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THIS BOOK DOES
NOT DISSEMINATE

BOARD - SECRETARIAL - CLERICAL AGREEMENT
1971-72

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1971-72

In addition to the Salary Guide, benefits include:

1. Full family coverage - Major Medical - Hospitalization.
2. Ten days sick leave (same as the present).
3. Three days personal leave.
4. Five days leave for death in immediate family.
5. 37-1/2 hour work week to remain the same during school year.
6. * Summer hours to remain the same - five working hours per day.
7. Thirty day notice instead of sixty day on term contracts.
8. Tenure contracts to be issued beginning 1971-72.
9. No one is required to come in when schools are closed for snow days.
If a girl has to be called for an emergency - will be compensated for same with released time.

James J. White

President, Board of Education

Date 9/11/70

Nellie R. Height

President
Wall Township Educational Secretaries Association

Alberta Dupre'

Chairman, Negotiating Committee
Wall Township Educational Secretaries Association

Date 9/11/70

William D. Mack

Chairman, Negotiating Committee
Wall Township Board of Education

* Clarification:

Summer hours start the Monday following the close of school and continue through August. Winter hours start September 1.

WALL TOWNSHIP PUBLIC SCHOOLS
 Salary Guide - Secretarial - Clerical Personnel
 1971-72

<u>Steps</u>		<u>SC-1</u>	<u>SC-2</u>	<u>SC-3</u>	<u>SC-4</u>
1	\$	4,068	4,520	4,972	5,763
2		4,181	4,633	5,085	5,876
3		4,294	4,746	5,198	5,989
4		4,464	4,916	5,368	6,159
5		4,633	5,085	5,537	6,328
6		4,803	5,255	5,707	6,498
7		5,085	5,537	5,989	6,780
8		5,368	5,820	6,272	7,063
9		5,650	6,102	6,554	7,345
10		5,933	6,385	6,837	7,627

10 month contracts - 5/6 of the corresponding step on the above schedule.

1. SC-1 Clerk-typist, library clerk, switchboard operator.
2. SC-2 Elementary principal's secretary, High School Vice-Principal's secretary, Guidance Director's secretary, Special Services secretary.
3. SC-3 Board Secretary's secretary, High School Principal's secretary, Intermediate Principal's secretary, payroll clerk, bookkeeper, secretary Superintendent's office, attendance officer.
4. SC-4 Secretary to the Superintendent of Schools.

Approved by the Board of Education October 13, 1970.

A - G - R - E - E - M - E - N - T
WALL TOWNSHIP BOARD OF EDUCATION
and
WALL TOWNSHIP EDUCATIONAL SECRETARIES ASSOCIATION
(W. T. E. S. A.)

ARTICLE I
RECOGNITION

The Board of Education hereby recognizes the Wall Township Educational Secretaries Association (W. T. E. S. A.) as the exclusive and sole representative for collective negotiations concerning the terms and conditions of employment for office staffs and school district attendance officer.

ARTICLE II
NEGOTIATION PROCEDURE

- A. In accordance with Chapter 303, Public Law 1968, the parties agreed to enter into negotiations in a good faith effort to reach agreement concerning the terms and condition of employment.
- B. On or before the third Thursday in September of each year, the Association shall meet with the Board in formal session to present all demands and to establish procedural ground rules for negotiation.
- C. Representatives of the Board and the Association shall begin negotiation on or before the Third Thursday in October. During the interim period, between the date of submission of demands and the date of commencing of negotiation by the representatives, Association representatives shall meet as requested for the purpose of clarification of financial details and contractual meaning with Board representatives as is necessary.
- D. This Agreement incorporates the entire understanding of the parties on matters which were or could have been the subject of negotiation. During the term of this Agreement, neither party shall be required to negotiate with respect to any such matter whether or not covered by this Agreement and whether or not within the knowledge or contemplation of either or both of the parties at the time they negotiated or executed this Agreement.
- E. Except as this agreement shall hereinafter otherwise provide, all terms and conditions of employment applicable on the effective date of this Agreement shall remain in full force and effect except proposed new rules or modification of existing rules governing working conditions shall be negotiated with the majority representative before they are established.

- F. All present conditions beneficial to employees not covered by this Agreement, and now in effect as regular Employer practice shall remain in effect unless provided for otherwise in this Agreement, or unless otherwise changed hereafter by mutual consent of the Board and the Association.

ARTICLE III GRIEVANCE PROCEDURE

A. Definition

A "grievance" shall mean a complaint by an employee (1) that there has been as to him a violation, misinterpretation or inequitable application of any of the provisions of this Agreement or (2) that he has been treated unfairly or inequitably by reason of any act or condition which is contrary to established policy or practice governing or affecting employees, except that the term "grievance" shall not apply to any matter as to which (a) a method of review is required by law or by any rule or regulation of the State Commissioner of Education having the force and effect of law, or (b) the Board of Education is without legal authority to act or (c) a complaint of a probationary employee which arises by reason of his not being re-employed.

B. Procedure

1. Any individual employee of the district shall be assured freedom from restraint, interference, coercion, discrimination, or reprisal in presenting his appeal.

2. A grievance to be considered must be taken up by the employee within ten (10) calendar days of its occurrence or within ten (10) calendar days after he would reasonably be expected to know of its occurrence.

3. An employee shall first discuss with his immediate supervisor the nature of his complaint.

4. If the complaint is not resolved to the employee's satisfaction with the immediate Supervisor, the employee may, within ten (10) work days of receipt of answer from the immediate Supervisor, submit it to the Building Principal, in writing, specifying his dissatisfaction with decisions previously rendered. (Copy to the immediate Supervisor.)

5. The Building Principal shall meet with the Employee within ten (10) work days from the date of the application.

6. The Building Principal shall advise the Employee of his decision in writing within ten (10) work days after such meeting.

7. If the Building Principal fails to act as outlined in Paragraph 6 or 7 above, or the Employee is dissatisfied with the Building Principal's decision, the Employee, within ten (10) work days of the failure and/or date of decision by the Building Principal, may submit his grievance to the Superintendent. This shall include all written communications and shall include a statement as to the dissatisfaction with the Building Principal's action. (Copy to Building Principal.)

8. The Superintendent shall take such steps as he deems necessary and desirable, which shall include a hearing with the Employee and Association Representative to effect an equitable determination of the grievance and shall render his decision in writing to the Employee within ten (10) working days from the receipt of said grievance.

9. If the Employee is dissatisfied with the decision or action of the Superintendent, he may submit his grievance to the Board. The Board shall take such steps as it deems necessary and desirable, which shall include a hearing with the Employee and Association Representative to effect an equitable determination of the grievance and shall render its decision in writing to the Employee within fifteen (15) working days from the receipt of said grievance.

10. If the Employee is dissatisfied with the decision or action of the Board, the Employee or the Association may request the appointment of an Arbitrator, such request to be made known to the Superintendent no later than ten (10) work days after the decision of the Board was made known to the Employee.

11. The following procedure will be used to secure the services of an Arbitrator:

a. A representative of the Board and a representative of Association will attempt to select a mutually satisfactory Arbitrator.

b. If they are unable to do so within ten (10) work days after the Superintendent was notified of the Association's decision to go to Arbitration, a request will be made to the American Arbitration Association to submit a roster of persons qualified to function as an Arbitrator in the dispute in question.

c. If the parties are unable to determine a mutually satisfactory Arbitrator from the submitted list, the American Arbitration Association may be requested by either party to submit a second list of five names. Both the Board and the Association shall have the right to strike two names from the list.

12. All tenure limits may be waived by mutual consent if they prove restrictive in any specific proceedings.

C. Costs :

1. Each party will bear the total cost incurred by themselves.
2. The fees and expenses of the Arbitrator are the only costs which will be shared by the two parties.
3. All cost of, and expenses incurred by, the Arbitrator will be shared equally by the Board and the Association.

ARTICLE IV
SALARIES AND ECONOMIC BENEFITS

A. Administration of Salary Policy

Experience gained in related fields of work which are closely related to the prospective assignment may be considered by the Superintendent of Schools and Board of Education for salary guide placement.

B. Special Fields

The Board of Education reserves the right to employ and make additional salary increments over and beyond the salary policies in special cases where shortages of particular types of personnel may exist.

C. Increments

Any and all increments may be withheld by the Board of Education upon its own motion or upon the recommendation of the Superintendent of Schools. Reasons for withholding shall be furnished the employee. (In this connection employees must understand their sole purpose for being employed by the Board of Education is for continual improvement of educational environment.) All positions in the school system have direct bearing upon the interest of the individual pupil and pupil - teacher relationships as they effect the learning process. Otherwise there would be no reason for their employment.

An employee shall be in the employ of the Board of Education not less than five months for ten month personnel, or six months for twelve month personnel, the previous school year in order to be eligible for an increment the following year.

D. Steps

Each step of the salary guide shall be defined as one calendar year of occupational experience within the school district.

E. Absence (Pay or loss of pay for same)

Pursuant to N. J. S. A. 18A:30-2 and current Board of Education policy all employees shall be allowed ten days annual personal sick leave without loss of pay for such absences.

Staff members shall not absent themselves from duty without obtaining leave of absence from the Superintendent of Schools. Approval of such leave must be obtained before the absence occurs, unless circumstances are such as to render advance approval impossible.

Request for absence should be addressed to the Superintendent of Schools through the employee's immediate supervisor during school hours. When emergencies occasioning absence occur in the morning before 7:30 A. M. , contact either the Superintendent of Schools, Building Principal, or your immediate supervisor, advising him of the circumstances and possible length of absence.

Unused portions of annual sick leave shall accumulate without limitation for subsequent use. Under no circumstances is accrued sick leave to be considered or applied as terminal leave. Doctor's appointments which have to be made during the work day can be deducted from sick leave days.

Sick leave accrued in one school district may not be carried over with subsequent employment in another school district.

Five days leave for death in immediate family.

Employees may be granted up to three days of absence for personal business (personal business which cannot be transacted except during the regular business hours of the day), without deduction of salary during any one school year. Permission for such absence must be secured from the Superintendent of Schools prior to the date of absence. Unused portions of personal leave under this paragraph shall not be accumulative from year to year.

A certificate of absence shall be filed by each employee for any absence and for absences due to illness over three consecutive days duration a doctor's certificate shall be required to be filed in the office of the Superintendent.

F. Maternity Leave

Any woman employee of the School District of Wall Township, who shall marry while in service, shall report such fact immediately with the name of her husband to the Superintendent, who shall record the marriage and the marriage name and report same to the Board of Education.

As soon as any married woman employee shall become aware of her pregnancy, she shall forthwith apply in writing for a leave of absence, and such married woman shall accept a leave of absence as provided in these regulations, when granted by the Board of Education.

The Superintendent shall forward a copy of these regulations to each married woman employee in the school system.

A maternity leave of absence shall be for a period of at least a year and a half (18 calendar months), beginning not less than six months before the approximate date of expected confinement and ending not earlier than a year from the following July.

Failure on the part of any married woman employee to comply with the requirements of these regulations shall be deemed neglect of duty and an act of insubordination.

Nothing in these regulations shall be construed as obligating the Board of Education to grant leaves of absence to married women employees who are not on tenure.

G. Employment of Substitutes

The Superintendent of Schools shall employ all necessary substitute personnel. The Superintendent may delegate this duty to various supervisory persons within the administrative staff, who shall report daily to the Superintendent absences and persons employed as substitutes.

The Board of Education shall pay all substitutes for non-instructional staff at the rate of \$1.75 per hour, unless otherwise specified by the Board of Education.

H. Overtime Pay

Overtime pay at the rate of time and one-half will be paid to non-instructional personnel for assigned duty beyond forty hours of actual work per week.

Overtime shall not be authorized without prior approval of the Board of Education or Superintendent of Schools.

I. Vacations

Effective July 1, 1967, all persons employed on a twelve months basis and classified as non-instructional personnel, will be eligible for vacation periods as follows:

One year service - 10 working days vacation

Eight years service - 15 working days vacation

Fifteen year service - 20 working days vacation.

Vacation time granted may not be taken in amounts greater than 10 working days in any one period. The cooperative efforts of the Board and employee will be needed to avoid peak work load periods whenever possible.

J. Summer Hours

9:00 a. m. to 3:00 p. m.

or similar hours to be worked out by the individual schools.

K. School Year

7 hours and 30 minutes daily (exclusive of lunch).

WALL TOWNSHIP PUBLIC SCHOOLS
Working Hours for Secretarial - Clerical Staff

<u>School</u>	<u>School Year</u>	<u>Lunch</u>	<u>Summer Hours</u>
Administration Offices	8 A. M. - 4:30 P. M. 8:30 A. M. - 5 P. M.	1 hour	9 A. M. - 3 P. M. 9:30 A. M. - 3:30 P. M. 10 A. M. - 4 P. M.
Allenwood	8 A. M. - 4 P. M.	1/2 hour	9 A. M. - 3 P. M.
Central	8 A. M. - 4:30 P. M.	1 hour	9 A. M. - 3 P. M.
Wall High	7:30 A. M. - 4 P. M.	1 hour	9 A. M. - 3 P. M.
Intermediate	7:30 A. M. - 4 P. M.	1 hour	9 A. M. - 3 P. M.
West Belmar	8 A. M. - 4 P. M.	1/2 hour	8 A. M. - 1 P. M. (hourly basis)
Old Mill	8 A. M. - 4 P. M.	1/2 hour	9 A. M. - 3 P. M.