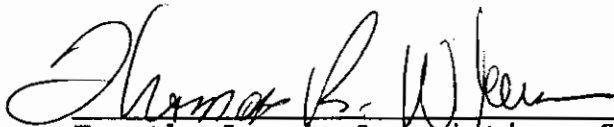


Contract no. 1701

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LEONIA BOARD OF EDUCATION  
- and -  
LEONIA ASSOCIATION OF SCHOOL  
SERVICE PERSONNEL

Contract for July 1, 1992 to June 30, 1994



For the Leonia Association of  
School Service Personnel

  
For the Leonia Board of Education

\_\_\_\_\_  
(Seal)

10/26/92  
\_\_\_\_\_  
Date

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**ARTICLE I**

**RECOGNITION**

The Leonia Board of Education hereby recognizes the Leonia Association of School Service Personnel as the exclusive and sole representative for collective negotiation concerning grievances and terms and conditions of employment for all Custodians and Maintenance Specialists under annual and tenure contracts employed by the Board, but excluding all supervisory personnel.

**ARTICLE II**

**DEFINITION OF EMPLOYEE**

Unless otherwise indicated, the term "employee", when used hereinafter in this Agreement, shall refer to all employees represented by the Association in the negotiating unit as above defined, and references to male employees shall include female employees.

**ARTICLE III**

**DURATION OF CONTRACT**

This Agreement shall become effective on July 1, 1992 and remain in effect through June 30, 1994.

In the event a successor agreement is not completed by June 30, 1994, the terms of this agreement shall remain in effect until the successor agreement is negotiated.

## ARTICLE IV

### GRIEVANCE PROCEDURE

#### **A. Definitions**

##### **1. Grievance**

A "grievance" is a claim by an employee or the Association based upon the interpretation, application, or violation of the Agreement, policies affecting terms and conditions of employment, or administrative decisions affecting an employee or a group of employees.

##### **2. Aggrieved Person**

An "aggrieved person" is a person or persons, or the Association making the claim.

##### **3. Party in Interest**

A "party in interest" is the person or persons making the claim or any person including the Association or the Board, who might be required to take action or against whom action might be taken in order to resolve 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 employees. Both parties agree that these proceedings will be kept informal and confidential.

#### **C. Procedure**

##### **1. Time Limits**

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 agreement.

ARTICLE IV - (CONT'D.)

C. Procedure (cont'd.)

2. Level One

An employee with a grievance shall first discuss it with his immediate supervisor within five (5) working days of the occurrence, either directly or through the Association's designated representative, with the objective of resolving the matter informally.

3. Level Two

If the aggrieved person is not satisfied with the disposition of his grievance at Level One, he may file the grievance in writing directly or through the Association within five (5) working days with his immediate superior. The grievance shall specify:

- (a) the nature of the grievance
- (b) the results of the previous discussions

The Supervisor shall communicate his decision, in writing, to the employee within five (5) working days after receipt of the written grievance.

4. Level Three - Board Secretary/School Business Administrator

If the aggrieved person is not satisfied with the disposition of his grievance at Level Two, or if no decision has been rendered within the specified time, he may within five (5) working days after a decision by the superior, appeal the decision to the Board Secretary/School Business Administrator. The request must be made in writing. The Board Secretary/School Business Administrator shall proceed to hold a hearing to resolve the matter as quickly as possible but within a period of no more than ten (10) working days. The Board Secretary/School Business Administrator shall communicate his decision in writing to the employee's supervisor, and the Board of Education.

**ARTICLE IV - (CONT'D.)**

**C. Procedure (cont'd.)**

**5. Level Four - Board of Education**

If the grievance is not resolved to the employee's satisfaction, he may request a review by the Board of Education. The written request shall be submitted to the Board Secretary/School Business Administrator of the Board of Education within five (5) days of the Board Secretary/School Business Administrator's decision. The Board or a Committee thereof, shall review the grievance and may within fifteen (15) working days of receipt of the grievance hold a hearing with the employee and shall render a decision in writing within fifteen (15) working days of receipt of grievance by the Board or of the date of the hearing with the employee, whichever comes later.

**6. Level Five**

(a) If the employee is dissatisfied with the decision of the Board of Education and if the grievance pertains to a matter of agreement between the Board of Education and the Association, the employee or the Association may request within thirty (30) calendar days that the grievance be submitted to a mutually acceptable arbitrator selected from the PERC list.

(b) The arbitrator so selected shall confer with the representatives of the Board and the Association, and hold hearings promptly and shall issue his decision not later than twenty (20) days from the date of the close of the hearings, or if oral hearings have been waived, then from the date the final statements and proofs on the issues are submitted to him. The arbitrator's decision shall be in writing and shall set forth his finding of fact, reasoning and conclusions on the issues submitted. The arbitrator shall be without power or authority to



**ARTICLE IV - (CONT'D.)**

**C. Procedure (cont'd.)**

**6. Level Five (cont'd.)**

make any decision which requires the commission of an act prohibited by law or which is violative of the terms of this Agreement. The decision of the arbitrator shall be submitted to the Board and the Association and shall be final and binding on the parties.

(c) The costs for the services of the arbitrator, including per diem expenses, if any, and actual and necessary travel, subsistence expenses and the cost of the hearing room shall be borne equally by the Board and the Association. Any other expenses incurred shall be paid by the party incurring same.

**D. Miscellaneous**

**1. Employee and Association**

Any aggrieved person may be represented at all stages of the grievance procedure by himself, or at his option, by a representative(s) selected or approved by the Association. When an employee is not represented by the Association, the Association shall have the right to be present and to state its views at all stages of the grievance procedure.

**2. Separate grievance file**

All documents, communications and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any of the participants.

**3. Meetings and Hearings**

All meetings and hearings under this procedure shall not be conducted in public and shall include only such parties in interest and their designated or selected representatives, heretofore referred to in this Article.

## ARTICLE V

### DAILY WORK HOURS

#### 1. Work Day

The work day shall consist of eight (8) hours excluding an uninterrupted lunch period of one (1) hour for day shift and one-half (1/2) hour for night shift. Lunch periods will be staggered so that there will be someone "on duty" during the assigned working days.

#### 2. Coffee Breaks

a. An uninterrupted period of twenty (20) minutes.

b. Coffee breaks shall be staggered so there will be someone "on duty" during the assigned working hours.

#### 3. Overtime

Defined as any time spent at regular duties or other assigned duties, consistent with this agreement, either before/after daily work hours; or any other than provided in the regular work year.

All overtime remuneration shall be at the proper rate.

#### 4. Call Time and Overtime

a. Any employee called in on a Regular Day Off shall be paid for at least a minimum of four (4) hours at the overtime rate. If such a call in is for shoveling snow, the overtime rate shall be double time.

b. Overtime shall be paid at the rate of 1-1/2 times the employee's regular hourly rate of pay for all time worked in excess of forty (40) hours in any work week. For the purpose of determining the work week, the following count as regular work days:

- (1) Holidays
- (2) Paid sick days
- (3) Paid vacation days
- (4) Paid personal days
- (5) Other approved paid leaves

ARTICLE V (Contd.)

Daily Work Hours (contd.)

c. An employee who works on a scheduled vacation day or a holiday shall receive straight time in addition to the vacation or holiday pay.

d. In the event a custodian cannot report to work on a snow day, he/she shall not be docked for that day but shall have the choice of substituting as vacation day, holiday or personal day in lieu of said day.

e. Sunday work shall be paid at the rate of 2 times the employee's regular hourly rate.

**ARTICLE VI**

**TEMPORARY LEAVES OF ABSENCE**

**A. Types of Leaves**

**1. Personal**

Three (3) days leaves of absence for personal, legal, business or family matters which require absence during working hours. Application to the Board Secretary/School Business Administrator for personal leave shall be made at least three (3) days before taking such leave (except in the case of any emergency). In case of emergency, the application shall be filled out as soon as possible on return. Payment will be withheld until application is turned in.

**2. Legal**

Time necessary for appearance in any legal proceeding connected with the employee's employment or in any other legal proceedings, if the employee is required by law to attend up to three (3) days.

**3. Death**

Up to four (4) days at any one time in the event of death of an employee's spouse, child, son-in-law, daughter-in-law, parent, father-in-law, mother-in-law, brother, sister, brother-in-law, sister-in-law.

**ARTICLE VII**

**SICK LEAVE**

**1. Accumulation**

All employees shall be entitled to twelve (12) sick leave days each school year. For those employed during the year, they shall be entitled to one (1) sick day leave for each month worked. All unused sick leave shall be accumulative.

Employees shall be given a written accounting of accumulated sick leave days through June 30th, no later than October 1st of the school year.

**2. Retirement**

Each employee upon retiring from the district shall be entitled to \$30.00 per day of accumulated sick leave up to a maximum of 125 days. In order to be eligible, an employee must have a minimum of twenty-five accumulated sick days.

ARTICLE VIII

VACATION AND HOLIDAY SCHEDULE

**1. Vacation Schedule**

Vacation eligibility shall be determined as of July 1st of each year.

Vacation times shall be scheduled to coordinate with the work schedule and shall be subject to the approval of the immediate supervisor. Such approval shall not be arbitrarily withheld.

Vacation times shall be chosen in the order of seniority.

Employees shall be eligible for vacations on the following basis:

Less than 12 months	1 day for each month after the second month
1 through 4 years	10 days
5 through 9 years	15 days
10 years or more	20 days

**2. Holiday Schedule**

Eighteen (18) paid holidays.

Mutual scheduling of holidays.

**ARTICLE IX**

**TENURE**

After three (3) years of uninterrupted continuous service each employee shall be appointed for an unfixed term so as to provide the tenure protection available to such employees under the provisions of Chapter 137, Public Laws of 1960 (18A:17-3 and 18A:17-4).

**ARTICLE X**  
**SALARY SCALE**

**CUSTODIAL**

<u>Step</u>	<u>1992-93</u>	<u>Step</u>	<u>1993-94</u>
1	\$20,667	1	\$21,246
2	21,128	2	21,720
3	21,579	3	22,183
4	22,069	4	22,687
5	22,489	5	23,119
6	22,961	6	23,550
7	23,880	7	24,096
8	24,990	8	25,100
9	26,018	9	26,109
10	27,530	10	28,301
11	31,165	11	31,165
		12	32,521

**MAINTENANCE SPECIALIST**

<u>Step</u>	<u>1992-93</u>	<u>Step</u>	<u>1993-94</u>
1	\$21,282	1	\$21,878
2	23,477	2	24,134
3	24,859	3	25,555
4	26,547	4	27,290
5	28,515	5	28,515
6	30,616	6	30,919
7	32,717	7	33,323
8	34,818	8	35,727
9	36,919	9	38,276

**STIPEND**

	<u>1992-93</u>	<u>1993-94</u>
Head Custodian ACS	\$1,095	\$1,095
Head Custodian LMS	1,095	1,095
Head Custodian LHS	1,415	1,415
Night differential/year (When night work is performed)	897	897
Painter	515	515

**LONGEVITY**

Longevity: \$ 800 after 5 years of continuous employment  
\$1,400 after 10 continuous years of employment



## ARTICLE XI

### INSURANCE PROTECTION

- A. The Board of Education will make available at its expense the State Health Plan for the employees and their eligible dependents.
- B. The Board shall make available, at its expense, a dental insurance plan for the employees and their eligible dependents. Said dental coverage shall be equal to that provided in the teachers' bargaining unit.
- C. All custodians and maintenance specialists, except those over sixty-five (65) will be covered by disability insurance. This plan shall have a five (5) working days waiting period before collecting benefits.

ARTICLE XII

CLOTHING

1. The Board will provide four (4) sets of uniforms for each custodian every third year. Maintenance Specialists will receive four (4) sets of uniforms every second year.
2. The Board will provide up to \$75.00 for safety shoes upon presentation of a receipt from the employee.
3. The Board will provide to each employee, whose work requires same, a winter jacket, to be retained at the schools for use of the employee.
4. The Board will provide to each employee whose work requires same, a raincoat to be retained at the schools for the use of its employees.

**ARTICLE XIII**

**MISCELLANEOUS PROVISIONS**

A. Compliance Between Individual Contract and Master Agreement

Any individual contract between the Board and an individual employee, hereafter executed, shall be subject to and consistent with the terms and conditions of this Agreement. If an individual contract contains any language inconsistent with the Agreement, this Agreement, while in effect, shall be controlling.

B. Printing Agreement

Copies of this Agreement shall be reproduced at the expense of the Board after agreement with the Association on format within thirty (30) days after the Agreement is signed. The Agreement shall be presented by the Association to all employees in the unit now employed, hereafter employed, or considered for employment.