
Special Services Secretary  
Payroll

All other existing office personnel are excluded

Section 3.

The Association shall furnish the Board with a list of its President, Vice President and Representatives, and shall as soon as possible notify the Board in writing of any changes therein. Such notification shall be sent to the Board Secretary. No officer or representative shall be recognized by the Board until such written notification of such appointment shall be received by the Board from a duly authorized officer of the Association.

*ARTICLE II - PROFESSIONAL AND TECHNICAL EMPLOYEES MEMBERSHIP*

*Section 1. Continuance of Membership*

*All present employees who are members of Ringwood Educational Office Personnel Association on the date of execution of this Agreement may remain members of the Ringwood Educational Office Personnel Association. All new members who are hired during the term of this Agreement may become and remain members of Ringwood Educational Office Personnel Association.*

*Section 2. Dues Deductions*

*The Board shall deduct and transmit monthly membership dues and other proper assessments from the earned wages or salaries of each Ringwood Educational Office Personnel Association member in the Association upon written authorization of that employee. The total monthly amount so deducted shall be forwarded regularly to the Officer of the Ringwood Educational Office Personnel Association duly authorized to receive such payments.*

*Section 3. Agency Shop*

*Those employees who do not join the Association shall be required to pay 85% of dues for services rendered.*



*ARTICLE III - BULLETIN BOARDS*

*Subject to prior approval of the School Business Administrator or any of his/her designees, which approval shall not be unreasonably withheld, the Board shall permit the Association appropriate use of a bulletin board in the administrative offices. The purpose is to allow the posting of notices dealing with proper and legitimate Association business and activities and concerning other appropriate notices with respect to the welfare of employees in this Association. The Association agrees that at no time will such space be used for posting any materials which are unethical, unprofessional, or violative of law or in violation of Board policies.*

## ARTICLE IV - GRIEVANCE PROCEDURES

### Section 1. General Procedures

Definition: A grievance is defined as a complaint or dispute by an employee in the Association with the Board or any agent of the Board, with administration or supervisory authority over members of the Association, which dispute or complaint is that the employee has been treated unfairly, inequitably or improperly in terms of the application and interpretation of this Agreement.

Step 1: In the event that any grievance arises, the individual involved shall present the grievance within ten (10) working days of occurrence of same informally to the employee's immediate supervisor and every effort shall be made to resolve the grievance informally.

Step 2: If no satisfactory resolution of the informal presentation of the grievance is reached within ten (10) working days, the employee may reduce the grievance in writing and shall submit the grievance in formal written form to the immediate supervisor within ten (10) days, who shall respond in writing to the written grievance and who shall forward copies of the response to both the Association and the CSA. Failure of an employee to submit written grievance within ten (10) working days shall constitute abandonment of the grievance.

Step 3: If no satisfactory resolution with the employee of a Step 2 grievance is reached within ten (10) working days, the grievant or the Association may appeal the decision at Step 2 to the CSA or his/her designee, within ten (10) days, who shall within ten (10) days notify in writing a specified date for a conference with the grievant to review the grievance. The CSA or his/her designee shall then submit a written decision on the grievance to the grievant and a copy of this decision shall be forwarded to the Association.

Step 4: If the aggrieved person is not satisfied with the disposition of the grievance at Step 3, or the CSA has not responded to the grievance, the employee shall have ten (10) days to file written appeal to the Board or a committee of Board members designated by it. Said request shall be made in writing and copies simultaneously sent to both the CSA, Board Secretary, Board of Education and the Association. The Board or Committee shall set a date for a hearing on the grievance within a reasonable period of time.

Step 5: If the aggrieved person is not satisfied with the disposition of the grievance at Step 4, and the grievance deals with contractual obligations the Association may submit the grievance to advisory arbitration. Cost of arbitration shall be divided equally between the Association and the Board.

### Section 2.

The Steps provided for may be waived by mutual agreement of the parties and the time limits changed by similar mutual agreement in writing. Both parties agree that the specified times are maximum time limits and the grievance should be expedited as soon as possible.

*ARTICLE V - ASSOCIATION BUSINESS*

Section 1.

*The Board shall permit members of the Association negotiation committee to change schedules with other members of the bargaining unit in order to attend negotiation sessions, as long as it is mutually agreeable between the parties involved and as long as it is practical and does not interfere with the proper operation of the school system. The employee's immediate Supervisor will be consulted in advance.*

Section 2.

*The Board will furnish the Association with a list of names, addresses and hire date of all the employees in the unit once per year.*

*Both parties agree to recognize and deal with only properly authorized Board or Association representatives with reference to matters pertaining to this contract.*

*A representative may be permitted upon request and approval of his/her immediate Supervisor, to investigate and adjust complaints. In the event of the representative's absence, an alternate may be designated.*

*The Association shall have access through the appropriate Supervisor and appropriate channels to pertinent documentation relating to the grievance in question, and shall have the right to interview the aggrieved employee, Supervisors and witnesses.*

Section 3. Visitation Rights

*A representative or representatives of the Association shall have reasonable access to all places in which employees covered by this Agreement work providing he/she goes through the appropriate Supervisor and channels.*

ARTICLE VI - LEAVE OF ABSENCE

*Upon making written application, an employee of this unit may apply for a leave of absence without pay. Such a request shall include the reason and the Board shall give due consideration to each application. Such leave of absence may be renewed for an additional period, upon formal written application to and subject to the approval of the Board. The Board shall retain the right to approve or disapprove all applications. An employee returning from any authorized leave of absence will be reinstated and will retain the seniority held at the time the leave became effective.*

## ARTICLE VII - WORK WEEK - WORK DAY - OVERTIME

### Section 1. Work Week

- a. Except for such days as are designated as holidays within the calendar adopted by the Board and applicable to this bargaining unit and except for such additional holidays as may be granted from time to time to said categories of employees, the regular hours of employment shall be thirty-five (35) hours per week, consisting of five (5) working days, Monday through Friday of eight (8) continuous hours each day including a duty free one (1) hour lunch period.
- b. All lunch periods and coffee breaks assigned to members of this unit shall be duty free and with the exception of an emergency, any member of this unit who shall be requested to perform services during the employee's lunch period shall be afforded a duty free lunch period during the same work day.
- c. It is agreed that the employees of this bargaining unit shall receive two (2) uninterrupted fifteen (15) minute coffee breaks or rest periods each day. One to be taken in the morning and one to be taken in the afternoon.
- d. It is agreed that working hours will be 8:00 a.m. to 3:00 p.m. including duty free lunch hour, whenever school is not in session.
- e. Office personnel employees will not be required to report for duty, nor shall any employee suffer any loss of pay, when school is declared closed due to inclement weather. However, it is agreed that one member of the office personnel staff shall be available at the Board office to answer telephones. This shall be done on a rotating basis where possible.

### Section 2. Work Day

The Supervisor shall determine a work schedule for each employee. Such schedule shall not be changed without prior consultation with the employee or the Association except in cases of an emergency.

### Section 3. Overtime

Overtime shall be defined as extra work performed by a member of the Association and above the regular work hours. For purposes of overtime calculation, sick days, personal days, days granted for funeral leave shall be considered as days worked in excess of 40 hours per week including lunch hours. All other days not listed and days off without pay shall not be considered as days worked. Overtime rates shall be one and one half (1½) times the employee's regular hourly rate and shall apply when authorized on the following basis:

- a. All time worked in excess of forty (40) hours in one week for which overtime has not been earned.
- b. All time worked on a contracted holiday or Saturday or Sunday.
- c. Management reserves the right to schedule hours based on need evaluation by CSA. Whenever possible, overtime will be assigned among the employees at the location where the overtime is to take place. To insure proper coverage and necessary

ARTICLE VII (continued)

- c. functions at the schools, the Supervisor in each location shall maintain the right to assign overtime as he/she sees fit. Employees assigned to work the overtime may be excused from it at the discretion of their Supervisor. Overtime assignments shall be made on a rotating basis within each individual building, whenever possible.
- d. In a situation where a secretary works in the position of a higher classification secretary for more than five (5) consecutive days, effective day six (6) said employee shall receive per diem retroactive salary equal to the higher salary. This stipend shall remain in effect until consecutive work day pattern is ended.

Section 4. Holidays

All members of this unit shall receive sixteen (16) paid holidays per year, the exact days to be determined by the Administration in forming the yearly school calendar. The employees shall also receive a paid holiday on any day declared a legal holiday in the State or County by the Governor or President and providing the schools are closed on such a day. The school calendar will be made available to the Association as soon as possible after its adoption. Sixteen paid holidays shall include the day after Christmas. The Easter Monday floater holiday included in the sixteen days noted may be used anytime after Easter vacation but prior to the end of the school year.

ARTICLE IX - VACATION

Section 1.

By April 15th, the Board Secretary will notify each employee of the number of vacation days earned and requesting the employees inform her/him when they would like to take their vacation time. All employees will respond in writing by April 30th to their Supervisor as to their desired vacation time. Whenever desired schedules conflict, seniority will prevail. In case of lateness in responding (by April 30th), seniority will not apply. No employee will be required to reschedule a vacation period once it has become officially authorized except for a case of clear and obvious emergency as determined by the Board Secretary.

The following vacation schedule, with pay, shall apply to 12 month employees only for the duration of this contract:

New employees with less than one (1) year's service shall receive vacation on a pro rata basis--5/6 of one (1) day per month, not to be taken until after the 5th month of service.

After one (1) year of service.....10 days  
After four (4) years of service.....15 days  
After ten (10) years of service.....20 days  
From the 11th through the 15th years of service.....1 additional  
day per year  
After fifteen (15) years of service.....25 days

Section 2.

Vacations may be taken while school is in session, upon request by the employee and prior approval of the immediate Supervisor.

Vacation will normally be taken during the period when schools are not in session.

Section 3.

Any 12 month employee covered by this Agreement shall be entitled to receive vacation pay on the regular pay day immediately preceding the employee's scheduled vacation.

Section 4.

During the Easter and Christmas recess, vacation time may be taken. Such time taken shall be charged to that person's annual vacation time.

ARTICLE X - FRINGE BENEFITS

Section 1.

The Board agrees to make available to all full time, twenty (20) hours or over, employees in the unit without cost a program of hospitalization, medical-surgical benefits, dental plan, major medical insurance and prescription plan. Such coverages shall be in keeping with these in effect with the Ringwood Education Association.

Section 2.

Upon employment, the benefits described in Section 1 shall be made available to each newly employed member of the unit at the earliest possible registration date immediately following employment.



*ARTICLE XI - CLOTHING*

*The Board will provide and maintain one (1) smock for each school and two (2) for the Administration Building.*

ARTICLE XII - WAGES

TABLE A - SALARY GUIDE

Any person employed as a part-time employee, in any indicated position shall be paid pro rata the salary specified for that position for hours worked. Also, they shall be placed upon proper step on guide for years worked.

	<u>1989-1990</u>	<u>1990-1991</u>	<u>1991-1992</u>
		<u>GENERAL SECRETARY</u>	
Step One	\$13,414.00	\$14,173.00	\$15,332.00
Step Two	14,548.00	14,940.00	16,172.00
Step Three	--	15,737.00	17,001.00
		<u>PERSONNEL SECRETARY</u>	
Step One	15,442.00	16,796.00	18,168.00
Step Two	17,007.00	17,676.00	19,120.00
Step Three	--	18,650.00	20,402.00
		<u>SECRETARY TO BUILDING PRINCIPAL</u>	
Step One	17,976.00	19,034.00	20,589.00
Step Two	19,526.00	20,034.00	21,670.00
Step Three	--	21,128.00	22,833.00
		<u>SECRETARY TO VICE PRINCIPAL</u>	
Step One	13,414.00	15,583.00	17,606.00
Step Two	15,298.00	16,398.00	18,488.00
Step Three	--	17,299.00	19,441.00
		<u>SPECIAL SERVICES SECRETARY</u>	
Step One	15,655.00	16,317.00	17,650.00
Step Two	16,700.00	17,172.00	18,575.00
Step Three	--	18,077.00	19,553.00
Maximum	21,092.00*	22,824.00*	24,667.00*

\*Maximum step under this category will be eliminated when the present secretary leaves the Ringwood system.

		<u>PAYROLL</u>	
Step One	15,998.00	17,750.00	19,200.00
Step Two	17,382.00	18,261.00	19,750.00
Step Three	--	18,806.00	20,321.00

ARTICLE XIII - MISCELLANEOUS

Section 1.

Payroll errors shall be corrected within a reasonable period of time.

Section 2.

The school secretary will not be expected to provide any services normally performed by the school nurse; the secretary will, however, attend to routines established by the nurse, (a) in order to assure the nurse of a duty-free lunch break, and (b) in cases when the nurse is not available because of an emergency.

At no time will a school secretary be expected to provide medical or first-aid service outside of her qualifications. In the absence of the nurse, the secretary will seek immediate qualified help. She will:

- (A) Contract the regular school nurse to return immediately to her office.
- (B) Call a school nurse who is available at the nearest school in the district.
- (C) Call the Ringwood Ambulance Corporation.

Section 3.

The Board shall continue the current practice of paying cost of educational courses and any other course taken by the employee of this unit, providing they are relevant to their job duties and recommended by their Supervisor and the Board Secretary.

This reimbursement will occur only if the course taken is passed by the employee and upon written proof of same.

Section 4.

The secretaries will not be required to move any large supply orders.

Section 5.

The secretaries will not be responsible for handling any PTA/PTO work with the exception of instruction on handling equipment.

Section 6.

Each Principal's secretary in a school with only one (1) secretary will be entitled to a one-half day substitute each month to enable her to devote her time to the class registers. Where there is more than one (1) secretary in a school the one-half substitute will not be available.

ARTICLE XIV - ABSENCES AND LEAVES

Section 1. Sick Leave

All employees in this unit shall earn one (1) day sick leave per month at full pay during each calendar year. Unused sick leave may be accumulated without limit, but with a maximum of twelve (12) days per year.

Reimbursement for unused sick leave shall be provided in the amount of twenty-five (25) dollars per day to those employees who have served at least ten (10) years in the Ringwood School District. The maximum amount per employee shall be \$3,000.00. Upon death, such benefits shall be paid to employee's designated beneficiary.

Section 2. Personal Leave

This section shall cover brief absences not chargeable to sick leave. The provisions for leave at full pay stated below shall be during one (1) school year and any unused personal leave days shall become cumulative sick leave days the following year. All leaves granted below must be with prior approval of the CSA.

(A) Death in the immediate family - An allowance up to five (5) days leave shall be granted. Immediate family shall be considered father, father-in-law, mother, mother-in-law, spouse, child, brother, sister, or any member of the immediate household.

No more than a cumulative total of three (3) days are allowable for items 1 through 3. Full pay will be deducted for all days in excess of three (3) days.

No personal days are to be taken on the first day of school, the last day of school or any day immediately preceding or following a holiday period. Exceptions to the above are serious illness in the immediate family, a bona fide religious holiday, court appearance or a verifiable emergency.

Notification in advance must be given to the Supervisor or Board Secretary. In case of several employees choosing the same day, the Supervisor or Board Secretary may deny some employees the right to take this day.

- 1. Serious illness in the immediate family - An allowance of up to three (3) days leave shall be granted [immediate family as in the (A) above.]
- 2. Death of other relative or close friend - An allowance of one (1) day's leave shall be granted.
- 3. Other emergencies of personal nature; no explanation necessary:
  - a. Recognition of religious holiday.
  - b. Court appearance (up to two [2] days).
  - c. Marriage of employee or marriage in the immediate family (up to two [2] days).

ARTICLE XIV - ABSENCES AND LEAVES

Section 2. Personal Leave (Continued)

4. All employees permanently employed shall be entitled to one (1) day with pay of personal leave per calendar year. This day is separate and above all other absences and leaves. It may be taken at the employee's option and because it is personal, no explanation to the employer is necessary; however, notification in advance must be given to the Supervisor or Board Secretary. In the case several employees choose the same day, the Supervisor or Board Secretary may deny same employee the right to take this day
5. Any employee serving jury duty shall be paid the difference between the amount received for jury duty and his/her normal salary.

Section 3. N.J.E.A. Convention

Secretaries will have the right to attend the N.J.E.A. Convention with pay, as per Title 18A:31-2.

ARTICLE XV - PROMOTIONS AND NEW POSITIONS

Section 1.

In the event that any position or new classification in the field covered by the employees of this unit are opened up, whether promotional or otherwise, the following steps shall be taken in affording all presently employed the opportunity for competing for such positions:

- A. Notice of all openings shall be posted on the Association bulletin board and notices shall be sent to each employee in this unit.
- B. In posting such notices, complete and full details with respect to all qualifications, job specifications, and salary shall be included when possible.
- C. All employees in the unit shall have full and equal opportunity to compete for any such positions based on their being able to meet the required qualifications.
- D. It is agreed that in the event the Board decides to create a new classification within the bargaining unit, proper notification shall be given to the Association and a meeting will be held between the Board and a representative of the Association to discuss the terms, wages and conditions of the new classification. The Board shall have the right to set the beginning salary for the new classification.

Section 2.

All vacancies shall be awarded on the basis of qualifications and seniority shall apply where appropriate.

*ARTICLE XVI - SUSPENSIONS AND DISCIPLINARY ACTIONS*

*If the Board or an authorized agent of the Board has just cause or reason to reprimand an employee, it shall be done in a manner that will not embarrass the employee before other employees, or the public.*

## ARTICLE XVII - EMPLOYEE PERFORMANCE EVALUATIONS

Employee performance shall be regularly evaluated in writing by the employee's Supervisor or the Board Secretary, but not less than once per year. Evaluation reports shall be made openly.

Employees shall be rated. If rated unsatisfactory by the Supervisory staff, the staff shall make specific recommendations for improvement and provide assistance to the employee. After a reasonable time, the employee shall be re-evaluated and receive once again a written evaluation.

Evaluations shall not be placed in the employee's files unless the employee has had an opportunity to read the evaluation and sign it. The employee shall acknowledge that the material has been read by signing the last page of the copy to be filed, and initialing all others. Such signature shall merely signify that the material has been read and is not to be construed as agreement or disagreement with its contents. If the employee refuses to sign, the fact shall be noted, dated and witnessed. Employee has the right to make written comments on the evaluation form, or on a separate sheet which will be affixed to the evaluation.

The Board agrees to continue its policy of treating these personnel files confidentially.



*ARTICLE XVIII - SENIORITY*

*Seniority is defined as employment based on the length of continuous service with the Board within the unit from the date of hire.*

*ARTICLE XIX - SUCCESSOR CONTRACT*

*Negotiations for a successor contract shall begin in accordance with the provisions of the New Jersey Public Employer-Employee Relations Act. The current contract shall remain in effect until the new contract is signed.*

*ARTICLE XX - LONGEVITY*

*Longevity shall be paid after the completion of the following consecutive years:*

<i>10 years.....</i>	<i>\$ 450.00</i>
<i>12 years.....</i>	<i>\$ 600.00</i>
<i>15 years.....</i>	<i>\$ 800.00</i>
<i>18 years.....</i>	<i>\$1,000.00</i>

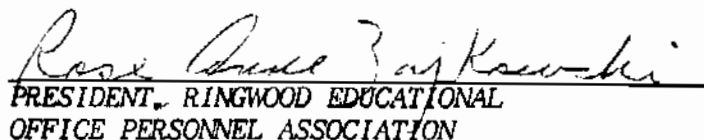
*These payments will be paid to each employee on his/her anniversary date of start of employment.*

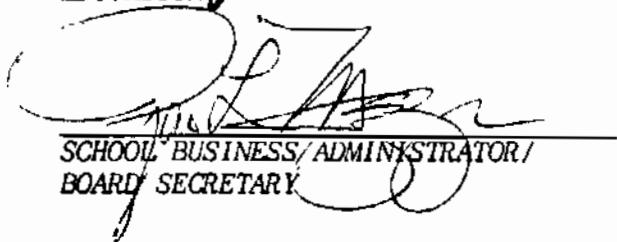
ARTICLE XXI - DURATION

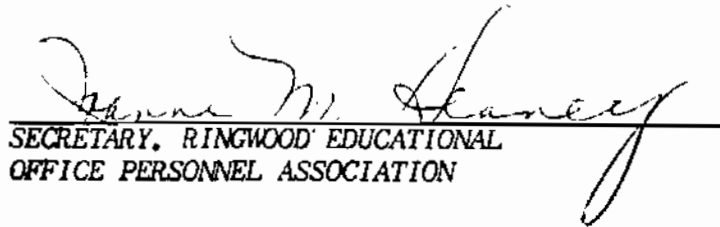
This Agreement and each of its provisions, unless otherwise specifically dated, shall be binding upon the parties as of July 1, 1989, and shall continue to remain in full effect until June 30, 1992.

ATTESTED TO AS OF: 12/18/89

  
PRESIDENT, RINGWOOD BOARD OF  
EDUCATION

  
PRESIDENT, RINGWOOD EDUCATIONAL  
OFFICE PERSONNEL ASSOCIATION

  
SCHOOL BUSINESS ADMINISTRATOR/  
BOARD SECRETARY

  
SECRETARY, RINGWOOD EDUCATIONAL  
OFFICE PERSONNEL ASSOCIATION