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AGREEMENT

Between the

PENNSVILLE ASSOCIATION OF NON-CERTIFIED PERSONNEL

and

BOARD OF EDUCATION OF PENNSVILLE TOWNSHIP

(Employer)

X July 1, 1984 - June 30, 1987

PREAMBLE

THIS AGREEMENT IS MADE AND ENTERED INTO on this 1st day of June, 1984,
by and between the Board of Education of Pennsville Township and the
Pennsville Association of Non-Certified Personnel (hereinafter referred
to as the "Association").

ARTICLE 1

RECOGNITION

The Board agrees to and hereby does recognize the Association as the sole and exclusive negotiating agent for the purpose of collective negotiations in matters relating to terms and conditions of employment on behalf of all employees in the classifications set forth in Appendix "A" attached hereto and made a part thereof.

ARTICLE 2

GRIEVANCE PROCEDURE

A. Definition

1. A grievance shall mean a complaint by a member of the negotiating unit that there has been to him a personal loss, injury or inconvenience resulting from a violation, misinterpretation or inequitable application of the provisions of this agreement, Board policies, or administrative decisions affecting him.

2. A grievance to be considered under this procedure must be initiated in writing within fifteen (15) calendar days from the date when the grievant knew or should have known of its occurrence.

3. An "employee grievant" is the person or persons making the complaint.

4. A "party in interest" is the person or persons making the complaint and any person who might be required to take action or against whom action might be taken in order to resolve the complaint.

B. Rights of Members to Representation

1. Any party in interest may be represented at all stages of the grievance procedure by himself or at his option, by a representative of his own choosing. Such representative may be selected or approved by the Association.

2. When an employee is not represented by the Association in the processing of a grievance, the Association shall at the time of submission of the written grievance to the Superintendent or at any later level, be notified by the Superintendent that the grievance is in existence and shall be notified of the result.

C. Procedure

1. (a) Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the employee grievant 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 waiver of further appeal of the decision.

(b) It is understood that any employee grievant 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 duly determined.

2. (Level One) Any employee grievant who has a grievance shall discuss it first with his principal (or other immediate superior, if applicable) in an attempt to resolve the matter informally at that level, who shall give his decision within five (5) school days.

3. (Level Two) The employee grievant, no later than five (5) school days after receipt of the decision of his principal or other immediate superior, may appeal the decision to the Superintendent of Schools. The appeal to the Superintendent must be made in writing specifying: (a) the nature of the grievance; (b) the nature and extent of the injury, loss, or inconvenience; (c) the results of previous discussions; (d) his dissatisfaction with decisions previously rendered. The Superintendent shall attempt to resolve the matter as quickly as possible, but within a period not to exceed ten (10) school days from the date of receipt of the appeal. The Superintendent shall communicate his decision in writing to the employee grievant, to the Association and to the principal or other immediate superior.

4. (Level Three) If the grievance is not resolved to the grievant's satisfaction, he no later than five (5) 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 to the Board. The Board, or a committee thereof, shall review the grievance and shall, at the option of the Board, or at the request of the employee grievant, hold a hearing with the employee grievant and render a decision in writing and forward copies thereof to the grievant and to the Association within twenty (20) calendar days of receipt of the appeal by the Superintendent, or if a hearing is held, within twenty (20) calendar days of the date of the hearing. The referred to hearing shall be held within fifteen (15) school days after receipt of the appeal notice.

5. If the decision of the Board does not resolve the grievance to satisfaction of the employee grievant and if the grievance pertains to a matter of previous formal agreement between the Board of Education and the Association, the employee grievant or the Association may request the appointment of an arbitrator, such request to be made known to the Superintendent within twenty (20) school days of receipt of the Board's decision. The Board's decision shall be final and binding on any grievance concerning:

(a) Any matter for which a specific method of review is prescribed and expressly set forth by law or any rule or regulation of the State Board or State Commissioner of Education or

(b) A complaint of a non-tenured employee which arises by reason of his not being re-employed; or

(c) A complaint by any certificated or other specially licensed personnel occasioned by appointment to or lack of appointment to,

retention in or lack of retention in, any position for which tenure is not possible or not required.

(d) Any matter which according to law is either beyond the scope of Board Authority or limited to unilateral action by the Board alone.

6. A request for arbitration will be honored only if the employee grievant, his representative and the Association waive the right, if any, in writing to submit the matter at issue to any other administrative or judicial tribunal except for the purpose of enforcing the fact-finder's recommendation.

7. The following procedure shall be used to secure the services of an arbitrator:

(a) Either party may request the American Arbitration Association to submit a roster of persons qualified to function as an arbitrator in the matter at issue.

(b) If the parties are unable to determine a mutually satisfactory arbitrator from the submitted roster, they may request the American Arbitration Association to submit a second roster of names.

(c) If the parties are unable to determine within ten (10) school days of the initial request for arbitration, a mutually satisfactory arbitrator from the second submitted roster, the American Arbitration Association may be requested by either party to designate an arbitrator.

8. The arbitrator shall limit himself to the issues submitted to him and shall consider nothing else. He can add nothing to, or subtract anything from the Agreement between the parties, or any policy of the Board of Education.

2. The arbitrator shall have only the power to interpret what the parties to the AGREEMENT intended by the specific clause in the AGREEMENT or Board policy which is at issue. The recommendations of the arbitrator shall be binding on both parties.

9. The costs for the services of the arbitrator, including per diem expenses, if any, and actual and necessary travel, subsistence expenses and the cost of the hearing room shall be borne equally by the Board and the Association. Any other expenses incurred shall be paid by the party incurring same.

D. If any part of the grievance procedure requires the presence of the grievant and/or his chosen representative during any or all of the working day, said person(s) shall suffer no loss of pay, if the grievance is adjudicated in his favor.

ARTICLE 3

LIAISON COMMITTEES

In each school building a liaison committee shall be established. The purpose of the committee shall be to discuss and implement suggestions for improving services of the departments staffed by members of the Association and for eliminating possible causes of employee grievance. Each committee shall consist of three (3) members of the Association from that building, designated by the members of the Association in that building, and the principal of that building. Committee meetings may be requested by representatives of either party and shall be held on a date and at a time to be mutually determined by the members of the committee.

ARTICLE 4

RIGHTS OF THE ASSOCIATION

- A. Meetings at work location. On three (3) days' notice to the principal of the school or to the person in charge of the work location, the Association representative shall have the right to schedule meetings in the building at a place designated by the Superintendent or his designee for such meetings before or after regular duty hours of the employees involved.

- B. In the event there is no Association representative in any work location, an authorized representative from another work location may be designated the authorized representative of the Association by a letter of authorization to the Superintendent, signed by the President of the Association, to carry out all duties and responsibilities of Association representatives as set forth in this AGREEMENT, except that such representative shall not be entitled to leave the premises of the work location in which he works during his working hours.

- C. Upon proper written application, the Board may grant leave of absence without pay to members of the negotiating unit for the conduct of Association business, to attend Association conferences or conventions, or to serve as full-time officers or employees of the Association. To the extent permitted by law, any employee granted such full-time leave of absence shall retain all insurance and other benefits and shall continue to accrue seniority for salary increments as though he were in regular service. Upon return to service, such employee shall be placed on the assignment which he or she left or on a similar assignment with all accrued benefits and increments that he or she would have earned had he or she been on regular service.

Any employee on such full-time leave of absence shall be permitted to pay both his own and the School District's regular contribution to all plans requiring such contributions, provided the same shall not be contrary to law. Such leaves of absence may not exceed a period of three (3) years, unless extended by the Board upon written application.

- D. There shall be no discrimination against employee on the basis of race, creed, sex, color, national origin or membership activity in the Association. The Association will represent all employees in the negotiating unit.

ARTICLE 5

RIGHTS OF THE BOARD

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 for just cause, to suspend, to 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 the 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 mission of the school district in situations of emergency.

ARTICLE 6

SALARIES AND HOURS OF WORK
(EXCEPT FOR INSTRUCTIONAL AIDES)

A. Salary Schedules

The salaries of all employees covered by this AGREEMENT are set forth in Appendixes "B", "C", and "D."

B. Twelve-month employees, except for bus drivers and instructional aides.

1. The regular work week shall be forty (40) hours. A regular work day shall be eight (8) hours, and the employee shall have a one-half hour paid lunch period daily.

2. While their regular work week is forty (40) hours, chief custodians shall remain responsible for the care and proper operation of the building to which they are assigned, unless specifically relieved thereof by written instructions from the business manager. Additional hours of work in any work week required of chief custodians by emergencies or with the approval of the business manager shall be deemed overtime hours and shall be paid in accordance with the applicable provisions of this ARTICLE.

3. On days when schools are closed for instructional personnel and pupils but remain open for office and other non-instructional personnel, all custodial and maintenance employees will work their regular shifts.

C. Ten-month employees, except for bus drivers and instructional aides.

1. The regular work week shall be thirty-five (35) hours. The regular work day shall be seven (7) hours and the employee shall have a one-half hour paid lunch period daily.

D. Bus Drivers

1. The working day for bus drivers for the Pennsville Public School District shall be set yearly by the Pennsville Board of Education, but shall not exceed eight (8) hours per day.

2. Time and one-half shall be paid to bus drivers who work in excess of eight (8) hours in a given day.

3. Time and one-half will be paid to any bus driver who works in excess of forty (40) hours in a given week.

4. Time and one-half will be paid to any bus driver who works any time on a Sunday.

5. Double time will be paid to any bus driver who works on a legal holiday.

E. Overtime pay, except for bus drivers and instructional aides.

1. Time and one-half will be paid to any twelve-month employee who works in excess of eight (8) hours in a given day or forty hours in a given week.

2. Time and one-half time will be paid to any ten-month employee who works in excess of seven (7) hours in a given day or thirty-five (35) hours in a given week.

3. Time and one-half will be paid to any employee covered by this AGREEMENT who works any time on Sunday.

4. There shall be no pyramiding of overtime rates under any section of this ARTICLE.

5. Any full-time employee assigned to a vacant position for which he is qualified shall be paid at the pay rate, the next highest dollar level, for that position after working three (3) days in that position in any quarter of the fiscal year. (First quarter -- July, August, September; second quarter -- October, November, December; third quarter -- January, February, March; fourth quarter -- April, May, June.)

F. Miscellaneous

1. The Board may grant one day with pay for three (3) members of the Association to attend the N.J.E.A. Convention. One week prior notice of who will be attending must be submitted to the Superintendent. Proof of attendance by some official document secured at the Convention must be presented to the Superintendent within three (3) days of the close of the Convention.

2. An employee is expected to work at regular pay on any other local or religious holiday falling within his regular work schedule. In case of an excused absence for personal observance of such a day, a deduction in the employee's pay at regular rate will be made for such absence.

3. ~~If schools are required to be open for all personnel and students on a day set forth in Board Policy and in this AGREEMENT as a paid holiday (no work), employees covered by this AGREEMENT will report to work on such day and will receive a compensatory day off at a later date during the period of the AGREEMENT.~~

G. When schools are closed for instruction due to an emergency determined by the Superintendent of Schools, such days shall be deemed to be regular work days for all non-certified twelve-month employees covered by this

AGREEMENT. All such employees shall report for their regular shifts at the appropriate starting times and work a full shift.

II. School Calendar

1. The following days will be "no work days" for the Unit Members:

New Year's Day
Martin Luther King's Birthday (starting 1986)
Lincoln's Birthday
Washington's Birthday
Good Friday
Easter Monday
Memorial Day
Independence Day
Labor Day
Columbus Day
Veterans' Day
Thanksgiving Day
Day after Thanksgiving
Christmas Eve Day
Christmas Day
New Year's Eve day shall be a four (4) hour work day for all members of the Unit.

2. If the administration finds it necessary for a Unit member to work on days listed above, the Unit member's time shall be computed at twice his regular rate for the hours worked. If an above noted "no work day" falls on a Saturday or Sunday, the employee will have the nearest contiguous work day off.

3. All other days between July 1 and June 30, except Saturdays and Sundays are considered work days.

4. Matrons will not work the week between Christmas and New Year's Day.

5. Ten-month employees will work 186 days, the work days to be determined by the Board of Education.

1. Licensed Boiler Operators.

1. Any employee in the Unit who is a licensed boiler operator, and whose regular assignment requires him to hold such a license, shall receive \$400.00 per year in addition to his regular salary.

2. A licensed boiler operator whose regular assignment does not require him to hold such a license shall receive \$150.00 in addition to his regular salary. For each shift or major fraction thereof that he is required to perform the duties of a regular boiler operator, said person shall be compensated at the regular boiler operator's amount, to be prorated.

J. Whenever a Unit member is promoted permanently from one job classification to another job classification, his new rate of pay will be determined as follows: The member will move to the new salary scale at the next higher dollar amount on the new scale and then advance to the next step.

ARTICLE 7

VACANCIES AND TRANSFERS

- A. All vacancies caused by death, retirement, discharge, resignation or by the creation of new positions, shall be publicized within the school district by the Business Administrator as soon as possible. All present employees applying for these vacancies will be given first consideration.

- B. All Association member requests for transfer shall be in a written request and if this request is granted or denied, said member shall receive a written notification of the decision.

- C. The Board of Education shall have the authority to transfer employees, whenever in the opinion of the Board, after careful study and consideration, such transfer would insure a more workable, efficient school district operation.

ARTICLE 8

SHORT TERM LEAVE
(EXCEPT FOR INSTRUCTIONAL AIDES)

A. Personal Business Leave

1. All employees covered by this AGREEMENT shall be granted two days business yearly, with pay, to take care of emergencies which may arise.
2. Personal business leave may be granted for a work day immediately preceding or following a holiday or vacation period, with the express approval of the Superintendent of Schools.
3. Request for personal business leave must be submitted seventy two (72) hours before personal business leave is to be effective, but the Superintendent may approve emergency requests as they arise.
4. Only ten (10) percent of the Unit members may be off on personal business leave on any one day.
5. The unused personal business days for each year shall be cumulative and shall be added to the employee's sick leave.

B. Sick Leave

1. All twelve-month employees shall be entitled to fifteen (15) sick leave days per year and all ten-month employees shall be entitled to twelve (12) sick leave days per year.
2. Any unused sick leave days shall accumulate without limit from year to year.

3: Sick leave days accumulated under the previous policy shall remain valid under this new policy which is in accordance with Chapter 188, Laws of 1954, of New Jersey.

4. In case of sickness in the immediate family of any employee, and upon the request of the employee to the school superintendent, sick leave may be granted to cover employee's absence because of such illness.

C. Death in Family Allowance

All employees covered by this AGREEMENT, in the event of death in the immediate family, shall be granted allowance with pay for attending the death bed or funeral as hereinafter stated:

1. An allowance up to five calendar days shall be granted in case of death of any of the following:

a. Employee's parents, spouse, children, son-in-law, daughter-in-law, and other persons residing as a member of the household of the employee.

b. Brothers and sisters of the employee and the parents of the employee's spouse.

c. Legally adopted members of the family and step-relationships as outlined in (a) or (b).

2. An allowance of one day shall be granted to attend the funeral of any of the following:

a. Uncles, aunts, grandparents and grandchildren of the employee.

b. Brothers-in-law and sisters-in-law of the employee.

D. Jury Duty

All employees covered by this AGREEMENT who are called on jury duty shall be paid for the time thus lost from regular duties the difference between their regular pay and their jury pay.

E. Leave of Absence

1. A request for a leave of absence submitted by an employee after May 1 for the succeeding school year will not be approved except in an extreme emergency.
2. Leave of absence may be granted only to employees who have successfully completed three consecutive calendar years of service in the district, and upon recommendation of the Superintendent of Schools.

F. Official leave of absence without pay due to illness.

Whenever an employee covered by this AGREEMENT is absent due to illness beyond his accrued sick leave, the employee will be automatically placed on official leave of absence without pay until further disposition of the case is taken by the Board of Education.

ARTICLE 9

TENURE

(EXCEPT FOR INSTRUCTIONAL AIDES)

- A. Terms and conditions of employment regarding tenure of employees in the unit covered by this AGREEMENT shall be governed by the provisions of this Article and applicable law.
- B. Before being appointed as a regular employee, any newly appointed custodian, matron, or maintenance employee will be employed on a year to year basis for the first three years.
- C. All new employees will be evaluated at the end of each four (4) month period.
- D. At the end of the three (3) year period, if the individual has proven satisfactory, he will then be employed permanently.
 - 1. If the new employee is not performing satisfactorily during the first six (6) months of employment, he may be dismissed at any time.
 - 2. From six (6) months to one (1) year of employment, thirty (30) days notice must be given to the employee, stating deficiencies; if at the end of the thirty (30) day period no improvement is shown, employee may be dismissed immediately.
 - 3. From one (1) year to three (3) years of employment, sixty (60) days notice must be given to the employee, stating deficiencies; if at the end of the sixty (60) day period no improvement is shown, employee may be dismissed immediately.

- E. Employees shall receive written reports of all evaluations and may request a conference to discuss such evaluation with their superior, and shall be afforded the right to respond to any adverse evaluation in writing. Said written response shall be attached to and shall become part of said evaluation.
- F. Each member of the Unit will receive a performance review by May 1 of each year, covering areas other than set forth in their job description. Performance reviews will be carried out by each building administrator. Performance reviews on maintenance personnel, grounds keeper, and others not assigned a specific building will be carried out by the Director of Maintenance and Operations.
- G. In the event of a reduction in force effecting matrons, custodians or maintenance employees, such employees shall be terminated on the basis of seniority, those with less seniority being terminated first. Such persons shall be placed on a preferred eligibility list in the order of years of service for re-employment whenever vacancies subsequently occur.

ARTICLE 10

WORKING CONDITIONS

A. Insurance Protection

The Board shall provide health-care insurance protection for each employee in the Unit covered by the AGREEMENT. The Board shall pay the full premium for each employee and 100 percent of the premium for dependent coverage. Provisions of the health-care insurance shall be detailed in master policies and contracts as provided in the State Health Benefits Plan.

B. Prescription Plan

The Board shall provide a prescription drug insurance plan, without contraceptives, \$2.00 co-pay variety. The Board liability for such insurance shall not exceed \$175.00 per employee for the 1984-85 school year; \$190.00 per employee for the 1985-86 school year and \$200.00 per employee for the 1986-87 school year. The employee cost will be calculated on a district wide basis, but if the total cost exceeds the Board's liability, the difference will be prorated among those members enrolled in the family plan.

C. Dental Plan

Dental Insurance Plan (IIIA). The Board will provide full family coverage, but the liability of the Board shall not exceed \$500.00 per Unit member.

D. Optical Expense Reimbursement.

Commencing with the 1986-87 school year, the Board will reimburse each employee for costs incurred for optical care for the employee only. In order to obtain reimbursement, the employee shall submit receipted bills to the Board no later than June 30, 1987. The Board will then reimburse the employee no later than July 31, 1987. Board liability, however, shall not exceed \$100.00 per employee for optical expenses.

E. Retirement Allowance

Any Unit member who has been employed by the Pennsville Township Board of Education for fifteen (15) or more continuous years in the District, shall be eligible for a special retirement allowance.

1. Notice of retirement, in writing, should be submitted to the Board of Education by November 1 of the school year in which the member intends to retire. Failure to notify the Board by November 1 shall be deemed a waiver of the special retirement allowance except in case of an emergency, which the Board shall consider on an individual basis.
2. Effective in the school year 1981-82, the Unit members shall receive one day's salary for each five (5) days of accumulated unused sick leave existing on the final day of employment.
3. The daily salary should be computed as 1-260th of the final salary of the Unit member retiring.
4. The retirement allowance shall be paid in one lump sum on July 15 of the next budget year following retirement.

ARTICLE 11

VACATIONS

The Board and the Association agree that vacation benefits for employees covered by this AGREEMENT shall include and shall be limited to the following:

- A. Annual vacations based on seniority shall be taken at a time approved by the Superintendent of Schools. Any vacation time earned during a contract year may be held over up to August 31 of the next succeeding year, however, up to four weeks of said vacation time may be banked indefinitely for future use, notwithstanding the August 31 termination date.

- B. An employee who dies before his contract period is completed shall receive full recognition of his vacation rights. If an employee retires on or after his anniversary date of employment during the contract period he will be entitled to the regular vacation he would have received under Section "C" below, had he worked the full contract period. Such vacation rights, unless decided otherwise by the retiree, shall be an extension of employment beyond the effective date of official retirement.

- C. Vacation schedule for all regular twelve-month employees will be:

From 6 months to 1 year	1 week
After 1st year to 5 years	2 weeks
After 5th year to 10 years	3 weeks
After 10th year to 20 years	4 weeks
After 20th year to 30 years	5 weeks
After 30th year	6 weeks

- D. Present employees will continue to receive the vacation rights they have built up until they reach the number of years service needed to conform to this policy.

E. Whenever a foregoing legal holiday falls within the scheduled vacation period, the employee will receive one extra day of paid vacation.

ARTICLE 12

MODIFICATION OF AGREEMENT AND NEGOTIATION OF
SUCCESSOR AGREEMENT

- A. Not later than November 1 of the school year in which the contract expires, the Board agrees to enter into negotiations with the Association over a successor agreement. By the same date, the Association agrees to present to the Board its proposals for the successor agreement. Any agreement so negotiated shall apply to all members of the negotiating unity and shall be reduced to writing and signed by all the parties.

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

- C. Fully Bargaining Clause

This AGREEMENT represents and incorporates a complete and final understanding by the parties of all bargainable issues which were the subject of negotiation during the term of the AGREEMENT. Either party will be required to negotiate with respect to any such matter.

ARTICLE 13

MISCELLANEOUS PROVISIONS

A. If any provision of this AGREEMENT is, or shall at any time be, contrary to law, then such provisions shall not be applicable, performed or enforced. In such event, all other provisions of this AGREEMENT shall continue in effect.

B. Use of Employee's Vehicle

Whenever any Unit member is required to transport school supplies or property in his own vehicle, he shall be reimbursed at the same rate as paid by the State of New Jersey employees. Such use of an employee's vehicle shall be on a voluntary basis. Use of employee's vehicles must be authorized by the School Business Administrator in order for the Unit member to receive reimbursement.

C. Examinations for Bus Drivers

Whenever the State or the Board of Education shall require that a Bus Driver receive a physical examination, the cost of such examination shall be paid by the Board if the examination is conducted by the Medical Inspector. If the Bus Driver chooses to have the examination performed by his or her own physician, the cost of such examination shall be paid by the Bus Driver. This paragraph is applicable only to Bus Drivers and only for examinations mandated by the State or Board of Education.

D. The parties agree that the Maintenance and Operations Committee of the Board of Education will meet with representatives of the Non-Certified Unit in order to develop a Board Policy regarding provision of uniforms for maintenance employees and the groundskeeper at the expense of the Board of Education.

ARTICLE 14

PROVISIONS APPLICABLE TO INSTRUCTIONAL AIDES ONLY

The provisions of this AGREEMENT shall extend to and benefit Instructional Aides except where such a benefit is inconsistent with the following provisions of this Article. Specifically, Articles 6, 8, 9, and 11 of this contract shall not govern and be applicable to Instructional Aides. Similarly, the provisions of this Article shall govern and be applicable only to Instructional Aides.

EMPLOYEE RIGHTS AND PRIVILEGES

- A. "No employee shall be disciplined or reprimanded without just cause. Any such action taken by the Board or any agent or representative thereof, shall be subject to the grievance procedure herein."
- B. Whenever any employee is required to appear before any administrator or supervisor, Board, or any committee or member thereof concerning any matter which could adversely affect the continuation of that employee in his position, employment, or the salary or any increments pertaining thereto, then he shall be given prior written notice of the reasons for such meeting or interview and shall be entitled to have a representative of the Association present to advise him and represent him during such meeting or interview.
- C. No employee shall be prevented from wearing pins or other identification of membership in the Association or its affiliates.

SALARY

A. Amount

Each Instructional Aide who is covered by this AGREEMENT shall be paid as follows:

1984-85 school year	-	\$4,975.00
1985-86 school year	-	\$5,385.00
1986-87 school year	-	\$5,815.00

B. Method of Payment

1. Ten (10) Month - Each employee employed on a ten (10) month basis shall have the option of being paid in twenty (20) equal semi-monthly installments.
2. Exceptions - When a pay day falls on or during a school holiday, vacation or week-end, employees shall receive their pay checks on the last previous working day.
3. Final Pay - Each employee shall receive his final pay on his last working day in June.

WORK YEAR AND WORK DAY

- A. Employees covered under this AGREEMENT shall work 183 days per year.
- B. Employees covered under this AGREEMENT shall work the same number of hours and during the same time periods as teachers.

SHORT TERM LEAVE

A. Personal Business Leave

1. All employees covered by this AGREEMENT shall be granted one day of

personal business leave per year with pay, to take care of emergencies which may arise.

2. Personal business leave may be granted for a work day immediately preceding or following a holiday or vacation period, with the express approval of the Superintendent of Schools.

3. Request for personal business leave must be submitted forty eight (48) hours before personal business leave is to be effective, the Superintendent may approve emergency requests as they arise.

B. Sick Leave

1. All employees covered by this AGREEMENT shall be allowed personal sick leave with pay for eleven (11) days each yearly contract period.

2. Any unused sick leave days shall accumulate without limit from year to year.

3. In case of sickness in the immediate family of any employee, and upon the request of the employee to the School Superintendent, sick leave may be granted to cover employee's absence because of such illness.

C. Death in Family Allowance

All employees covered by this AGREEMENT, in the event of death in the immediate family, shall be granted allowance with pay for attending the death bed or funeral as hereinafter stated.

1. An allowance up to five calendar days shall be granted in case of death of any of the following:

(a) Employee's parents, spouse, children, son-in-law, daughter-in-law, and other persons residing as a member of the household of the employee.

(b) Brothers and sisters of the employee and the parents of the employee's spouse.

(c) Legally adopted members of the family and step-relationships as outlined in (a) or (b).

2. An allowance of one day shall be granted to attend the funeral of any of the following:

(a) Uncles, aunts, grandparents and grandchildren of the employee.

(b) Brothers-in-law and sisters-in-law of the employee.

D. Jury Duty - All employees covered by this AGREEMENT who are called on jury duty shall be paid for the time thus lost from regular duties the difference between their regular pay and their jury pay.

INCLEMENT WEATHER

"Employees covered under this AGREEMENT shall not be required to be in attendance whenever school shall be closed to teachers due to inclement weather."

JOB SECURITY

A. In event of reduction in force affected employees will be reduced as per years of service in District.

Those individuals affected by reduction in force shall have recall rights as per years of service in District.

PROFESSIONAL IMPROVEMENT

If, during the term of this AGREEMENT, the Board of Education shall impose any requirements as to certification or the professional improvement of any employees covered by this AGREEMENT, any negotiable aspects of such requirements shall be negotiated by the parties.

ARTICLE 15

DURATION

- A. The provisions of this AGREEMENT shall become effective on July 1, 1984 and shall remain in full force and effect until June 30, 1987. The Board and the Association retain the right to negotiate for a modification of this AGREEMENT as provided in Article 12 of said AGREEMENT.
- B. IN WITNESS THEREOF, the parties accept the provisions of this AGREEMENT as binding upon their relationship to the extent that those provisions affect terms and conditions of employment of the employees in the unit and rights and obligation of the employer for the duration hereof have caused this AGREEMENT to be signed by their respective Presidents, and attested to by their respective Secretaries, all on the day and year first above written.
- C. This AGREEMENT will be typewritten and reproduced, with the cost thereof to be shared according to the number of contracts required by the respective parties.

PENNSVILLE ASSOCIATION OF
NON-CERTIFIED PERSONNEL

PENNSVILLE PUBLIC SCHOOL DISTRICT
BOARD OF EDUCATION

President

President

Secretary

Secretary

Date

Date

APPENDIX A

POSITIONS COVERED BY THIS AGREEMENT

A. Twelve-Month Employees

1. Chief Maintenance
2. Chief Custodian
3. Maintenance Mechanic
4. Custodians
5. Matrons
6. Grounds Keeper

B. Ten-Month Employees

1. Bus Drivers
2. Instructional Aides

SALARY SCHEDULE FOR TEN- AND TWELVE-MONTH EMPLOYEES

1984-87

- A. The salary schedules which follow are adopted by the Board of Education and are applicable to full-time custodians, chief custodians, matrons, maintenance mechanics, chief of maintenance, groundskeeper, bus drivers, and instructional aides. Salaries are retroactive to July 1, 1984.
- B. Each individual is to be placed on his or her proper place on the salary schedule on the effective date of July 1, 1984.
- C. All employees with an honorable discharge from the United States Armed Service will be given additional credit for full service to the nearest calendar year up to a maximum of four (4) years.
- D. Effective July 1, 1982, members of this unit who move into a new category of employment shall advance one step on the salary guide of their new employment only if such person shall have been employed in his new category for at least six (6) months. Advancement shall occur only on July 1 of the new contract year. Persons hired into this unit as new employees shall advance one step on the salary guide at the beginning of the contract year, which is July 1, only if such person shall have been employed by the Board for at least six (6) consecutive months.

BUS DRIVERS "A"

STEP	1983-84	1984-85	1985-86	1986-87
1	\$ 6,000.	\$ 6,000.	\$ 6,200.	\$ 6,500.
2	6,233.	6,233.	6,547.	6,871.
3	6,452.	6,463.	6,747.	7,071.
4	6,604.	7,000.	7,321.	7,287.
5	6,758.	7,117.	7,578.	7,907.
6	6,913.	7,332.	7,704.	8,184.
7	7,097.	7,501.	7,937.	8,320.
8	7,673.	7,700.	8,120.	8,572.
9	-	8,325.	8,335.	8,770.
10	-	-	9,012.	9,002.
11	-	-	-	9,733.

BUS DRIVERS "B"

1	5,822.	5,822.	6,102.	6,390.
2	6,041.	6,317.	6,302.	6,590.
3	6,194.	6,554.	6,838.	6,806.
4	6,348.	6,720.	7,095.	7,385.
5	6,502.	6,888.	7,274.	7,663.
6	6,657.	7,055.	7,456.	7,856.
7	7,205.	7,223.	7,637.	8,052.
8	-	7,817.	7,819.	8,248.
9	-	-	8,462.	8,445.
10	-	-	-	9,139.

BUS AIDE (Station Wagon Driver)

\$ 5.75 per hr. \$ 6.24 per hr. \$ 6.75 per hr. \$ 7.29 per hr.

MATRONS

STEP	1983-84	1984-85	1985-86	1986-87
1	\$11,467.	\$11,467.	\$12,213.	\$13,006.
2	11,686.	12,442.	12,413.	13,206.
3	11,916.	12,679.	13,468.	13,406.
4	12,343.	12,929.	13,725.	14,545.
5	12,575.	13,394.	13,996.	14,823.
6	12,810.	13,644.	14,499.	15,116.
7	13,040.	13,899.	14,770.	15,659.
8	13,271.	14,148.	15,046.	15,952.
9	13,505.	14,399.	15,315.	16,250.
10	14,670.	14,653.	15,587.	16,540.
11	14,902.	15,917.	15,862.	16,834.
12	16,060.	16,169.	17,230.	17,131.
13	-	16,797.	17,530.	18,608.
14	-	17,425.	18,183.	18,903.
15	-	-	18,863.	19,638.
16	-	-	-	20,373.

CHIEF MAINTENANCE

<u>STEP</u>	<u>1983-84</u>	<u>1984-85</u>	<u>1985-86</u>	<u>1986-87</u>
1	\$15,890.	\$15,890.	\$17,001.	\$18,261.
2	16,109.	17,241.	17,201.	18,361.
3	16,347.	17,478.	18,663.	18,577.
4	17,391.	17,736.	18,920.	20,156.
5	17,503.	18,869.	19,199.	20,434.
6	17,767.	18,991.	20,426.	20,735.
7	18,005.	19,271.	20,558.	22,060.
8	18,239.	19,535.	20,801.	22,203.
9	18,714.	19,789.	21,147.	22,465.
10	18,948.	20,305.	21,422.	22,839.
11	19,180.	20,559.	21,980.	23,136.
12	21,083.	20,810.	22,255.	23,738.
13	-	22,875.	22,527.	24,035.
14	-	-	24,762.	24,329.
15	-	-	-	26,742.

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MAINTENANCE

STEP	1984-85	1985-86	1986-87	1987-88
1	\$15,270.	\$15,270.	\$16,330.	\$17,436.
2	15,489.	15,900.	16,450.	17,536.
3	15,728.	16,568.	16,530.	17,636.
4	16,308.	16,806.	17,935.	17,854.
5	16,485.	17,065.	18,192.	19,370.
6	16,768.	17,694.	18,473.	19,647.
7	17,004.	17,886.	19,154.	19,951.
8	17,239.	18,193.	19,362.	20,686.
9	17,594.	18,449.	19,694.	20,911.
10	17,830.	18,704.	19,971.	21,270.
11	18,063.	19,089.	20,247.	21,569.
12	20,084.	19,346.	20,664.	21,867.
13	-	19,598.	20,942.	22,317.
14	-	21,791.	21,215.	22,617.
15	-	-	23,589.	22,912.
16	-	-	-	25,476.

DRIVER/UTILITY MAN

\$13,579.	\$14,733.	\$15,948.	\$17,224.
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CHIEF CUSTODIANS AND GROUNDSKEEPER

STEP	1983-84	1984-85	1985-86	1986-87
1	\$14,400.	\$14,400.	\$15,400.	\$16,300.
2	14,651.	15,620.	15,660.	16,713.
3	14,870.	15,896.	16,910.	16,913.
4	15,108.	16,133.	17,207.	18,266.
5	15,226.	16,392.	17,465.	18,584.
6	15,465.	16,520.	17,744.	18,862.
7	15,768.	16,780.	17,883.	19,164.
8	16,005.	17,108.	18,164.	19,314.
9	16,239.	17,365.	18,519.	19,617.
10	16,474.	17,619.	18,798.	20,001.
11	16,712.	17,874.	19,073.	20,302.
12	16,947.	18,133.	19,349.	20,599.
13	19,081.	18,387.	19,629.	20,897.
14	-	20,703.	19,904.	21,199.
15	-	-	22,411.	21,496.
16	-	-	-	24,204.

CUSTODIANS

STEP	1983-84	1984-85	1985-86	1986-87
1	\$12,312.	12,312.	\$13,128.	\$13,994.
2	12,531.	12,833.	13,228.	14,094.
3	12,770.	13,359.	13,328.	14,194.
4	13,006.	13,596.	14,461.	14,394.
5	13,209.	13,855.	14,718.	15,618.
6	13,495.	14,112.	14,998.	15,895.
7	13,733.	14,332.	15,276.	16,198.
8	13,974.	14,642.	15,514.	16,498.
9	14,214.	14,900.	15,850.	16,755.
10	14,687.	15,162.	16,129.	17,118.
11	14,924.	15,422.	16,413.	17,419.
12	16,817.	15,935.	16,695.	17,726.
13	-	16,193.	17,250.	18,031.
14	-	18,246.	17,524.	18,630.
15	-	-	19,751.	18,931.
16	-	-	-	21,311.