

Contract no. 643

WATCHUNG HILLS REGIONAL HIGH SCHOOL BOARD OF EDUCATION

AND

WATCHUNG HILLS REGIONAL EDUCATION ASSOCIATION

CUSTODIAL, MAINTENANCE AND BUS DRIVER EMPLOYEES

CONTRACT PERIOD JULY 1, 1990 THROUGH JUNE 30, 1992

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INDEX

<u>ARTICLE</u>	<u>TITLE</u>	<u>PAGE</u>
	PREAMBLE	1
I	RECOGNITION	2
II	MANAGEMENT RIGHTS	3
III	UNION REPRESENTATION/BUSINESS	6
IV	DUES CHECK-OFF	8
V	NON-DISCRIMINATION	9
VI	NO STRIKES OR STOPPAGES	10
VII	GRIEVANCE/ARBITRATION PROCEDURE	11
VIII	DISCIPLINE AND DISCHARGE	16
IX	WORK SCHEDULES: BUILDINGS AND GROUNDS EMPLOYEES	17
X	WORK SCHEDULES: BUS DRIVERS	19
XI	OVERTIME	22
XII	WAGE INCREASE	24
XIII	HOLIDAYS	26
XIV	VACATION - BUILDINGS AND GROUNDS EMPLOYEES	27
XV	HEALTH BENEFITS	29
XVI	RETIREMENT PENSION	31
XVII	NOTIFICATION OF ABSENCE	32
XVIII	SICK LEAVE	33
XIX	DEATH IN FAMILY LEAVE	35
XX	ACCIDENT OR ILLNESS REPORTING	36
XXI	PERSONAL BUSINESS LEAVE	37
XXII	JURY DUTY	38

<u>ARTICLE</u>	<u>TITLE</u>	<u>PAGE</u>
XXIII	MILITARY LEAVE	39
XXIV	UNIFORMS AND EQUIPMENT	41
XXV	EMPLOYMENT PROCEDURE	42
XXVI	NEGOTIATION OF SUCCESSOR AGREEMENT	44
XXVII	SEPARABILITY AND SAVINGS	45
XXVIII	MISCELLANEOUS	46
XXIX	FULLY BARGAINED PROVISIONS, AMENDMENT AND DURATION OF CONTRACT	48

PREAMBLE

THIS AGREEMENT entered into this ¹²_____ day
of August____, 1991, by and between the BOARD OF EDUCATION OF
WATCHUNG HILLS REGIONAL HIGH SCHOOL, WARREN, NEW JERSEY,
hereinafter called the "Board," and the WATCHUNG HILLS REGIONAL
EDUCATION ASSOCIATION, hereinafter called the "Association."

ARTICLE I
RECOGNITION

Pursuant to the Public Employment Relations Commission's certification dated January 26, 1990, the Board recognizes the Association as the exclusive bargaining representative for all employees in a bargaining unit consisting of all full-time and regularly employed part-time custodial and maintenance employees and bus drivers employed by the Watchung Hills Regional Board of Education.

Excluded from this bargaining unit and from all provisions of this Agreement are all other employees, all managerial executives, confidential employees, professional employees, craft employees, police employees and supervisors within the meaning of the Act.

Whenever the word "employee" or "employees" appears in this Agreement, it shall be construed to mean and include only the employees of the Board as specified above and shall not include those employees within the excluded category.

ARTICLE II
MANAGEMENT RIGHTS

Section 1.

The Association recognizes that there are certain functions, responsibilities and managerial rights exclusively reserved to the Board. All of the rights, powers, prerogatives and authority possessed by the Board prior to the signing of this Agreement are retained exclusively by the Board subject only to such limitations as are specifically provided in this Agreement.

Section 2.

Except as modified, altered or amended by the within Agreement, the Board shall not be limited in the exercise of its statutory management functions. The Board hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred and vested in it by the laws of the State of New Jersey, the Constitution of the State of New Jersey and the Constitution of the United States of America, including the following rights, privileges and functions:

(a) The executive management and administrative control of the Watchung Hills Regional High School Board of Education and its properties and facilities and the activities of its employees related to their employment utilizing

personnel methods and means of the most appropriate and efficient manner possible as may from time to time be determined by the Board.

(b) The right to hire all employees and to determine their qualifications and the conditions for their continued employment, demotion, dismissal or discipline and to promote and transfer all such employees.

(c) The right to determine schedules of work and the duties, responsibilities and assignments of all employees with respect thereto.

(d) The right to use and implement improved methods of operation and equipment.

(e) The right to promulgate and implement policies, rules, regulations and practices which in its sole discretion it deems necessary for the efficient and effective operation of its properties and facilities and to maintain order and safety of the work force.

(f) The right to lawfully contract out any operation or work of the employer.

Section 3.

The exercise of the foregoing powers, rights, authority, duties and responsibilities by the Board, the adoption of policies, rules, regulations and practices in furtherance thereof and the use of judgment and discretion in connection therewith shall be limited only by the extent such

specific and expressed terms of this Agreement are in conformance with the laws of the State of New Jersey, the Constitution of the State of New Jersey and the Constitution and Laws of the United States of America.

Section 4.

Nothing contained herein shall be construed to deny or restrict the Board of its rights, responsibilities and authority under any national, state, county or local law or regulation.

ARTICLE III

UNION REPRESENTATION/BUSINESS

Section 1.

Any authorized representatives of the Association who are not employed by the Board shall be permitted to enter the Board's premises during work hours for the purpose of administering the terms of this Agreement. At the time of entering the Board's premises, the representative shall advise the business administrator of the district, or his designee, as to his/her presence, the general purpose of his/her visit and intended destination.

Section 2.

Any authorized representative of the Association, whether employed by the Board or not, shall neither solicit members nor conduct any business on the Board's property during assigned work time of either the representatives of the Union or the employees involved, unless permission is first obtained from the business administrator or his designee.

Section 3.

The Board agrees to furnish the Association in response to all reasonable requests such public records as are in the Board's possession at a charge not to exceed that which is allowed by statute.

Section 4.

The Association and its representatives may use the school buildings for meetings. Prior written request shall be made via the Building Use Form and written approval must be obtained from the building's principal.

Arrangements for meetings at extraordinary times must have prior approval of the principal and the Association agrees to reimburse the Board for any extra custodial requirements.

Section 5.

Whenever any employee is required to appear before the Superintendent or the Board, or any committee or member thereof, concerning any matter which could adversely affect the employee's position or employment or the salary or any increments pertaining thereto, then the employee shall be given prior notice of the reasons for the appearance and shall be entitled to have present a representative of the Association to advise and represent the employee.

ARTICLE IV
DUES CHECK-OFF

Section 1.

The Board agrees to deduct from the salaries of its employees, dues for the Watchung Hills Regional Educational Association, the Somerset County Educational Association, the New Jersey Education or the National Education Association, or any one of any combination of such Associations as said employees individually and voluntarily authorize the Board to deduct. Such deductions shall be made in compliance with Chapter 310, Public Laws of 1967 (N.J.S.A. 52:14-15.9e) and under the rules established by the State Department of Education.

Section 2.

The Association shall indemnify, defend and save the Board harmless against any and all claims, demands, suits or other forms of liability that shall arise out of or by reason of action taken by the Board in reliance upon Salary Deduction Authorization Forms.

ARTICLE V

NON-DISCRIMINATION

There shall be no discrimination by the Board, the Association or employees against any employee or applicant for employment because of race, creed, color, sex, age, nationality, membership or non-membership in the Association.

ARTICLE VI

NO STRIKES OR STOPPAGES

During the term of this Agreement, the Association, its officers and bargaining unit members agree that individually or collectively, they will not undertake any work stoppage, slowdown, picketing or interference with the normal operation of the school. Failure to report to work because of picketing or because of a dispute between the Board and another employee organization is a violation of this Agreement.

ARTICLE VII
GRIEVANCE/ARBITRATION PROCEDURE

Section 1.

A grievance is hereby defined as any dispute between the parties concerning the application, interpretation or claimed violation of any provision of this Agreement, or any administrative decision or Board action which adversely affects the terms and conditions of employment as set forth in this Agreement.

Section 2.

The purpose of this Article is to provide for the expeditious and mutually satisfactory settlement of grievances and to that end the following procedures shall be the sole and exclusive method of resolution.

Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual written agreement. If the work year of an aggrieved employee is less than twelve (12) months, the parties will make a reasonable effort to accelerate the time periods set forth hereinafter to permit processing of the steps of the grievance before the end of the aggrieved employee's work year.

Failure at any level of this procedure to communicate the decision on a grievance within the specified time limits shall permit the aggrieved person to proceed to the next level. Failure at any level of this procedure to appeal the grievance to the next level within the specified time limits shall be deemed to be acceptance of the decision rendered at that level.

Step 1:

The Association or an employee with a grievance shall first discuss it with his immediate supervisor either directly or through the Association's representative within ten (10) working days after the employee knew or should have known of the event giving rise to the grievance. Failure to act within the said ten (10) working days shall be deemed to constitute a waiver and abandonment of the grievance.

Step 2:

If the aggrieved party is not satisfied with the disposition of the grievance at Step 1, or if no decision has been rendered within five (5) working days after the presentation of that grievance at Step 1, the Association may file within five (5) working days with the business administrator of the district a written grievance setting forth the nature of the grievance and designated Contract provision(s) claimed to have been violated. The grievance shall be discussed by the authorized Association representative and the business administrator or his designee at a mutually

agreeable time and place not later than seven (7) working days after the request for such discussion. Within seven (7) working days, the business administrator shall notify the Association of his decision in writing. Failure of the Association to file a written grievance within the allotted time shall be deemed to constitute a waiver and abandonment of the grievance.

Step 3:

If the aggrieved party is not satisfied with the disposition of the grievance at Step 2, or if no decision has been rendered within seven (7) working days after the presentation of that grievance at Step 2, the Association may file within five (5) working days with the Superintendent of Schools the written grievance. Within seven (7) working days from the date the grievance was filed with the Superintendent, authorized representatives of the Association shall meet with the Superintendent at a mutually agreeable time and place to discuss the grievance. Within ten (10) working days after the aforesaid meeting, the Superintendent shall notify the Association of his decision in writing. Failure of the Association to move the written grievance within the allotted time shall be deemed to constitute a waiver and abandonment of the grievance.

Step 4:

If a grievance is not resolved at Step 3, or if no written decision has been rendered within the allotted ten (10)

working days set forth at Step 3, the Association may, within ten (10) working days, make a written request for review by the Board of Education. The written request shall have annexed thereto all known relevant documentation. A copy of such request shall be given to the Superintendent of Schools. The Board or Committee thereof shall review the grievance and shall, at the option of either party, hold a hearing with the aggrieved employee and render a written decision within thirty-one (31) calendar days from the receipt of the grievance or after the date of the hearing, whichever is later.

Step 5:

If a grievance is not resolved at Step 4 or if no written decision has been rendered within the time allotted under Step 4, the Association shall within ten (10) working days make a written demand for arbitration to the New Jersey State Board of Mediation with a copy of the demand being delivered to the Superintendent of Schools and the Secretary/Business Administrator of the district. The written demand for arbitration shall set forth the specific nature of the dispute and specific provisions of the Agreement claimed to be violated. The selection of an arbitrator as well as the conduct of the arbitration hearing shall be in accordance with the rules and regulations of the New Jersey State Board of Mediation then in effect.

The arbitrator so selected shall hear the dispute at a mutually agreeable time and place.

The decision of the arbitrator shall be final and binding upon the Board, the Association and the employee(s) and shall be in writing setting forth findings of fact, reasons and conclusions on the issues submitted.

No one arbitrator shall have more than one grievance submitted to him, and under consideration by him, at any one time unless the parties otherwise agree in writing. A grievance shall be considered under consideration by an arbitrator until he has rendered his written decision which shall be done within thirty (30) days from the close of the hearing.

In the event of the submission of any matter for arbitration as herein provided, the arbitrator shall have no right or power to alter or modify the terms of this Agreement.

The cost of the arbitrator shall be paid by the losing party. Each party shall be responsible for its own cost incurred in arbitration.

Section 3. Miscellaneous.

All meetings and hearings under this Article shall not be conducted in public and shall include only such parties in interest and their designated or selected representatives. Both parties agree that these proceedings shall be kept as confidential as may be appropriate at any level of the procedure.

Voluntary termination of a Contract by a grievant terminates any unresolved grievance after the effective termination date.

ARTICLE VIII

DISCIPLINE AND DISCHARGE

The Board shall not suspend, discipline or discharge any employee (other than probationary employees) except for good and just cause.

ARTICLE IX

WORK SCHEDULES: BUILDINGS AND GROUNDS EMPLOYEES

Section 1.

The work day of daytime employees is 8 1/2 hours, which includes an unpaid 30 minute lunch period. The work day for evening employees is 8 hours, which includes a 30 minute supper period.

Section 2.

The regular work week will be from Monday to Friday.

Section 3.

Employees shall be permitted two break periods of 15 minutes each during the work day.

Section 4. Snow Or Other Weather Emergency.

When snow has fallen, or there is some other weather emergency, all buildings and grounds employees are to report for work by 5:00 a.m. to clear the snow or emergency situation so that school may open safely. The supervisor will check weather conditions and set in motion a call-chain when practical to do so.

Compensation shall be at time and one-half the regular hourly rate for time worked in excess of the employee's regular work day.

Failure to report for a snow or other weather emergency as set forth above shall cause the absence to be charged to an accountable day in the following priority:

- i. Vacation;
- ii. Personal leave.

Employees who repeatedly fail to report to work for snow or other weather emergency shall be subject to further discipline.

Section 5. Emergency Call-In.

If it is necessary for a buildings and grounds employee to come in to make emergency repairs (e.g., water leak, alarm bell, etc.), payment shall be made for a minimum of three hours. If the emergency repair is completed in less than the minimum of three hours paid, the employee shall work the remainder of the time on non-emergency items if requested by the supervisor.

ARTICLE X

WORK SCHEDULES: BUS DRIVERS

Section 1.

(a) Regular Driver: A driver who is assigned to a regular to-and-from school driving schedule.

(b) Reserved Driver: A driver who is assigned as needed for substitute, field trip or athletic trip service.

(c) Provisional Driver: A new driver, for a period not to exceed sixty (60) work days who is assigned to a regular to-and-from school driving schedule.

Section 2.

The regular work week for a regular driver shall be from Monday through Friday.

Section 3.

Driving time is defined as assigned work time, and includes driver time necessary for vehicle check-out, warm-up, gas-up, cleaning and inspection, driver training and teaching, waiting at field trip or athletic trip destination, and attendance at required meetings in addition to actual time spent driving.

Layover time is defined as non-work time, between assigned trips or runs, not to exceed two hours per layover.

Section 4.

The parties acknowledge that the Board has the exclusive right to establish bus routes and the hours of driving. It is the intention of the Board to maintain current routes and driving allowances. Except in cases of emergency, the Board will give ten (10) days prior notice to the Association of any change in the "to and from" routes or driving hours.

Section 5.

All Board driven bus route descriptions shall be available in the bus garage.

Section 6. Extra Hours.

(a) Extra hours shall include the following:

1. Field trips.
2. Sports runs.
3. Covering other drivers' runs.
4. Miscellaneous, e.g., bus inspection, tires (if mechanic is not available).

(b) The parties agree that all extra driving hours will be distributed among bus drivers as evenly as possible. To this end, all driver hours shall be converted into single hours, giving due credit for overtime hours worked (e.g., a driver who works one (1) hour overtime shall be credited for the purpose of this Section with one and a half (1-1/2) hours).

(c) If a trip is refused for any reason other than conflicting runs, the hours worked for that particular run will be added to the hours of the driver who refused it.

(d) Reserve drivers shall be entitled to extra driving hours if they have less than fifty percent (50%) of the cumulative driving hours of the lowest regular driver or if no regular driver is available.

(e) A summary of cumulative driving hours shall be posted by the Board each pay period.

ARTICLE XI

OVERTIME

Section 1.

Overtime consisting of time and one-half of straight time pay shall be paid to all employees covered by this Agreement for time worked in excess of 8 hours in one day or 40 hours per week.

Section 2.

Overtime consisting of time and one-half of straight time pay shall be paid to all employees for time worked on a Saturday.

Overtime consisting of double the straight time pay shall be paid to all employees for time worked on a Sunday.

Section 3.

For work performed on a scheduled holiday, the employee shall be paid for the holiday (if the employee is entitled to holiday pay) at straight time plus receive time and one-half of straight time pay for all time worked on the holiday.

Section 4.

There shall be no pyramiding of overtime pay for the same hours worked under any provision of this Article.

Section 5.

Employees shall not be paid overtime unless such overtime is authorized by their supervisor.

Section 6.

As applies to custodial and maintenance employees, the assignment of overtime shall be by rotating list, with the most senior employee having first pick. The first job in each fiscal year (July 1) shall be offered to the person with the most seniority, then to the second most senior person, then to the third most senior person, etc. If the senior person accepts the assignment, that person will then rotate to the bottom of the list. If the senior person rejects the assignment, the person will rotate to the bottom of the list. If the senior person is not able to do the assignment because of a scheduling conflict, that person will stay at the top of the list.

If there is insufficient employees to work the authorized overtime by use of the rotating list, the Board shall have the right to assign overtime by inverse seniority, i.e., the least senior shall be assigned overtime first.

A summary of overtime will be posted after each paid period.

ARTICLE XII
WAGE INCREASE

Section 1.

Effective July 1, 1990, the current base rate of pay of bargaining unit employees shall be increased 9.1%.

Section 2.

Effective July 1, 1991, the July 1, 1990 base rate of pay of bargaining unit employees shall be increased 9.2%.

Section 3.

Bargaining unit employees may individually elect to have 10% of their monthly salary deducted from their pay. These funds shall be paid on the final pay day or according to a savings bank plan as requested by the employee.

Section 4.

Bargaining unit employees employed on a ten (10) month basis are to be paid in twenty (20) installments. Bargaining unit employees employed on a twelve (12) month basis are to be paid in twenty-four (24) installments.

Section 5.

Bargaining unit employees shall be reimbursed at the rate of Twenty (\$.20) Cents per mile for travel on business of the Board when they have obtained approval from the Superintendent in advance of such travel.

Section 6. Boiler License Compensation.

Effective July 1, 1990, buildings and grounds employees shall receive the below listed annual stipend for obtaining and maintaining the following licenses:

- i. Black Seal - \$250.00
- ii. In-Charge - \$350.00

The Board shall reimburse employees for the license renewal fee upon proper proof of payment.

Employees who do not maintain the aforesaid licenses shall lose the stipend set forth above.

ARTICLE XIII

HOLIDAYS

Section 1. Buildings and Grounds Employees.

The following holidays with pay shall be granted whenever such holidays occur during the normal work months:

Independence Day
Labor Day
Columbus Day
Election Day (November)
Veteran's Day
Thanksgiving (two days)
Christmas (two days)
New Year's Day
Lincoln's Birthday
Washington's Birthday
Good Friday
Memorial Day
Martin Luther King, Jr. Day

When school offices are closed on any of the above holidays, employees shall take their holidays on those days. When such holidays occur on days when school offices are open, employees shall work those days and arrange alternate days off as approved by their supervisors, assuring adequate job coverage.

Section 2. Regular Bus Drivers.

After three (3) consecutive years of regular driving, regular drivers will be eligible for holiday pay. During their fourth (4th) year of employment, regular drivers will receive pay for three (3) holidays, and one (1) additional holiday for each additional year of employment until a total of six (6) holidays is reached.

ARTICLE XIV

VACATION - BUILDINGS AND GROUNDS EMPLOYEES

Section 1.

Employees shall be granted vacation days with regular pay, earned during the July 1 through June 30 school fiscal year, as follows:

(a) Hourly and first (1st) year employees: one (1) day for each month worked following two (2) full months of employment with a maximum of ten (10) days for twelve (12) month employees and eight (8) days for ten (10) month employees.

(b) Contract employee: after the first (1st) full year of employment - ten (10) days per year; after five (5) full years - one (1) additional day per year shall be granted until a maximum of fifteen (15) days per year is reached.

Section 2.

Vacations shall be taken during the school fiscal year following the one in which they are earned. Vacations shall be scheduled to assure completion of scheduled repairs and maintenance work and to assure adequate job coverage, as approved by the supervisor of buildings and grounds. Individual vacations taken between June 20 and September 1 shall not exceed fifteen (15) work days.

Section 3.

Effective July 1, 1990, vacation time may be accrued for one (1) school fiscal year only with permission of the Superintendent of Schools.

ARTICLE XV
HEALTH BENEFITS

Section 1.

To be eligible for the benefits set forth this Article, an employee must have a minimum of sixty (60) days of continuous employment and work a minimum of twenty (20) hours per week.

Section 2.

Effective July 1, 1990, the Board will provide comprehensive Blue Cross and Blue Shield with Rider J and full Major Medical coverage under the Plan provided by the State of New Jersey Public School Employees' Health Benefit Program for all eligible employees and their dependents at Board expense.

Section 3. Dental Insurance.

Effective July 1, 1990, the Board shall provide at its sole expense dental coverage for eligible employees under the Delta Dental Plan of New Jersey (100/80/50 Plan).

Effective July 1, 1990, the above dental coverage shall be extended to the employee's eligible dependents. The premium cost for such coverage shall be paid by the Board, with its liability for said payment capped at the premium rate for school year 1989-90.

Section 4. Long-Term Disability.

The Board shall provide at no cost to bargaining unit employees long-term disability coverage for those unable to work for medical reasons, provided such inability is not due to a work-related accident or injury. An employee who is certified as being unable to work for medical reasons must serve a waiting period of ninety (90) calendar days or use all accumulated sick time, whichever is greater. The Board, through this long-term disability Plan, shall pay 65% of the employee's salary until Age 65, less any other benefits such as social security disability payments.

Section 5.

The Board shall have the right at any time to change insurance carriers under this Article, provided the coverage is substantially similar to the coverage then in effect.

ARTICLE XVI

RETIREMENT PENSION

The Board shall maintain its current PERS Pension Plan for those eligible bargaining unit employees.

ARTICLE XVII

NOTIFICATION OF ABSENCE

An employee shall notify his supervisor or his designee on each day that an employee will not be available for work. Such notification should be no later than two hours prior to the start of the employee's work day, except in cases of emergency.

Absence without notice for five consecutive days shall constitute a resignation.

ARTICLE XVIII

SICK LEAVE

Section 1. Buildings and Grounds Employees.

Contract employees (defined herein as an experienced employee who is assigned to a regular full-time shift and whose employment is for twelve (12) months of the school fiscal year) and probationary employees (defined herein as a new employee who is assigned to a full-time shift for a period of sixty (60) work days prior to being appointed a Contract employee) shall be entitled to receive the following sick leave:

(a) Personal illness: twelve (12) days per year;

(b) Critical sickness of family member: five (5) days per year when employee's presence is advised by a physician. Family member as used herein is the employee's spouse, child or dependent relative living in the employee's immediate household.

Section 2. Regular Drivers.

Regular drivers shall be entitled to the following sick leave with pay:

(a) Personal illness: ten (10) days per year;

(b) Critical sickness of family member: five (5) days per year when employee's presence is advised by a physician. Family member as used herein is defined as the employee's spouse, child or dependent relative living in the employee's immediate household.

Section 3.

Sick leave is intended for sickness. The Board shall have the right to require an employee to produce proof of illness when it is reasonable to do so under the circumstances.

An employee who is absent on sick leave for five (5) or more consecutive days or whose absence required medical attention must submit a physician's certificate substantiating fitness to return to work. The Board may require an employee who has been absent because of personal illness to be examined by a physician at Board expense as a condition of his/her return to work.

Section 4.

Unused personal sick days may be accumulated from year to year.

Section 5.

Buildings and grounds employees entitled to paid sick leave may use such time in no less than one-half (1/2) day units.

Regular drivers entitled to paid sick leave may use such time in no less than one-quarter (1/4) day units.

ARTICLE XIX

DEATH IN FAMILY LEAVE

Contract employees and regular drivers may be allowed up to five (5) working days with pay in each case of absence due to death in the employee's immediate family (defined herein as spouse, child, mother, father, sister, brother, mother-in-law and father-in-law).

ARTICLE XX

ACCIDENT OR ILLNESS REPORTING

An "Incident/Accident Report" Form is to be completed whenever an employee is injured or suddenly becomes ill while at work. The report should be prepared no later than the following work day, if possible, and should be coordinated with the school nurse and the supervisor of buildings and grounds. When it is determined that an employee needs emergency medical assistance, a call is made as follows:

School daytime - to nurse's office (Ext. 4878/4877)

After school - to Warren Township Police (753-1000)

Information concerning the nature of the emergency should be given to the nurse or the police dispatcher over the phone, including the location of the sick or injured person (indicating whether in North or South building) and the school nurse or the police will determine whether to ask the First Aid Squad to respond to the school.

ARTICLE XXI
PERSONAL BUSINESS LEAVE

Section 1.

Upon written request and approval, Contract employees (buildings and grounds) and regular drivers may be allowed up to two days leave with pay for handling personal business matters that cannot be handled outside the regular work day. Written request should be made through the employee's immediate supervisor no later than 48 hours in advance, unless prevented from doing so by an emergency. It shall be in the sole discretion of the administration whether or not to grant a personal business day.

Section 2.

Personal business days shall not be granted immediately preceding or following a vacation day or holiday.

Section 3.

Personal business leave shall be non-cumulative.

ARTICLE XXII

JURY DUTY

An employee called for jury duty shall bring a copy of the notice to his immediate supervisor. The employee shall return to work any day during his jury duty that the employee does not actually serve or is excused from jury service. A signed receipt for days served must be returned to the payroll clerk upon completion of service. The Board shall pay an employee serving jury duty his regular salary provided that any money or check received from any governmental entity for jury service is signed over to the Board less the cost of parking and meals, if any.

ARTICLE XXIII

MILITARY LEAVE

An employee not on probation who has been called to active duty or inducted into the military or naval forces of the United States shall automatically be granted an indefinite leave of absence without pay for the duration of such active military service and all employee benefits shall cease. Such an employee will be reinstated provided he reports to duty with the employer within sixty (60) days following his honorable discharge from the military service and provided he has not voluntarily extended the length of his military service.

If the military service occurs during a time of war as declared by the Congress of the United States, reinstatement will be allowed up to three (3) months after the date of honorable discharge unless the employee is incapacitated at the time of discharge, in which case reinstatement will be allowed up to three (3) months following his recovery as long as the recovery occurs within two (2) years from the date of discharge.

Any Contract employee (buildings and grounds) or regular driver who is a member of the organized militia of the State of New Jersey (National Guard, Naval Militia and State Guard) shall be entitled to a leave of absence from the duties of employment without loss of pay or time on all days during which the employee shall be engaged in mandatory active duty

(i.e., full-time duty in the active military service) mandatory active duty for training (i.e., full-time duty in active military service for training purposes) or other duty ordered by the Governor provided that the mandatory active duty or mandatory active duty for training shall not exceed 90 days in the aggregate in any one year. Leave of absence for such military duty shall be in addition to any regular vacation allowance.

ARTICLE XXIV

UNIFORMS AND EQUIPMENT

Section 1.

Uniforms and equipment will be available to Contract employees as follows:

Uniforms: three (3) per year per employee.

Rain Gear: one (1) per employee required to work out of doors in inclement weather.

Work Gloves: as needed.

Uniforms and equipment remain the property of the Board. Employees are responsible for maintaining their uniforms in neat and serviceable condition.

Section 2.

Effective July 1, 1991, the Board of Education will reimburse buildings and grounds employees up to Fifty (\$50.00) Dollars per year for work shoes upon satisfactory proof of purchase.

ARTICLE XXV

EMPLOYMENT PROCEDURE

Section 1.

Depending upon the position, contracts are offered on a ten (10) month or twelve (12) month basis.

Section 2.

An employee who is resigning from his position shall give thirty (30) days prior written notice.

Earned vacation shall be paid according to the proportion of full months worked to the total contract year, unless proper notice has not been given.

If the full thirty (30) day notice is not given, earned vacation shall be paid only in the same proportion as the amount of notice actually given.

Section 3. Notice of Vacancies and Promotional Opportunities.

Notice of vacancies and promotional opportunities within the bargaining unit shall be posted on the Board bulletin board, buildings and grounds' bulletin board and driver's bulletin board. Employees interested in applying for posted vacancies or promotional opportunities shall submit their application in writing within ten (10) days of posting to the Superintendent. Such positions shall not be filled during the ten (10) day posting period.

Employees who wish to be informed of vacancies and promotional opportunities which may occur during the summer months shall leave a statement to that effect for the Superintendent prior to the close of school in June so notice of vacancies and promotional opportunities can be mailed to them. A copy of this notice shall be mailed to the Association. Upon receipt of this notice of vacancies or promotional opportunities, the employee should phone immediately about his/her interest in such position and then apply formally by return mail.

ARTICLE XXVI

NEGOTIATION OF SUCCESSOR AGREEMENT

Section 1.

Whenever any representative of the Association or any employee is mutually scheduled by the parties to participate during working hours in negotiations, grievance proceedings, conferences or meetings, he/she shall suffer no loss in pay.

Section 2.

During negotiations, the parties will bargain in good faith and will make available to one another for inspection at reasonable times information which is available to the Public.

ARTICLE XXVII

SEPARABILITY AND SAVINGS

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 XXVIII

MISCELLANEOUS

Section 1.

By October 1 of each school year, all employees shall be given a written accounting of accumulated sick leave, vacation days and holidays as of that calendar year.

Section 2.

Within sixty (60) days after the Agreement is signed, copies of this Agreement shall be printed by the Board, the expense of which shall be shared equally by the parties. Such copies shall then be given to all employees now employed and hereafter employed during the term of this contract.

Section 3. Notice.

Whenever any notice is required to be given by either of the parties to this Agreement to the other, pursuant to the provision(s) of this Agreement, either party shall do so by telegram or registered letter at the following addresses:

(a) If by the Association to the Board, at 108 Stirling Road, Warren, New Jersey 07059.

(b) If by the Board to the Association, at 108 Stirling Road, Warren, New Jersey 07059.

Section 4.

The Association shall have the right to use the school copying machine when not otherwise in use. The Association shall pay for the cost of all materials and supplies incidental to such use and shall pay for any loss or damage to the equipment as a result of its usage.

Section 5.

The Association shall be permitted the use of internal school mail facilities and the public address system after school hours for routine announcements.

Section 6.

The Board shall provide a bulletin board in the break room and bus barn for the exclusive use of the Association. The President of the Association shall be responsible for the material posted.

ARTICLE XXIX

FULLY BARGAINED PROVISIONS, AMENDMENT AND DURATION OF CONTRACT

Section 1.

In the negotiations leading to the signing of this contract, all interested parties have had the right and opportunity to discuss all matters which may be the subject of collective bargaining. This Agreement constitutes the entire understanding of the parties. During the term of this Agreement, neither party shall be obligated to bargain with respect to any subject or matter whether or not covered by this Agreement and whether or not within the knowledge or contemplation of either party at the time of negotiation or execution of this Agreement.

Section 2.

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.

Section 3.

This Agreement shall remain in full force and effect from July 1, 1990 through June 30, 1992.

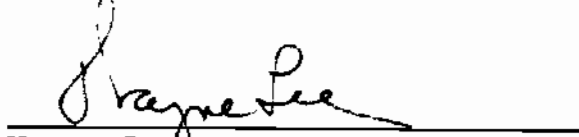
Signed and accepted this 12 of August, 1991.

WATCHUNG HILLS
BOARD OF EDUCATION



William Strand
President - WHRHS

WATCHUNG HILLS
EDUCATION ASSOCIATION



Wayne Lee
President - WHREA

0846G

Mr. Tom Myers
WATCHUNG HILLS REGIONAL EDUCATION ASSOCIATION
108 Stirling Road
Warren, New Jersey 07059-5799

RE: REGULAR DRIVING ALLOWANCES

Dear Mr. Myers:

Consistent with Article X, Section 4 of the party's collective bargaining agreement, the current regular driving allowances for bus drivers are as follows:

Time For To-and-From School Assignment Will Include:

AM: One-quarter hour warm-up, plus one and one-quarter hours driving for routes that must leave garage prior to 7:00 AM (6:30 AM - 8:00 AM).

PM: One-quarter hour warm-up, plus one and one-half hours driving which includes one-half hour for gas-up (2:15 PM - 4:00 PM).

Time For Activities Run -- 4:15 PM Assignments Will Include:

One-quarter hour warm-up plus one hour driving (4:00 PM - 5:15 PM).

Time For Late Run -- 6:00 PM Assignments Will Include:

Two hours allowance -- if handled as single run.

One and three-quarters hours allowance -- if combined with 4:15 PM run.

On days when the students are dismissed at 12:30 PM, drivers shall be paid an hour and forty-five minutes beginning at 12:15 PM., then layover rate for two hours, then one and one-quarter hours of driving time for the activities run (if there is to be a four o'clock activities run). There will usually be no 6 PM athletic run on half days. If there is a 6 PM athletic run, drivers will be paid an hour and forty-five minutes starting at 12:15 PM and three hours starting at 5:45 PM.

Special Education, Field Trip and Athletic Trip Assignments Will Include:

One-quarter hour warm-up plus actual driving time, with a minimum of one and three-quarter hours driving time, AM and PM.

Notice:

The Board will give ten days prior notice to the Association if there is to be a change in the above driving hours.

Emergency Refueling:

Regular gas-up time is included in the regular PM driving allowance. In the event that a vehicle must be refueled in the AM because it was returned late the previous day after a long run, one-half hour gas-up time will be allowed.

The board has instituted a credit-card gas purchase system to be used in emergencies.

Reserve Drivers - Extra Hours:

Notwithstanding the provisions of Article X, Section 6, Paragraph D, the parties recognize the right of the Board to occasionally assign extra driving hours to reserve drivers so as to maintain their availability.

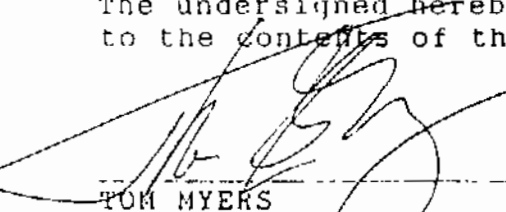
Please acknowledge your acceptance of the above by signing at the foot of this letter.

Very truly yours,

WATCHUNG HILLS REGIONAL
HIGH SCHOOL BOARD OF EDUCATION

By: Joseph P. Sabo
DR. JOSEPH P. SABO
SUPERINTENDENT OF SCHOOLS

The undersigned hereby agrees
to the contents of this letter


TOM MYERS
ASSOCIATION REPRESENTATIVE

DATED: June 17, 1991

March 4, 1991

Mr. Tom Myers
WATCHUNG HILLS REGIONAL EDUCATION ASSOCIATION
108 Stirling Road
Warren, New Jersey 07060-5722

RE: ACCRUED TIME OFF

Dear Mr. Myers:

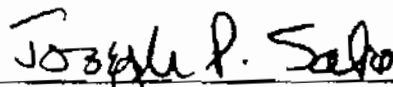
It is understood and agreed that accrued time off for buildings and grounds employees as of February 1, 1991 will be used by June 30, 1992 with approval of their supervisor. Any remaining days as of June 30, 1992 will be paid at the 1991/92 per diem rate.

Please acknowledge the acceptance of the above by signing at the foot of this letter.

Very truly yours,

WATCHUNG HILLS REGIONAL
HIGH SCHOOL BOARD OF EDUCATION

By:


DR. JOSEPH P. SABO
SUPERINTENDENT OF SCHOOLS

The undersigned hereby agrees
to the contents of this letter


TOM MYERS
ASSOCIATION REPRESENTATIVE

DATED: March 19, 1991