

THIS DOES NOT
CALCULATE

ARTICLE VII
EMPLOYMENT PROCEDURES

A. Placement on Salary Schedule

1. Adjustment to Salary Schedule

Each employee under contract shall be placed on his proper step of the salary schedule as of the beginning of the 1978-1979 school year.

B. Resignation

1. An employee who is resigning from his position shall give ten (10) full working days notice.
2. Earned vacations shall be paid according to Board Policy upon resignation.
3. If the full ten days notice is not given, earned vacation shall be paid only in the same proportion as the amount of notice actually given. For this purpose, ten (10) full working days shall be used in calculating the amount of notice given by the employee.
4. All work shall be paid per the attached salary guide for 1978-1979 on the basis of an hour's work for an hour's pay (except for the specified "career adjustment" factor).

C. Notification of Contract and Salary

Employees shall be notified of their contract and salary status for the ensuing year no later than May 30.

D. Assigned Duties

1. At no time shall the Board or any Agent thereof, assign or direct any employee covered by this contract, to any other duties which require certificated employees, unless hazardous conditions affecting the safety of the children.

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RUTGERS UNIVERSITY

Upper Township Board of Education
Upper Township Supportive Staff Association
Custodians

7/1/78 - 6/30/79

Cape May

ARTICLE VIII

DAILY WORK HOURS AND SCHEDULE

SEPTEMBER - JUNE

Custodians:

Their work day shall consist of eight and one-half (8½) hours, of which ½ hour shall be spent for lunch.

Bus Drivers:

Their work day shall consist of a four (4) hour day.

Cafeteria Personnel:

- A. Headcook - Their work day shall consist of a six and one-half (6½) hour day, of which ½ hour shall be spent for lunch.
- B. Cafeteria worker - Their work day shall consist of a five and one-half (5½) hour day, of which ½ hour shall be spent for lunch.
- C. Cafeteria cashier - Their work day shall consist of a two (2) hour day.

Lunch Period:

The work day shall include lunch period of 30 minutes except bus drivers and the cafeteria cashiers.

Summer Work Hours:

- 1. The summer work schedule will begin on the first Monday immediately following the formal closing of school for students.
- 2. The summer work day for all employees covered under this contract shall be seven and one half (7½) hours day of school year, of which ½ hour shall be for lunch.
- 3. All employees shall work the day shift during the summer schedule, except when it may be impractical, then the schedule shall be adjusted by the Chief School Administrator.

Coffee-Break:

All employees working more than six (6) hours shall receive two (2) fifteen (15) minute coffee breaks. All other employees shall receive one (1) coffee break daily. These shall be approved by their immediate supervisor.

School Closings - Inclement Weather:

When it is necessary to close school because of snow, ice or other inclement weather, custodians shall report for work within a reasonable time except for extenuating circumstances as determined by the Chief School Administrator. The remainder of the work day shall be determined by the Chief School Administrator.

SUPPORTIVE STAFF ASSOCIATION

1978-1979 SALARY GUIDE

<u>HEAD CUSTODIAN</u>	<u>STEP</u>	<u>RATE P/H</u>	<u>NIGHT CUSTODIAN</u>	<u>STEP</u>	<u>RATE P/H</u>
	1	\$3.50		1	\$3.26
	2	3.63		2	3.39
	3	3.76		3	3.52
	4	3.89		4	3.65
	5	4.02		5	3.78
	6	4.15		6	3.91
	7	4.28		7	4.04
	8	4.41		8	4.17
				9	4.30
				10	4.43

Longevity factor for employees with eight (8) or more years of completed creditable experience, plus \$.13¢ per hour.

Longevity factor for employees with ten (10) or more years of completed creditable experience, plus \$.13¢ per hour.

<u>HEAD COOKS</u>	<u>STEP</u>	<u>RATE P/H</u>	<u>CAFETERIA WORKERS</u>	<u>STEP</u>	<u>RATE P/H</u>
	1	\$3.54		1	\$2.69
	2	3.80		2	2.89
	3	4.06		3	3.09
	4	4.32		4	3.29
	5	4.58		5	3.49
	6	4.84		6	3.69
	7	5.10		7	3.89

Longevity factor for employees with seven (7) or more years of completed creditable experience, plus \$.40¢ per hour.

Longevity factor for employees with seven (7) or more years of completed creditable experience, plus \$.14¢ per hour.

<u>BUS DRIVERS</u>	<u>STEP</u>	<u>RATE P/H</u>	<u>Longevity factor for employees with eight (8) or more years of completed creditable experience, plus \$.31¢ per hour.</u>
	1	\$3.83	
	2	4.10	
	3	4.37	
	4	4.64	
	5	4.91	
	6	5.18	
	7	5.45	
	8	5.72	

Note: A "career adjustment" factor shall exist as an additional remuneration for L.D./D.M./F.B. as stated on the "Memo of Understanding" dtd 7/21/78 and recorded in the official minute book.

ARTICLE XXII

DURATION OF AGREEMENT

A. Duration Period

This Agreement shall be effective as of July 1, 1978, and continue in effect until June 30, 1979, subject to the parties right to negotiate no later than October 1 of each year as defined in Article 2 above.

This Agreement shall not be extended orally, and it is expressly understood that it shall expire on the date indicated, unless it is extended in writing.

B. Status of Incorporation

In witness whereof the parties hereto have caused this Agreement to be signed by their respective presidents, attested by their respective secretaries, and their corporate seals to be placed hereon, all on the day and year first above written.

UPPER TOWNSHIP SUPPORTIVE STAFF ASSOCIATION

By Richard Niles
President

By Louis Di Luzio
Secretary

9-6-78
Date of Signing

UPPER TOWNSHIP BOARD OF EDUCATION

By Richard E. Mow
President

By Joyce H. Goodman
Secretary

September 5, 1978
Date of Signing