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RUTGERS UNIVERSITY

AN AGREEMENT

BETWEEN

THE BOARD OF EDUCATION

OF THE BOROUGH OF GLEN ROCK

AND

THE GLEN ROCK ASSOCIATION OF

SCHOOL SECRETARIES

1974 - 1975

Bergen County

PREAMBLE

THIS AGREEMENT is made and entered into on this day
of by and between the GLEN ROCK BOARD OF EDUCATION, (hereinafter
referred to as the "Board") and the GLEN ROCK ASSOCIATION OF SCHOOL SECRETARIES
(hereinafter referred to as the "Association").

ARTICLE I

PRINCIPLES

Section 1. This agreement is negotiated in order to establish for
its term the terms and conditions of employment of all members of the staff employed
in the classifications set forth in Appendix "A" attached hereto and made a part
hereof.

Section 2. The Board and the Association recognize the importance
of orderly, just and expeditious resolution of disputes, and accordingly herein
agree upon a grievance procedure for the effective processing of such disputes.

Section 3. The provisions of this agreement will constitute a bind-
ing obligation of the parties for the duration hereof or until changed by mutual
consent in writing. Any previously adopted policy, rule or regulation of the parties
which is in conflict with a provision of this agreement shall be superseded and
replaced by this agreement. Nothing in this agreement which changes preexisting
policy, rules or regulations of the parties will operate retroactively unless ex-
pressly so stated.

ARTICLE II

RECOGNITION

Section 1. The Board recognizes the Association as the sole and
exclusive negotiating agent for the purpose of collective negotiations on terms and
conditions of employment on behalf of all employees in the classifications set forth
in Appendix "A" attached hereto and made a part hereof.

GRIEVANCE PROCEDURE

A. Section 1. Definitions

The term "grievance" shall mean a claim by any Employee or group of Employees that there has been an improper administrative decision with respect to the meaning, interpretation or application of this Agreement, Board of Education policies, or established administrative procedures affecting the terms and conditions of employment of the person(s) making the claim.

A grievance shall not apply when the contract of a non-tenured Employee is not renewed, nor shall the grievance procedure be invoked by a tenured Employee against whom charges have been brought pursuant to the provisions of the Tenure Employees Hearing Law with respect to the issue or issues on which such charges have been made.

Aggrieved Person

An "Aggrieved person" is the person making the claim.

Party in interest

A "Party in interest" is the person or persons making the claim and any person included 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 as informal and confidential as may be appropriate at any level of the procedure.

ARTICLE III

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 may, however, be extended by mutual agreement.

ARTICLE III

6. Level 4 - Advisory Arbitration (continued)
- D. Rights of Employee to Representation (continued)
1. Employee and Association (continued)

the Association shall have the right to be present and to state its views at all stages of the grievance procedure.

2. Reprisals

No reprisals of any kind shall be taken by the Board or by any member of the administration against any party in interest, any representative, any member of the Association, or any other participant in the grievance procedure by reason of such participation.

- E. Miscellaneous

1. Written decisions

Decisions rendered at Level One which are unsatisfactory to the aggrieved person and all decisions rendered at Levels Two and Three of the grievance procedure shall be in writing setting forth the decision and the reasons therefore and shall be transmitted promptly to all parties in interest and to the Association. Decisions rendered at Level Three shall be in accordance with the procedures set forth in Section C, paragraph 6 (a) of this ARTICLE.

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. Forms

Forms for filing grievances, serving notices, taking appeals, making reports and recommendations, and other necessary documents shall be prepared jointly by the superintendent and the Association and given appropriate distribution so as to facilitate operation of the grievance procedure.

ARTICLE III

E. Miscellaneous (continued)

4. 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 IV

SALARIES

Section 1. The salaries of all employees covered by this agreement are set forth in Appendix "B."

ARTICLE V

MODIFICATION OF AGREEMENT AND NEGOTIATION

OF SUCCESSOR AGREEMENT

Section 1. Negotiations shall begin not later than October 15 of the calendar year preceding the calendar year in which this Agreement expires. Both parties shall submit their proposals at the first negotiating session. Any proposal not submitted by the parties at the first negotiation session shall not be negotiable until the present Agreement has expired and negotiations have begun for a successor Agreement.

Section 2. During negotiations, the Board and the Association shall present relevant data, exchange points of view, and make proposals and counter-proposals. Each party shall promptly make available to the other, upon request, information within its possession which is not privileged under law and which is relevant to the subject under discussion. Either party may, if it so desires, utilize the services of outside consultants and may call upon professional and lay representatives to assist in the negotiations.

Section 3. Whenever members of the bargaining unit are mutually scheduled by the parties hereto to participate during working hours in conferences, meetings or in negotiations respecting the collective bargaining agreement, they will suffer no loss in pay.

ARTICLE V

Section 4. By mutual agreement, this contract may be modified, the changes thereto being reduced to writing, and signed by the parties hereof.

ARTICLE VI

SECRETARIAL AND ASSOCIATION RIGHTS

Section 1. Pursuant to Chapter 303, Public Laws of 1968, the Board hereby agrees that every employee of the Board shall have the right freely to organize, join and support the Association and its affiliates for the purpose of engaging in collective negotiations.

Section 2. Representatives of the Association and the New Jersey Education Association shall be permitted to transact official Association business on school property at all reasonable times provided that this shall not interfere with or interrupt normal school operations.

ARTICLE VII

TERMS AND CONDITIONS OF EMPLOYMENT

Section 1. Medical Insurance Coverage

All personnel covered by this Agreement (Appendix "A") are entitled to the following premium payment by the Board of Education in the Public and School Employees Health Benefit Program: Full Premium cost on the individual employee, full premium cost for all dependents.

Section 2. Vacations

Each employee in the negotiating unit covered by this Agreement shall be entitled to the following vacations, except that no person employed on a regular twelve (12) month contract basis prior to January 1, 1970, shall receive less than four (4) weeks summer vacation. Further, all ten (10) month contract employees who are employed prior to January 1, 1970, who receive twelve (12) month contracts in the future, shall receive four (4) week summer vacations. All twelve (12) month contract employees hired on or after January 1, 1970, will follow the vacation schedule as outlined below:

ARTICLE VII

Section 2. Vacations (continued)

<u>Length of Service</u>	<u>Vacation Time</u>
Less than 5 years	2 weeks
5 years to less than 10 years	3 weeks
10 or more years	4 weeks

Section 3. Holidays

In addition to the summer vacation specified in Section 3, there shall be continued to be granted the established holidays and the additional time off during the intra-school year recesses as currently in force.

Section 4. Inclement Weather

All personnel covered by this Agreement shall not be required to report to their jobs on days when inclement weather causes the Glen Rock schools to be closed.

Section 5. Attendance at Workshops, Conferences and Seminars

The Board recognizes that it shares with its secretarial staff responsibility for the up-grading and up-dating of performance and attitudes.

The Board may provide for the payment of registration fees and mileage for school secretaries who choose to attend Secretarial Workshops, Conferences and Seminars during the school year, upon recommendation of the superintendent, subject to approval of the Board of Education.

ARTICLE VIII

EXTENDED LEAVES OF ABSENCE

A. Association

The Board agrees that up to one (1) employee designated by the Association shall upon request be granted a leave of absence without pay for up to one (1) year for the purpose of engaging in activities of the Association or its affiliates, N.A.E.S. and N.J.A.E.S.

ARTICLE VIII

B. Military

Military leave without pay shall be granted to any employee who is inducted or enlists in any branch of the armed forces of the United States for the period of said service and three(3) months thereafter, or three(3) months after recovery of any wound or sickness at time of discharge. A similar leave shall be granted to the spouse of any employee who is so inducted involuntarily to join him for the period not to exceed two years.

C. Maternity

The Board shall grant maternity leaves in compliance with current New Jersey Statutes and/or court interpretations.

D. Illness in Family

A leave of absence without pay of up to one (1) year shall be granted at the Board's option, for the purpose of caring for a sick member of the employee's immediate family. Additional leave may be granted at the discretion of the Board.

Immediate family will cover:

spouse, children, parents, sisters, brothers, aunts, uncles, grandparents and grand-children.

E. Political

The Board shall grant a leave of absence without pay to any one employee to campaign for him or herself, or serve in a public office.

F. Good Cause

Other leaves of absence without pay may be granted by the Board for a good reason.

G. Return from leave

1. Salary

Upon return from leave granted pursuant to Section B of this ARTICLE, an employee shall be considered as if she were actively employed by the Board during the leave and shall be placed on the salary schedule at the level she would have achieved if she had not been absent. An employee shall not receive increment credit

ARTICLE VIII

G. Return from leave (continued)

1. Salary (continued)

for time spent on a leave granted pursuant to Sections A,C,D,E,F of this ARTICLE.

2. Benefits

All benefits to which an employee was entitled at the time her leave of absence commenced, including unused accumulated sick leave, shall be restored to her upon her return, and she shall be assigned to a similar position which she held at the time said leave commenced.

H. Extensions and Renewals

All extensions or renewals of leaves shall be applied for and granted in writing.

ARTICLE IX

SAVING CLAUSE

Section 1. If any provision of this Agreement is, or shall at any time be, contrary to law, then such provision shall be null and void. In such event, all other provisions of this Agreement shall continue in effect.

ARTICLE X

DURATION

Section 1. The provisions of this Agreement shall be effective as of July 1, 1974, and shall remain in full force and effect until June 30, 1975, and shall be binding upon the parties hereto when signed by the respective presidents of the parties hereto.

GLEN ROCK BOARD OF EDUCATION

By _____
President

GLEN ROCK ASSOCIATION OF SCHOOL SECRETARIES

By _____
President

APPENDIX "A"

EMPLOYEE CLASSIFICATIONS

- 1 switchboard operator, located in the Jr. Sr. High School
- 2 accounting clerks, assigned to the business office
- 2 clerical aides, assigned as follows:
 - 1 to the Jr. Sr. High School general office
 - 1 to the Jr. Sr. High School guidance office
- 3 supplementary secretaries, assigned as follows:
 - 1 to the Jr. Sr. High School general office
 - 1 to the Jr. Sr. High School guidance office
 - 1 to the Jr. Sr. High School libraries
- 15 school secretaries assigned as follows:
 - 1 to each building principal (5)
 - 1 to the Community School
 - 1 to each vice-principal
 - 1 to the Jr. Sr. High School guidance director
 - 1 to the Child Study Team
 - 1 as chief of secretarial services in the Jr. Sr. High School
 - 1 to each assistant superintendent (2)
 - 1 to the Board Secretary/School Business Administrator
 - 1 to the Superintendent

APPENDIX "B"

SALARY GUIDE 1974-1975

12-Month Secretaries

Step	<u>#1 Clerical Aides & Switchbd. Op.</u>	<u>#2 Supplementary Secretaries</u>	<u>#3 School Secy & Acctng. Clerks</u>	<u>#4 Differential Positions</u>
1	5529	5765	6087	
2	5754	5999	6371	
3	5979	6233	6655	
4	6204	6467	6939	
5	6429	6701	7223	
6	6654	6935	7507	
7	6879	7191	7791	
8	7104	7447	8075	
9	7329	7703	8359	9905
10	7687	7959	8765	10387

#4 - The following positions carry a differential of 18.5% above column #3:
(4 positions)

Secretary to High School Principal
Chief of Secretarial Services, High School
Secretaries to Assistant Superintendents (2)

#

#5 - Salaries of Secretarial Administrative Assistants to the Superintendent and Board Secretary to be individually determined and not subject to grievance procedures. (2 positions)

The above guide is based on a standard work week of 37½ hours.