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THIS BOOK DOES  
NOT SPECULATE

AGREEMENT  
BETWEEN THE  
SOUTH PLAINFIELD EDUCATIONAL SECRETARY'S ASSOCIATION  
AND THE  
SOUTH PLAINFIELD BOARD OF EDUCATION

JULY 1, 1969  
through  
JUNE 30, 1970

SOUTH PLAINFIELD BOARD OF EDUCATION

Mr. Frank P. Licato, President

Mr. Charles I. Strassle, Vice President

Mr. Angelo H. Dalto

Mr. David Dener

Mr. Harry L. Edgecomb

Mr. William C. Ferguson

Mrs. Madeline Hollander

Mr. Joseph A. Mondoro

Mr. Fred C. Reinbott

ADMINISTRATIVE STAFF

Dr. Donald H. Vansant, Superintendent

Mr. William A. Pelaia, Assistant Superintendent

CONSULTANTS

METZLER ASSOCIATES

Mr. James A. Moran, Consultant Negotiator

SOUTH PLAINFIELD EDUCATIONAL SECRETARY'S ASSOCIATION

Negotiating Committee

Mrs. Beulah Wickholm

Mrs. Patricia Muller

Mrs. Patricia Conway

Miss Rosemary Montino

Mrs. Marjorie Butrico

Mrs. Sonia Berentsen

Mrs. Marian Wilson

Mrs. Alice MacNair

Mrs. Marjorie Prusek - Ex-officio

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## PREAMBLE

This Agreement entered into this 1st day of July, 1969, by and between the Board of Education of South Plainfield, New Jersey, hereinafter called the "Board", and the South Plainfield Educational Secretary's Association, hereinafter called the "Association".

## ARTICLE I

### RECOGNITION

- A. Pursuant to Chapter 303, Laws of 1968 of the State of New Jersey known as the New Jersey Public Employers-Employee Relations Act, The South Plainfield Board of Education hereby recognizes the South Plainfield Educational Secretary's Association as exclusive representative for the purpose of collective negotiations for all full time office personnel under contract to the Board of Education as included herein:

Certification Officer/Superintendent's Secretary  
Transportation/Attendance Officer  
Specialized Accounting Personnel  
Executive and Administrative Secretaries  
School Secretaries  
Clerks  
Bookkeeper/Clerk Cafeteria (10 months)

but excluding:

All other employees of the South Plainfield Board of Education.

- B. Unless otherwise indicated, the term secretaries, when used hereinafter in this Agreement, shall refer to all personnel represented by the Association in the negotiating unit as defined above.

## ARTICLE II

### NEGOTIATION PROCEDURE

- A. The parties agree to enter into collective negotiations in accordance with Chapter 303, Public Law of New Jersey, 1968, in a good-faith effort to reach agreement concerning the terms and conditions of secretary's employment. Any Agreement negotiated shall apply to the unit defined in Article I, be reduced to writing, be ratified by the Secretary's Association, be adopted by the Board, and be signed by the Association and the Board.

- B. During negotiation, the Board and the Association shall present relevant data, exchange points of view and make proposals and counterproposals. The Board shall make available to the Association for inspection at reasonable times that information which is available to the public.
- C. Neither party in any negotiations shall have any control over the selection of the negotiating representative of the other party.
- D. This Agreement incorporates the entire understanding of the parties on all 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. This Agreement shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.

### ARTICLE III

#### GRIEVANCE PROCEDURE

##### Definition:

- A. A "Grievance" shall mean a claim by a secretary that there has been a misinterpretation, misapplication, or a violation of board policy, this Agreement, or an administrative decision affecting her. A grievance to be considered under this procedure must be initiated by the Secretary within thirty (30) days of the time the Secretary knew or should know of its occurrence.
- B. 1) It is agreed by both parties that these proceedings will be kept as informal, and confidential as may be appropriate at any level of this procedure.  
2) Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the aggrieved employee 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 as rendered at that step.

- 3) It is understood that the secretaries 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.
- 4) Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process.

#### C. Level One

Any secretary who has a grievance shall discuss it first with her principal (or immediate superior or department head, if applicable) in an attempt to resolve the matter informally at that level.

#### Level Two

If as a result of the discussion, the matter is not resolved to the satisfaction of the secretary within 5 school days, she may set forth her grievance in writing to her immediate superior on the grievance forms provided.

The immediate superior shall communicate his decision to the secretary in writing with reasons within 3 school days of receipt of the written grievance.

#### Level Three

The secretary, no later than five school days after receipt of her immediate superior's decision, may appeal the immediate superior's decision to the Superintendent of Schools. The appeal to the Superintendent must be made in writing, reciting the matter submitted to the immediate superior as specified above and her dissatisfaction with decisions previously rendered. The Superintendent shall attempt to resolve the matter as quickly as possible but within a period not to exceed 10 school days. The Superintendent shall communicate his decision in writing with reasons to the secretary and the immediate supervisor.

#### Level Four

If the grievance is not resolved to the secretary's satisfaction, she, no later than five school days after receipt of the Superintendent's decision, may request a review by the Board of Education. The request shall be submitted in writing through the Superintendent of Schools who shall attach all related papers and forward the request within 5 school days to the Board of Education. The Board shall review the grievance and shall, at the option of the Board or upon request of the secretary, hold a hearing with the secretary and render a decision in writing with reasons within 35 working days of receipt of the grievance by the Board Secretary.

D. Rights of Secretaries to Representation.

- 1) Any aggrieved person may be represented at all stages of the grievance procedure by herself, or, at her option, by a representative selected or approved by the secretary's association.
- 2) When a secretary is not represented by the Secretary's Association in the processing of a grievance, the Secretary's Association shall at the time of submission of the grievance at level two be notified that the grievance is in process, have the right to be present and present its position in writing at all meetings held with the secretary concerning the grievance and shall receive a copy of all decisions rendered.

ARTICLE IV

SICK LEAVE

- A. As of July 1, 1969, all secretaries employed shall be entitled to ten (10) sick leave days each year as of the first official day of said fiscal year whether or not they report for work on that day. Unused sick leave days shall be accumulated from year to year with no maximum limit.
- B. Previously accumulated unused sick leave days, accumulated in the South Plainfield schools shall be reinstated upon a secretary's return to the school system.
- C. Sick Leave Extended - The Board of Education agrees that in the event a tenure secretary utilized all her accumulated sick leave due to a protracted illness, they will pay to her the difference, if any, between her contract salary and that of her replacement for the balance of the contract year or the duration of such illness, whichever period is of a lesser duration.

ARTICLE V

TEMPORARY LEAVE OF ABSENCE

- A. As of the beginning of the 1969-70 school year, secretaries shall be entitled to nonaccumulative leave of absence with full pay for the following reasons up to a maximum of five (5) days in any contract year:
  1. Marriage in immediate family.
  2. Graduation exercises of the employee or his children.



3. Required appearance in court.
4. Past practices of the Board of Education relative to requests for leave time concerning religious holidays and ceremonies will remain unchanged.
5. Up to three days may be granted for serious illness in the immediate family (husband, wife, children, and other members of the same home; father, mother, brothers and sisters, grandfather and grandmother, father-in-law and mother-in-law.)
6. Secretaries shall be granted one (1) temporary leave day without specifying the reason if they deem it to be of a personal nature.

All leaves of absence referred to in this section are subject to the following conditions:

- a) At least twenty-four (24) hours notice shall be given in requesting a personal day through the immediate supervisor. Lacking such notice, the absence will be considered unauthorized and the secretary's pay will be deducted on a pro rata basis of her annual salary. Deduction of salary will be waived in cases of extreme emergency.
  - b) The Superintendent of Schools, in the best educational interest of the school district, is empowered to deny any request for the above days.
- B. Up to three (3) days may be granted for death in the immediate family (husband, wife, children, and other members of the same home; father and mother, brothers and sisters; grandfather and grandmother; father-in-law and mother-in-law.)
  - C. Extensions to any temporary leaves of absence referred to in Sections A and B as outlined above may be made at the discretion of the Superintendent of Schools.
  - D. Leaves taken pursuant to this Article shall be in addition to any sick leave to which the secretary is entitled.

## ARTICLE VI

### PAID HOLIDAYS

1. Independence Day	Friday	July 4, 1969
2. Labor Day	Monday	September 1, 1969
3. Columbus Day	Sunday	October 12, 1969
4. Election Day	Tuesday	November 4, 1969
5. Veterans' Day	Tuesday	November 11, 1969
6. Thanksgiving Day	Thursday	November 27, 1969
7. Day after Thanksgiving	Friday	November 28, 1969
8. Christmas Day	Thursday	December 25, 1969
9. Day after Christmas	Friday	December 26, 1969
10. New Years Day	Thursday	January 1, 1970
11. Lincoln's Birthday	Thursday	February 12, 1970
12. Washington's Birthday	Sunday	February 22, 1970
13. Good Friday	Friday	March 27, 1970
14. Easter Monday	Monday	March 30, 1970
15. Memorial Day	Saturday	May 30, 1970

ARTICLE VIIVACATIONS

Two weeks paid vacation after 1 year of service.  
 Three weeks paid vacation after 5 years of service.  
 Four weeks paid vacation after 20 years of service.

ARTICLE VIIIADDITIONAL COMPENSATION

Individuals required to call substitute teachers shall be compensated in the following manner:

Elementary School	\$150
Cedarcroft School	175
High School	225

ARTICLE IXSHORT DAY SCHEDULE

When school is not in session for pupils, secretaries will be required to work from 8:30 A.M. to 3:30 P.M., or the equivalent amount of hours on a different starting and finishing time.

ARTICLE XINSURANCE PROTECTION

As of the beginning of the 1969-70 school year, the Board shall provide the health-care insurance protection designated below. The Board shall pay the full premium for each secretary and in cases where appropriate for family-plan insurance coverage except then it will pay 1/3 family insurance coverage for a first year secretary, 2/3 family insurance coverage for a second year secretary and full family coverage from that point on.

- 1) For each secretary who remains in the employ of the Board for the full school year, the Board shall make payment of insurance premiums to provide insurance coverage for the full twelve (12) month period from the earliest possible date on which enrollment in the plan is possible.

- 2) Provisions of the health-care insurance program shall be detailed in master policies and contracts, and they shall include Blue Cross, Blue Shield, Rider J and Major Medical as contained in the insurance existing as of this date.

The Board shall provide for continuance of health-care insurance after retirement on the terms detailed in the master policies and contracts, provided that the carrier allows provision for such continuance and the retiree agrees to pay the premiums involved.

The Board shall instruct the carrier to provide each secretary a description of the health-care insurance coverage provided under this ARTICLE, no later than the beginning of the 1969-70 school year, which shall include a clear description of conditions and limits of coverage as listed above.

## ARTICLE XI

### SALARIES

- A. The salaries of all secretaries covered by this Agreement are set forth in Schedule "C" which is attached hereto and made a part hereof.
- B. Prior experience inside or outside of the South Plainfield School District may be granted upon employment within the limitation of Schedule "C". The amount of prior service to be granted shall be determined by the Superintendent of Schools at the rate of one (1) step on Schedule "C" for every two (2) years of appropriate experience up to a maximum of five (5) steps. This provision shall not apply retroactively.

## ARTICLE XII

### MISCELLANEOUS PROVISIONS

This Agreement constitutes a Board policy for the term of said Agreement, and the Board shall carry out the commitments contained herein and give them full force and effect as Board policy.

If any provisions 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.

Copies of this Agreement shall be reproduced at the expense of the Board within thirty (30) days after the Agreement is signed and presented to all secretaries now employed or hereafter employed.

Whenever any notice is required to be given by either of the parties to this Agreement to the other, pursuant to the provisions of this Agreement, either party shall do so by telegram or registered letter to the following addresses:

1. If by Association, to Board at Administration Building, Foster and New Brunswick Avenues, South Plainfield, N.J.
2. If by the Board, to Association, at the School address of the Association President.

### ARTICLE XIII

#### DURATION OF AGREEMENT

This Agreement shall be effective as of July 1, 1969, and shall continue in effect until June 30, 1970, subject to the Association's right to negotiate over a successor Agreement. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated. Any extension shall be mutually agreed upon in writing by the parties of the Agreement, and unless such extensions are agreed upon this contract shall expire on the date indicated herein.

The Board and the Association agree to begin negotiations over a successor Agreement no later than November 15, 1969.

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.

SOUTH PLAINFIELD  
EDUCATIONAL SECRETARY'S ASSOCIATION

Berulah B. Wickholm  
President

Margaret B. Brownell  
Secretary

SOUTH PLAINFIELD  
BOARD OF EDUCATION

Frank P. Licato  
President

Donald R. Jarnatt  
Secretary

SCHEDULE C  
SECRETARIAL AND CLERICAL SALARY GUIDE      1969-70

<u>STEP</u>	<u>A<sup>a</sup></u>	<u>A<sup>b</sup></u>	<u>B</u>	<u>C</u>	<u>D</u>
0	\$5,200	\$5,000	\$4,800	\$4,600	\$4,400
1	5,400	5,200	5,000	4,800	4,600
2	5,600	5,400	5,200	5,000	4,800
3	5,800	5,600	5,400	5,200	5,000
4	6,000	5,800	5,600	5,400	5,200
5	6,200	6,000	5,800	5,600	5,400
6	6,400	6,200	6,000	5,800	5,600
7	6,600	6,400	6,200	6,000	5,800
8	6,800	6,600	6,400	6,200	6,000
9	7,000	6,800	6,600	6,400	6,200

Classification:

- A<sup>a</sup> Executive Secretaries
- A<sup>b</sup> Specialized Accounting Personnel
- B Administrative Secretaries
- C Elementary School Secretaries
- D General Clerical Personnel

ATTENDANCE & TRANSPORTATION OFFICER  
EXECUTIVE SECRETARY/CERTIFICATION OFFICER

Step 0	\$5,600
1	5,800
2	6,000
3	6,200
4	6,400
5	6,600
6	6,800
7	7,000
8	7,200
9	7,400