

*This Contract was ineffective from 74-75 to 78-79*

AGREEMENT BETWEEN

HIGHLANDS BOARD OF EDUCATION

and

HIGHLANDS ELEMENTARY SCHOOL NON-INSTRUCTIONAL EMPLOYEES ASSOCIATION

TERMS AND CONDITIONS OF EMPLOYMENT

*(Custodian, Secretary, Cafeteria Worker)*

SCHOOL YEAR:

10 month employees are to report to work on September 1st each year and are to work until June 30th, or may be permitted to leave earlier providing Administrative approval has been granted, there have been no changes in the school calendar for that year, and that all work has been completed.

WORKING HOURS:

Custodians, Secretary and Clerk Typist - 8 hours with one hour for lunch. Two (2) fifteen minute breaks: one in the morning and one in the afternoon.

Cafeteria - 6½ hours with ½ hour for lunch. One (1) fifteen minute break in the morning.

Hours to be determined by the Administrative Principal. At present will continue as established for this year:

Secretary and Clerk Typist	8:00 A.M. - 4:00 P.M.
Head Custodian	7:00 A.M. - 3:00 P.M. LIBRARY
Custodian	8:30 A.M. - 4:30 Institute of Management and
Cafeteria	8:00 A.M. - 2:30 P.M. Labor Relations

SUMMER HOURS:

SEP 25 1981

Summer hours for 12 month employees as follows:

RUTGERS UNIVERSITY

Secretary and Clerk	8:00 A.M. - 2:00 P.M.	½ hour for lunch
Custodians	6:00 A.M. - 2:00 P.M.	½ hour for lunch

VACATION TIME:

12 month employees:	1 to 6 years in system	- 2 weeks
	7 to 12 years in system	- 3 weeks
	13 to 19 years in system	- 4 weeks
	20 years and over in system	- 5 weeks

LEGAL HOLIDAYS:

All legal holidays when school is not in session noninstructional employees will not be required to come in: New Years Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Christmas, Good Friday, and Washington's Birthday. (Independence Day applies only to 12 month employees.)

12 month employees work during spring and winter recess and N.J.E.A. Convention days.

1974 - 1979

DEATH DAYS:

Five (5) consecutive days shall be allowed for absence without loss of pay in the case of death in the employee's immediate family. (Father, mother, husband, wife, child.) After expiration of five (5) consecutive days, substitute's pay shall be deducted for an additional period not exceeding two school days, after which full pay shall be deducted.

In the case of death of a grandparent, brother, sister, nephew, niece, uncle, aunt, father-in-law, mother-in-law, brother-in-law, sister-in-law, not living with the immediate family, three (3) days may be allowed at the discretion of the Principal and Board.

FRINGE BENEFITS:

Blue Cross - Blue Shield - Rider J and Major Medical. Also, any additional benefits granted to the instructional staff this year.

SICK LEAVE:

Sick leave three or more consecutive days, a doctor's note will be presented.

USE OF OWN AUTOMOBILE - SCHOOL DUTIES:

All noninstructional employees will be reimbursed at the rate of fourteen cents (14¢) per mile when they are required to use their own automobile in the performance of their duties. Itemized statement must be submitted.

GRIEVANCE:

Procedure as stated in the Policy Manual.

NEGOTIATIONS:

Negotiations to begin early in year--on or before October 1st.

CONTRACTS:

Noninstructional employees to be notified by April 30th each year of their contractual status. Request written contract form. Contract must be returned not later than ten (10) days after date of issue.

SUBSTITUTES:

Adequate substitutes for all noninstructional employees.

CUSTODIANS' UNIFORMS:

Clothing allowance not to exceed \$75.00 per year for each custodian.

SICK LEAVE:

12 month Employees	15 days per year (Accumulative)
10 month Employees	10 days per year (Accumulative)

PERSONAL LEAVE:

12 month Employee	3 days per year
10 month Employee	2 days per year

1:00 P.M. SESSION:

1:00 PM session days - regular working hours, except when it precedes a holiday (Thanksgiving, Christmas, and last day of school), work  $\frac{1}{2}$  hours beyond dismissal of students.

ADDED:

To be added to the second section on page one (WORKING HOURS) the following title and hours:

Cafeteria Aides                      10:30 A.M.- 1:15 P.M.

This agreement shall be effective from July 1, 1977 through June 30, 1978.

W. Allen Turner Date: 4/25/78  
W. Allen Turner - President Highlands Board  
of Education

Elizabeth Searcy Date: 4/25/78  
Elizabeth Searcy - Vice President Highlands  
Board of Education / ChP  
Personnel Committee

Andrew Daino Date: 4-24-78  
Andrew Daino - President, HES Non-Instructional  
Employees Association

William B. Ware Date: 4-24-78  
William B. Ware - Secretary, Highlands Board  
of Education

CUSTODIAN SALARY GUIDE (LICENSED)

<u>HEAD CUSTODIAN</u> 12 months		<u>CUSTODIAN</u> 12 months	
<u>Step</u>	<u>Salary</u>	<u>Step</u>	<u>Salary</u>
1	\$7,500	1	\$7,000
2	7,850	2	7,350
3	8,200	3	7,700
4	8,550	4	8,050
5	8,900	5	8,400
6	9,250	6	8,750
7	9,600	7	9,100
8	9,950	8	9,450
9	10,300	9	9,800
10	10,650	10	10,150
11	11,000	11	10,500
12	11,350	12	10,850
**17	11,700	**17	11,200
**22	12,050	**22	11,550

\*Plus Longevity

6 - 10 years	2½%	
11 - 15 years	5%	
16 - 20 years	7½%	
20 and over years	10%	Maximum - \$1,000

\* Longevity will not be offered to any new employee hired after the 1976-77 school year.

\*\* Super Maximum (years in service must be in same school district)

SALARY GUIDES

<u>PRINCIPAL'S SECRETARY</u> 12 months		<u>ATTENDANCE CLERK</u> 10 months - 4 hours/day	
<u>Step</u>	<u>Salary</u>	<u>Step</u>	<u>Salary</u>
1	\$7,250	1	\$1,850
2	7,500	2	2,050
3	7,750	3	2,250
4	8,000	4	2,450
5	8,250	5	2,650
6	8,500	6	2,850
7	8,750	7	3,050
8	9,000	8	3,250
9	9,250	9	3,450
10	9,500	10	3,650
11	9,750	11	3,850
12	10,000	12	4,050

\*\*17 10,100

\*\*22 10,450

\*Plus Longevity

6 - 10 years	$2\frac{1}{2}\%$	
11 - 15 years	$5\%$	
16 - 20 years	$7\frac{1}{2}\%$	
20 and over	$10\%$	Maximum - \$1,000

\* Longevity will not be offered to any new employee hired after the 1976-77 school year.

\*\* Super Maximum (years in service must be in same school district)

SALARY GUIDES

CAFETERIA MANAGER  
10 months

<u>Step</u>	<u>Salary</u>
1	\$4,600
2	4,800
3	5,000
4	5,200
5	5,400
6	5,600
7	5,800
8	6,000
9	6,200
10	6,400
11	6,600
12	6,800
*17	7,100
*22	7,400

CAFETERIA WORKER  
10 months

<u>Step</u>	<u>Salary</u>
1	\$2,800
2	3,000
3	3,200
4	3,400
5	3,600
6	3,800
7	4,000
8	4,200
9	4,400
10	4,600
11	4,800
12	5,000
*17	5,300
*22	5,600

CAFETERIA AIDE  
10 months

<u>Step</u>	<u>Salary</u>
1	\$2.50/hr.
2	2.70/hr.
3	2.90/hr.
4	3.10/hr.
5	3.30/hr.
6	3.50/hr.
7	3.70/hr.
8	3.90/hr.
9	4.10/hr.
10	4.30/hr.
11	4.50/hr.
12	4.70/hr.

\*Super Maximum (years in service must be in same school district)