

Support Staff Contract

2474

PREAMBLE

This agreement entered into this 13 day of June, 1994 by and between the Board of Education of Millstone Township, hereinafter called the "Board" and the Millstone Township Education Association (Secretarial, Custodial/Maintenance, Aides), hereinafter called the "Association"

WITNESSETH

WHEREAS, the parties have reached certain understandings which they deserve to confirm in this Agreement, be it

RESOLVED, in consideration of the mutual covenants, it is hereby agreed as follows:

ARTICLE I
RECOGNITION

- 1.1 The Board hereby recognizes the Association as the exclusive and sole representative for collective negotiations concerning grievances and terms and conditions of employment for: secretaries, clerk/typists, *aides, custodial and maintenance personnel, excluding supervisor of building and grounds, and any other position not above mentioned.
- 1.2 Unless otherwise indicated, the term "employees" 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 (employees of either sex are made for convenience only, and are intended to include employees of both sexes).

* Aides:

- a. Instructional (classroom, special education)
- b. Non-Instructional (cafeteria, playground)
- c. Library Media Aide

ARTICLE II
NEGOTIATION PROCEDURE

- 2.1 The majority representative shall submit in writing a letter of intent to commence negotiations to the Board by October 1, prior to the commencement of negotiations in the school year in which Agreement expires. This letter will be followed by a written proposal to the Board two (2) weeks prior to the commencement of negotiations.
- 2.2 Any Agreement so negotiated shall be reduced to writing. Ratification of the Agreement shall occur when it is approved by the constituencies of the Board, and the Association, by such voting majorities as may be required by law or policy.
- 2.3 The Agreement shall not be modified in whole or in part except by an instrument in writing executed by both parties.

ARTICLE III
GRIEVANCE PROCEDURE

- 3.1 A grievance is a claim by an employee or the Association based upon the interpretation, application, or violation of this agreement, policies, or administrative decisions affecting the negotiated terms and conditions of an employee or a group of employees. It is the intention of the Association and the Board to set forth the procedure for the processing and determination of any and all claims permitted by law to be subject to the negotiated grievance procedure, and both shall be governed by these negotiated terms.
- 3.2 An "aggrieved person" is the person, persons, or Association making the claim.
- 3.3 Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the aggrieved to proceed to the next step. Failure at any step of this procedure to appeal a grievance to the next step within the specified time limits shall be deemed to be acceptance of the decision rendered at that step, and as a waiver of any further right of appeal.
- 3.4 It is understood that employees shall, during and notwithstanding the pendency of any grievance, continue to observe all assignments and applicable rules and regulations of the Board until such grievance and any effect thereof shall have been fully determined.
- 3.5 In order for a grievance to be processed under this procedure, the grievance must be initiated within ten (10) working days of the occurrence. The grievance form, **Addenda A**, shall be utilized.
- 3.6 Level One - Principal or Supervisor
- The aggrieved person shall first discuss the grievance with his principal or immediate supervisor (as designated by the superintendent), with the objective of resolving the matter formally.

3.7 Level Two - (Principal or Supervisor as designated by Superintendent)

If the grievance is not resolved to the satisfaction of the aggrieved person, or if no response has been given by the principal or immediate supervisor within five (5) working days after the informal discussion, then the aggrieved person shall file the grievance in writing with his principal or immediate supervisor within five (5) working days after the principal or immediate supervisor's response or ten (10) working days after the informal discussion, whichever is sooner. At all levels of the grievance procedure commencing with Level Two, the grievance shall be in writing and shall contain the following information:

- a. articles, policies, and administrative decisions allegedly misinterpreted, misapplied, or violated.
- b. specific nature of the grievance and date of occurrence.
- c. remedy sought.
- d. date and results of previous discussion.
- e. reasons for dissatisfaction with previous decision.

3.8 Level Three - Superintendent

If the aggrieved person is not satisfied with the disposition of his grievance at Level Two, or if no decision has been rendered within five (5) working days after the presentation of the grievance at Level Two, he may file the grievance in writing to the superintendent with five (5) working days after the decision at Level Two or ten (10) working days after the grievance was presented, whichever is sooner.

3.9 Level Four - Board

If the aggrieved person is not satisfied with the disposition of his grievance at Level Three, or if no decision has been rendered within ten (10) working days after the grievance was delivered to the superintendent, he may, within five (5) working days after the decision by the superintendent or fifteen (15) working days after the grievance was delivered to the superintendent, whichever is sooner, file the grievance in writing to the Board of Education. The Board or a committee, thereof, shall review the grievance and may, at its discretion, hold a hearing with the employee and render a decision in writing within thirty (30) working days of receipt of the grievance by the Board.

GRIEVANCE PROCEDURE
(continued)

- 3.10 Level Five - Arbitration
- a. If the aggrieved person is not satisfied with the disposition of his grievance at Level Four or if no decision has been rendered within thirty (30) working days after the grievance was delivered to the Board, he may, within five (5) working days after a decision by the Board, or thirty-five (35) working days after the grievance was delivered to the Board, whichever is sooner, request in writing that the Association submit the grievance to arbitration. If the Association determines that the grievance is meritorious, it may submit the grievance to arbitration within five (5) working days after receipt of a request by the aggrieved person.
- 3.11 The parties shall use the Public Employment Relations Commission and be bound by its rules and procedures in the selection of the arbitrator.
- 3.12 Such determinations the arbitrator shall make shall be non-binding except as the final step with respect to disputes involving reprimands and discipline and shall be limited to violations of the express, written terms of the locally negotiated agreement.
- 3.13 The arbitrator shall be limited to the issues submitted to him and shall not add to, subtract from, or modify the terms of the agreement. The only grievance which may be arbitrated are those alleging that there has been a violation of the express written terms of the locally negotiated agreement. His/her findings shall be in writing with finding fact and conclusions based there on, and shall be returned to the Board and the Association within thirty (30) days after the hearing or the submission of final briefs.
- 3.14 Each party shall pay its own costs for arbitration preparation. The parties shall share equally the fees and expenses, if any, of the arbitrator.

GRIEVANCE PROCEDURE
(continued)

- 3.15 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.
- 3.16 The phrase *"working days" as it appears in Article Three (3) of this Agreement shall not be construed to include Christmas recess, spring recess, or the summer recess for ten (10) month employees and only Christmas recess, for eleven (11) or twelve (12) month employees.
- * "working days" are days employees are expected to report to work.

ARTICLE IV
EMPLOYEE RIGHTS

- 4.1 Complaints by any supervisor or administrator concerning an employee shall be made in confidence except to the extent that the complaint may be communicated to other supervisors, administrators, or the Board of Education, as is reasonably necessary to effectuate Board of Education policies and procedures.
- 4.2 An employee shall receive a copy of any complaint or criticism prior to its being placed in his/her personnel file. Said employee shall have the right to meet with the supervisor or administrator and that if such a request is not made within five (5) working days of delivery of the complaint to the employee, then the employee shall waive his right to that meeting (although the employee would still be permitted to prepare a response which will be placed in his or her personnel file). Employee shall sign all correspondence verifying that he/she received a copy of complaint.
- 4.3 Employees may have access to their personnel files (with 24 hours prior request, during normal central office hours, and in the presence of a confidential secretary) and that employee evaluations shall be conducted and maintained in accord with Board of Education policies and procedures.

ARTICLE V
ASSOCIATION RIGHT AND PRIVILEGES

- 5.1 The Association and its representatives shall have the right to use school buildings at all reasonable hours for Association meetings provided that the superintendent grants approval.

ARTICLE VI
EMPLOYEE WORK YEAR

- 6.1 a) Full-time Custodial/Maintenance personnel who are employed in district will receive holidays as approved by the Board of Education and the following vacation entitlements:

LENGTH OF CONTINUOUS SERVICE COMPLETED AS OF JULY 1	Vacation entitlement
LESS THAN ONE (1) YEAR	Vacation will be pro-rated on length of service
ONE (1) YEAR THROUGH FIVE (5) YEARS	Ten (10) vacation days
SIX (6) YEARS THROUGH TWENTY (20) YEARS	Fifteen (15) vacation days (may be taken beginning July 1 of the sixth year of service)
TWENTY-ONE (21) YEARS OR MORE	Twenty (20) vacation days (may be taken beginning July 1 of the twenty-first year of service)

- b) Full-time twelve month secretaries who are employed in the district will receive holidays as approved by the Board of Education and the following vacation entitlements:

LENGTH OF CONTINUOUS SERVICE COMPLETED AS OF JULY 1	Vacation entitlement
LESS THAN ONE (1) YEAR	Vacation will be pro-rated on length of service
ONE (1) YEAR THROUGH FIVE (5) YEARS	Ten (10) vacation days
SIX (6) YEARS THROUGH TWENTY (20) YEARS	Fifteen (15) vacation days (may be taken beginning July 1 of the sixth year of service)
TWENTY-ONE (21) YEARS OR MORE	Twenty (20) vacation days (may be taken beginning July 1 of the twenty-first year of service)

ARTICLE VI
(continued)

- c) Full-time eleven month clerk/typists who are employed in the district will receive holidays as approved by the Board of Education and the following vacation entitlements:

LENGTH OF CONTINUOUS SERVICE COMPLETED AS OF JULY 1	Vacation entitlement
LESS THAN ONE (1) YEAR	Vacation will be pro-rated on length of service
ONE (1) YEAR THROUGH FIVE (5) YEARS	Nine (9) vacation days
SIX (6) YEARS THROUGH TWENTY (20) YEARS	Fourteen (14) vacation days (may be taken beginning July 1 of the sixth year of service)
TWENTY-ONE (21) YEARS OR MORE	Nineteen (19) vacation days (may be taken beginning July 1 of the twenty-first year of service)

- d) Aides employed in the district shall work in accordance with days determined in their individual contractual agreement and have no vacation or paid holidays.

Reference to years of employment in the Article shall not be construed as an implied promise or contract of continued employment and that the term of employment for any particular employee is not the subject of Article VI, but instead controlled by the entire Contract document.

The vacation period shall be subject to the approval of the immediate administrative supervisor.

- 6.2 Twelve month employees will be paid for twelve (12) holidays, throughout the year. Such holidays to be determined by the Board annually. Hourly employees will not have paid holidays or vacations.
- 6.3 Eleven month employees will be paid for eleven (11) holidays throughout the year. Such holidays to be determined by the Board annually. Hourly employees will not have paid holidays or vacations.

ARTICLE VI
(continued)

- 6.4 To be eligible for a salary increment, in this bargaining unit, and credit toward longevity payments, an employee must work ninety (90) days in the school year. This minimum employment requirement shall not be construed as creating an automatic entitlement to a salary increment or longevity payment, if the Board is not obligated by Statute or negotiated agreement to provide same.

ARTICLE VII
WORK DAY

- 7.1 A. Full-time secretaries and clerk/typists work day shall be seven and one half hours (7 1/2) per day, including lunch (35 hour work week).
- B. All secretaries and clerk/typists shall work a seven (7) hour day from July 15 through August 15, including lunch and break time.

It is agreed by both parties that this summer work schedule will be evaluated by the superintendent by October 1st, 1994 for continuation or elimination for the remainder of this contract.

- C. All Aides work day shall be assigned by their individual contract.
- D. Custodial/Maintenance full-time employees work day shall be eight and one half hours (8 1/2) per day, including lunch (40 hour work week).
- E. The Custodial/Maintenance personnel work day shall be an eight (8) hour day from July 15 through August 15 including lunch and break time. The summer work schedule will be determined by the supervisor of building and grounds.

It is agreed by both parties that this summer work schedule will be evaluated by the superintendent by October 1st, 1994 for continuation or elimination for the remainder of this contract.

- 7.2 Full-time employees shall have a daily thirty (30) minute duty free lunch period.

- 7.3 Except in a case of school emergencies, employees may leave the building without requesting permission during their scheduled duty free lunch periods. Employees must sign out and sign in and when leaving school grounds employees shall notify supervisor or main office.

ARTICLE VIII
USE OF PERSONAL VEHICLE

- 8.1 Employees who use their automobiles in the authorized performance of their duties shall be reimbursed at the rate of \$.25 per mile for such use when using prescribed routes. Such reimbursement shall not be applicable for travel to or from any building of employment at the beginning or end of the work day.

ARTICLE IX
EMPLOYMENT

9.1 The Board of Education can negotiate the initial salary and each employee shall be paid on an established salary guide, with their qualifications and experience.

No new employee will be placed on a step higher than one presently employed, having equal years of experience.

9.2 Previously accumulated sick days shall be restored to all returning employees on Board approved leaves, but no days shall be added for the period of the leave.

9.3 Nothing in this Article is to be interpreted as denying the Board's authority to refuse a contract, salary increment, or raise for unsatisfactory service as determined by the Board.

9.4 All new custodial/maintenance personnel shall serve a probationary period of sixty (60) days. At the end of the period, the employee shall be evaluated, and at the discretion of the supervisor of building and grounds, and depending upon his/her evaluation will be:

- A. Given a contract
- B. Relieved of his/her duties
- C. Granted an additional thirty (30) day probationary period

The decision of the supervisor or administrator as exercised under this paragraph shall not be subject to the Article III grievance procedure.

9.5 Custodial/Maintenance personnel and Aides shall be employed on an annual contract basis. Renewed contracts for re-employment will be recommended by administration to the Board of Education. It is not the intent of the Board to provide tenure status to any employee for whom tenure is not provided by law.

ARTICLE X
SALARIES

- 10.1 Personnel employed on a ten month basis shall be paid in twenty (20) equal semi-monthly installments.
- 10.2 Personnel employed on an eleven or twelve month basis shall be paid in twenty-four (24) equal semi-monthly installments.
- 10.3 Salary guides shall be mutually developed for the length of this contract.

1994/95 5% inclusive of increment
1995/96 5% inclusive of increment
1996/97 5% inclusive of increment

Newly agreed salary guides will be developed for the following positions:

- A) Clerk/Typist, and
- B) Library Media Aide.

ARTICLE XI
OVERTIME

- 11.1 While an effort will be made to distribute overtime in an equitable fashion among qualified and available custodial and maintenance personnel, the final decision as to overtime assignments shall be solely within the discretion of the supervisor or administrator.
- 11.2 Vouchers for overtime must be submitted for payment by the last day of each month. They must be signed and approved by the supervisor or administrator. Payment shall be made by the 15th of the following month.
- 11.3 Overtime shall be paid at the rate of time and one half of the regular rate based on statute.

ARTICLE XII
SICK LEAVE

- 12.1 Except as otherwise stated in this Agreement, employees who are scheduled to report to work on the first day of school shall receive ten (10) sick days per school year (ten month employees).
- 12.2 Eleven-month employees will receive eleven (11) sick days per contract year.
- 12.3 Twelve-month employees will receive twelve (12) sick days per contract year.
- 12.4 Unused sick days shall accumulate without limit.
- 12.5 A record of sick leave accumulation will be issued to each employee by October 15 of each school year.

ARTICLE XIII
TEMPORARY LEAVES OF ABSENCE

- 13.1 All personal leaves are subject to the following conditions:
- Ten month employees shall receive two (2) personal days for emergency, as approved by the superintendent.
- Eleven month employees shall receive two and one half (2 1/2) personal days for emergency, as approved by the superintendent.
- Twelve month custodial/maintenance personnel and secretaries shall receive three (3) personal days for emergency, as approved by the superintendent.
- All personal leaves are subject to the following conditions:
- a. Personal leave shall be limited to urgent legal, family, or personal matters which necessitate the absence on a school day. Personal leave shall not be used for recreation, entertainment, other employment, or for matters which can be scheduled outside of school hours.
 - b. Request for personal leave shall be filed with the superintendent, or his designee, at least three (3) school days in advance of the contemplated absence. The employee shall state the reason for the request.
 - c. Personal days will not be granted on the first five days of school, or on days immediately preceding or following a holiday or a scheduled school recess.
 - d. The superintendent, or his designee, shall review each application and approve or disapprove the request.
 - e. In an emergency, the superintendent, or his designee, upon being informed of the nature of the emergency, may waive all restrictions and authorize an emergency personal day, if satisfied that the restriction in b. or c. above impose an undue hardship.
- 13.2 All employees shall be allowed up to a maximum of five (5) consecutive calendar days for death in the immediate family to be used within five days of the funeral. The immediate family shall be defined as husband, wife, mother, father, son, daughter, brother, sister, and other members of the immediate household. At the discretion of the superintendent, an additional two (2) consecutive calendar days for death in the immediate family, as defined above, may be granted.

ARTICLE XV
EXTENDED LEAVES OF ABSENCE

15.1 Disability Leaves

A. Maternity

1. Leave of absence for reasons of disability due to pregnancy may be granted upon application by the candidate.
2. An employee granted maternity leave without pay during the period of her disability, according to the provisions of this section, may at her discretion, elect to use all or any part of her accumulated sick leave during the period of such leave.

15.2 Childcare/Family Leave

- A. Leave of absence for reasons of child care due to the birth or adoption of a child may be granted for up to twelve (12) weeks in any twenty-four (24) month period upon application by the candidate.
- B. Leave of absence for reasons of the serious illness or health condition of a family member of the employee may be granted for up to twelve (12) weeks in any twenty-four (24) month period in accordance with the terms of the Family Leave Act for eligible employees.
- C. Any employee seeking a leave of absence for child care or family leave shall apply to the Board for said leave upon reasonable notice. At the time of the application, the employee shall specify in writing the date on which he/she wishes to commence leave and the date on which he/she wishes to return to work.
- D. The provisions of this section shall be administered in accordance with the provisions of the Family Leave Act and application regulations.

ARTICLE XVI
INSURANCE

- 16.1 All benefits previously enjoyed by unit employees shall be continued in the contract at the same levels previously continued in the contract at the same levels previously enjoyed; however, with respect to medical insurance, employees currently covered shall retain the current levels of benefits. The employees who become eligible in the future for medical benefit coverage, the Board shall pay single coverage premium rates as per the Teacher's Contract. Neither party waives litigation rights with respect to this future coverage provision. It is expressly understood that the employee currently in the library aide position, receiving single coverage, shall continue to receive paid, full family coverage eligibility upon ratification of this memorandum.
- 16.2 All new employees effective July 1, 1991 eligible for medical benefits shall receive only single coverage paid by the Board of Education, but may pay for additional coverage, if desired.
- 16.3 Secretaries employed before 1988 have single coverage dental insurance.

ARTICLE XVII
DEDUCTIONS

17.1 Deduction from each employee's salary shall be in accordance with the New Jersey Statutes for the following:

- 1) Pension
- 2) Contributory Insurance
- 3) Association Payroll Deduction
- 4) Washington National Insurance
- 5) Health Benefits
- 6) Tax Sheltered Annuity

17.2 The business office will provide a list of all deductions from paychecks by the first pay period of each school year. This list should include all abbreviations and their meanings.

ARTICLE XVIII
REPRESENTATION FEES

18.1 Purpose of Fee:

If an employee does not become a member of the Association during any membership year (i.e., from September 1 to the following August 31), which is covered in whole or in part by this Agreement, said employee will be required to pay a representation fee to the Association for that membership year.

18.2 Amount of Fee

A. Notification

Prior to the beginning of each membership year, the Association will notify the Board, in writing, of the amount of the regular membership dues, initiation fees, and assessments charged by the Association to its own members for that membership year. The representation fee to be paid by non-members will be determined by the Association, in accordance with the laws of the state of New Jersey.

B. Legal Maximum

In order to adequately offset the per capita cost of services rendered by the Association as majority representative, the representative fee should be equal in amount to the regular membership dues, initiation fees and assessments charged by the Association to its own members, and the representation fee has been set at eighty-five (85)% of the amount, solely because that is the maximum amount presently allowed by law. If the law is changed in this regard, the amount of representation fee automatically will be increased to the maximum allowed of the Association membership year immediately following the effective date of coverage.

C. Deduction and Transmission of Fee

1. Notification

Once during each membership year covered in whole or in part of this agreement, the Association will in part of this agreement, the Association will submit to the Board, a list of those employees who have not become members of the Association for the then current membership year. The Board will deduct from the salaries of such employees, the full amount of

REPRESENTATION FEES
(continued)

the representation fee and promptly will transmit the amount so deducted to the N.J.E.A.

D. Indemnification and save Harmless Provision

1. Liability

The Association agrees to indemnify and hold the Board harmless against any liability which may arise by reason of any actions taken by the Board in complying with provision of the Article, provided that:

- a. The Board gives the Association timely notice in writing of any claim, demand, suit, or other form of liability in regard to which it will seek to implement this paragraph; and
- b. If the Association so requests in writing, the Board will surrender to it full responsibility for the defense of such claim, demand, suit, or other form of liability and will cooperate fully with the Association in gathering evidence, securing witnesses, and in all other aspects of said defense.

2. Exception

It is expressly understood that the above said liability will not apply to any claim, demand, suit, or other form of liability which may arise as a result of any type of willful misconduct by the Board or the Board's imperfect execution of the obligation imposed upon it by this Article.

ARTICLE XIX
MISCELLANEOUS PROVISIONS

- 19.1 The Board reserves to itself sole jurisdiction and authority over matters of policy and retains the right, subject only to the limitations imposed by the language of this Agreement, in accordance with applicable laws and regulations (a) to direct employees of the school district; (b) to hire promote, transfer, assign, and retain employees in positions in the school district, and to suspend, demote, discharge, or take other disciplinary action against employees; (c) to relieve employees from duty because of lack of work or for other legitimate reasons; (d) to maintain efficiency of the school district operations entrusted to them; (e) to determine the methods, means, and personnel by which such operations are to be conducted; and (f) to take whatever actions may be necessary to carry out the functions of the school district in situations of emergency.
- 19.2 If any position 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.
- 19.3 This Agreement incorporates the entire understanding of the parties on all matters which 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 the 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.
- 19.4 All benefits previously enjoyed by unit employees shall be continued in this contract, at the same level previously enjoyed.
- 19.5 All full-time support staff in this bargaining unit who resign during the life of this contract for retirement purposes to receive immediate pension payments, will receive \$20.00 (twenty dollars) per day for each unused sick day, up to a maximum of one hundred (100) days or \$2,000.00 (two thousand dollars).
- 19.6 All full-time support staff in this bargaining unit will have the option at the end of each school year, during the life of this contract, to sell back his/her sick days at a cost of \$15.00 (fifteen dollars) per sick day. Previous school year sick days cannot be sold at this cost. Once the year is completed, the days can be carried forth or used, as described in Article XIX-19.5.

ARTICLE XX
DURATION

This Agreement shall be effective as of July 1, 1994 and shall continue in effect until June 30, 1997. In witness, whereof, the parties hereto have caused this Agreement to be signed by the president and secretary of the Association, and the Board has caused this Agreement to be signed by the president and secretary and its corporate seal to be placed hereon at Millstone Township, Monmouth County, New Jersey.

ASSOCIATION
By *Diane Pearson* *6/17/94*
President Date

BOARD OF EDUCATION
By *[Signature]* *6/17/94*
President Date

By *[Signature]* *6/17/94*
Secretary Date Secretary

By *Barbara D. Disher*
Date *6/30/94*

MILLSTONE TOWNSHIP BOARD OF EDUCATION
Clarksburg, NJ 08510

ADDENDA A
GRIEVANCE FORM

GRIEVANCE FORM

Grievant's Name _____ Grievance No. _____

Work Location _____

Job Title and Grade _____

Immediate Supervisor _____

Description of Alleged Violation: _____

Date of Occurance of Alleged Violation _____

Remedy Sought: _____

Date of Level One Informal Discussion _____

Level One: I am not satisfied with the outcome at Level One and wish to proceed to Level Two.

Grievant's Signature _____ Date _____

Level Two: Principal or Supervisor

Date Received _____ Date Answered _____

Disposition Denied _____ Granted _____

Reason: _____

Principal or Supervisor's Signature _____ Date _____

Level Two: I am not satisfied with the outcome at Level Two and wish to proceed to Level Three.

Grievant's Signature _____ Date _____

GRIEVANCE FORM

Level Three: Superintendent

Date Received: _____ Date Answered: _____

Disposition Denied _____ Granted _____

Reason: _____

Superintendent's Signature _____ Date _____

Level Three: I am not satisfied with the outcome of Level Three and wish to proceed to Level Four.

Grievant's Signature _____ Date _____

Level Four: School Board

Date Received _____ Board Hearing Date _____

Date Answered _____

Disposition: Denied _____ Granted _____

Reason _____

Level Four: I am not satisfied with the outcome at Level Four and wish to proceed to Level Five.

Grievant's Signature _____ Date _____

Level Five: The grievant is not satisfied with the outcome at Level Four and the Association wishes to proceed to arbitration.

Association Officer's Signature _____ Date _____

- _____ Grievant Copy
- _____ MTTA Copy
- _____ Administration Copy

**ADDENDA B
SALARY GUIDES**

**MILLSTONE TOWNSHIP SCHOOL BOARD
SECRETARIAL SALARY GUIDE**

STEP	1994/95	1995/96	1996/97
1	15,400	15,765	16,135
2	15,800	16,175	16,550
3	16,325	16,700	17,100
4	17,850	18,275	18,700
5	19,425	19,875	20,325
6	20,350	20,825	21,320
7	21,175	21,675	22,190
8	22,475	23,000	23,545
9	24,000	24,570	25,260
10	26,400	26,500	26,975
16	26,900	27,000	27,475

(Longevity)
At Step 10 or 16
two or more years
+1,000.

(Longevity)
At Step 10 or 16
two or more years
+1,625.

**MILLSTONE TOWNSHIP SCHOOL BOARD
CLERK/TYPIST SALARY GUIDE**

STEP	1994/95	1995/96	1996/97
1	14,000	14,350	14,710
2	14,350	14,700	15,070
3	14,710	15,070	15,435
4	15,080	15,445	15,825
5	15,460	15,835	16,220
6	15,950	16,235	16,625
7	16,350	16,750	17,050
8	16,760	17,170	17,590
9	17,180	17,600	18,030
10	17,610	18,040	18,480
11			18,942

ADDENDA B
(continued)
SALARY GUIDES

**MILLSTONE TOWNSHIP SCHOOL BOARD
AIDES SALARY GUIDE**
Instructional (classroom, special education)
Non-Instructional (cafeteria, playground)

STEP	1994/95	1995/96	1996/97
1-3	6.60	7.00	7.35
4	7.10	7.40	7.85
5	7.60	8.00	8.20
6	8.60	8.60	8.60
7	9.35	9.50	9.50
8	9.65	10.15	10.65

**MILLSTONE TOWNSHIP SCHOOL BOARD
LIBRARY MEDIA AIDE SALARY GUIDE**

STEP	1994/95	1995/96	1996/97
	8.00	9.00	10.00

**MILLSTONE TOWNSHIP SCHOOL BOARD
 CUSTODIAL SALARY GUIDE**

STEP	1994/95	1995/96	1996/97
1	16,275	16,475	16,675
2	17,100	17,300	17,500
3	17,870	18,070	18,270
4	18,775	18,975	19,175
5	19,700	19,900	20,100
6	20,500	20,700	20,900
7	21,750	21,950	22,150
8	22,750	22,950	23,150
9	23,750	23,950	24,150
10	24,900	25,300	25,700
	(Longevity) At Step 10 two or more years +1650	(Longevity) At Step 10 one year + 800 At Step 10 three or more years +2450	(Longevity) At Step 10 two years + 1500 At Step 10 four or more years +2800

No Black Seal (-\$550)

\$500.00 stipend for Head Night Custodian, 10 month (Sept 1 through June 30) recommended by the Supervisor of Building & Grounds

ADDENDA B
(continued)
SALARY GUIDES

MILLSTONE TOWNSHIP SCHOOL BOARD
MAINTENANCE SALARY GUIDE

STEP	1994/95	1995/96	1996/97
1	18,075	18,275	18,475
2	18,900	19,100	19,300
3	19,670	19,870	20,070
4	20,575	20,775	20,975
5	21,500	21,700	21,900
6	22,300	22,500	22,700
7	23,750	23,950	24,150
8	24,750	24,950	25,150
9	25,900	25,950	26,150
10	26,500	27,200	27,800
11			28,400

No Black Seal - \$550.

