

THIS BOOK DOES
NOT CIRCULATE

AGREEMENT

Board of Education of the
Vocational School in the
County of Sussex

and

Sussex County Vocational
Secretarial Association

SCHOOL YEAR 1975 - 76

FEB 17 1978
RUTGERS UNIVERSITY

CONTRACT PROPOSAL

SCHOOL YEAR

1976-77

1977-78

Board of Education of the
Vocational School in the
County of Sussex

and

Sussex County Vocational
Secretarial Association

Old contract with following changes:

Under Vacation & All Time Off to be added:

Vacation time is flexible, it is not restricted to the summer.

SALARY:

Each secretary will receive an increase of 9.1% of her 1975-76 salary.

1977-78 -- each secretary will receive an increase of 4.1% of the 1976-77 salary, or the Cost of Living Adjustment--NewYork--July 1 - June 30, 1976-77, as published by the Labor Department.

HEALTH BENEFITS:

Add "Dental and Orthodontic" care to be paid by the Board.

ABOVE PROPOSAL APPROVED BY MEMBERS OF THE SUSSEX COUNTY VOCATIONAL SECRETARIAL ASSOCIATION AT RATIFICATION MEETING, NOVEMBER 4, 1975.

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.

Sussex County Vocational-Technical
Secretaries Association

Board of Education of the Vocational
School in the County of Sussex

BY *Elizabeth A. Ferise*
President

BY *Ed M. Cox*
President

Paula Ann Peckham
Secretary

BY *Marjorie D. Hughes*
Secretary

The Board of Education for the Vocational School in the County of Sussex recognizes the Sussex County Vocational-Technical Secretaries Association as the collective negotiating unit concerning grievances and terms and conditions of employment for the eligible secretarial employee.

TIME SCHEDULE FOR OFFICE

Office employees on a twelve month basis shall start on July 1 of each year and continue thru June 30 of the succeeding year. Ten month employees shall begin work on September 1 and continue thru June 30 of the succeeding year. Eleven month employees shall be entitled to one month off during the summer and the month will be determined by the employee and her immediate supervisor.

Offices within the school will be open from 8:00 A.M. to 4:00 P.M. during the time when school is in session. During the summer months (starting on the Monday of the week that includes July 1) and vacation periods, the time will be 8:30 A.M. to 3:00 P.M. The required working hours for each employee during regular school session is 7½ hours per day. This includes the lunch period. Each employee will be given the hours for reporting for work and the time for leaving by her immediate supervisor.

when
does this
start in
Sept.

LUNCH PERIOD

All office employees are entitled to a full period in accordance with the bell schedule for lunch. Employees are requested to have their lunch here at school unless there is an emergency and they must leave the building. Under these circumstances you should notify your immediate supervisor prior to leaving the building.

COFFEE BREAK

The coffee break is a period of time that permits the employee to relax and enjoy the companion and fellowship with fellow employees.

Coffee and dessert is available throughout the school year in the Faculty Dining Room. A time period of fifteen minutes is provided for a coffee break and care should be exercised not to abuse the privilege. The time schedule of coffee breaks shall be arranged by the responsible unit administrator.

The time allowed for the coffee can not be accumulated nor can it be utilized to alter the normal working day time schedule.

HOLIDAYS

The following single holiday or multiple holiday schedule is in effect for the non-teaching staff:

New Year's Day
Lincoln's Birthday
Washington's Birthday
Good Friday
Memorial Day
July 4th
Labor Day
Columbus Day
Veterans Day
Thanksgiving Day
Christmas Day

Where the holiday comes on Saturday or Sunday, it shall be at the discretion of the school administrator, or with prior approval of the Board. When a holiday is included within the work week and school is in session, time off will be provided at an appropriate time that will not interfere with the daily operation of the school. Time off should be arranged through the employee's immediate supervisor.

The school calendar will be approved by the Board of Education prior to the beginning of each school year.

RELIGIOUS HOLIDAYS

Absences for the observance of legally established religious holidays as established by the State Commissioner of Education shall be allowed, after requesting in writing to the Superintendent and shall be reimbursed up to a maximum of three (3) days per year, thereafter without pay.

RELEASED TIME FOR MEETINGS

Whenever any representative of the Association or any secretary is required to participate during working hours in negotiations, grievance proceedings, or meetings, she shall suffer no loss in pay.

VACATION AND ALL TIME OFF

If a person on a 12 month contract, leaves employment during the year and before taking any vacation, they shall receive vacation time credit, to be taken as time or pay at the time of leaving, as follows:

Up to five full years of service - one day for each full month of service during the current vacation year up to a maximum of 12 days.

Up to fifteen full years of service - 1½ days for each full month of service during current vacation year up to a maximum of 17 days.

Over fifteen years of service - 2 days for each full month of service during the current vacation year up to a maximum of 22 days.

All vacation time must be worked out with the immediate supervisor. Vacation time must be taken during the regular school year in which they are earned. Exceptions to this policy shall be requested in writing ninety (90) days prior to vacation time requested.

No person with less than three months service in a given school year shall be eligible for vacation time. Non-certificated employees hired during the year are entitled to one day of paid vacation for each full month of employment up to a maximum of twelve days after the three months probationary period has been completed.

All 12 month employees are entitled to one secretarial day off during each vacation period (when students are not in school for at least five (5) days).

INCLEMENT WEATHER

Secretarial attendance shall not be required whenever student attendance is not required due to inclement weather.

UNSAFE AND HAZARDOUS CONDITIONS

Secretaries shall not be required to work under unsafe or hazardous conditions, or to perform tasks which endanger their health, safety or well being.

ABSENCES AND LEAVES

Secretaries calling in sick should call their immediate supervisor. Time forms will be provided for the Superintendent's secretary. When the form has been completed by the secretary and her immediate supervisor, it is to be returned to the Superintendent's Office.

PERSONAL ILLNESS

Absences for this cause shall be allowed and shall include pay not exceeding twelve (12) school days time in any one school year.

If less than said twelve (12) school days of allowed sick leave is taken in any school year, then the number of days not utilized (but not more than 12) shall be cumulative.

In all absences under this section exceeding (5) consecutive school days, the individual must file a physician's certificate with the Superintendent of the school.

ILLNESS IN THE FAMILY

Where personal presence is advisable because of the critical illness of (a) a parent, brother, sister, husband, wife, child or (b) any other relative living in the individual's immediate family household, absence will be allowed:

For a period of five (5) days per year, noncumulative, and

Thereafter without pay.

(This section is introduced primarily to provide for personal presence in an emergency but not for extended personal care. Critical illness is defined as illness diagnosed as such by a medical authority).

MARRIAGE

Absences on account of marriage or to attend weddings of relatives or friends may be allowed upon request, but shall be without pay.

DEATH

Absences due to a death in the individual's immediate family or household, including father-in-law and mother-in-law, shall be allowed with pay for the required period not to exceed four (4) school days in each such case.

Absences because of the death of a grandparent, grandchild, nephew, niece, aunt, uncle, cousin, brother-in-law, sister-in-law, daughter-in-law or son-in-law or other relative not living with the immediate family of the employee will be allowed with pay on the day of the funeral.

QUARANTINE

Absences due to quarantine on account of a contagious disease, when such quarantine is not due to personal illness, shall be allowed, with pay, provided that a certificate from the health officer of the community or a school physician is presented and filed with the Superintendent of the school.

PERSONAL BUSINESS

Absences not exceeding three days per year, with pay, but not accumulative, shall be allowed. Request for personal day should be made by a secretary through her area supervisor five (5) days in advance. Appropriate supervisor should notify the Superintendent's secretary to facilitate recording absences and to arrange office coverage, if necessary.

TRAVEL EXPENSE

Reimbursement for travel by staff, using personal vehicles, shall be at the rate of \$.14 per mile. Any out-of-state trips shall be approved by the Superintendent prior to the day of the trip. Persons authorized for reimbursement shall be designated by the Superintendent.

PETTY CASH

Individuals making purchases that require reimbursement through petty cash should seek approval of their immediate supervisor prior to making the purchase.

No purchase exceeding \$10.00 will be approved for purchase through petty cash.

Reimbursement will be made on only approved purchases and the presentation of receipt for making such a purchase.

RETIREMENT

All employees belonging to the Public Employees Retirement System shall retire at the close of the school year after attaining the age of 65 years, unless the employee, six months prior to the date of retirement, requests in writing that he be employed an additional year, and the request is granted by the board. Such request may be made every year until the employee reaches the age of 70 years, when retirement is mandatory.

GRIEVANCE PROCEDURE

A. Definitions

1. Grievance

A "grievance" is a claim by a secretary or the Association based upon the interpretation, application, or alleged violation of the Secretarial Policy Manual, affecting an identified secretary or group of secretaries.

2. Aggrieved Person

An "aggrieved person" is the secretary or secretaries or the Association making the claim of a grievance. The aggrieved person, or persons, should be identified.

3. Party in Interest

A "party in interest" is the person or persons making the claim and any person including the Association or the Board, who might be required to take action or against whom action might be taken in order to resolve the claim.

B. Purpose

The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to both parties of the problems which may from time to time arise affecting secretaries. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

C. Procedure

1. Time Limits

The number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement.

All grievances shall be filed within ten (10) working days of the date of awareness of the grievance.

2. Level One - Immediate Supervisor

A secretary with a grievance shall discuss the same with his immediate superior, either directly or if the individual chooses through the Association's designated representative, with the objective of resolving the matter informally.

3. Level Two - Superintendent

If the aggrieved person is not satisfied with the disposition of his grievance at Level One, he may file the grievance in writing with the Director/Superintendent of Schools (with a copy to the Association) within fourteen (14) working days of the occurrence of the grievance or within fourteen (14) working days of the date when the grievant reasonably should have become aware of the grievance.

4. Level Three - Board of Education

If the employee is not satisfied with the action taken by the Director/Superintendent, he shall notify, in writing, within (10) working days, the Secretary of the Board of Education. The Secretary of the Board of Education shall immediately notify the President of the Board of Education who shall arrange a hearing if the employee is not satisfied with the action. Said hearing to be held in executive session no later than the next regular Board meeting.

If either party fail to act within the time limits prescribed, the grievance shall be waived or moved to the next step, by the party not negligent.

D. Rights of Secretaries to Representation

1. Secretary and Association

Any aggrieved person may be represented at all stages of the grievance procedure by himself, or, at his option, by a representative he selects. When a secretary is represented by the Association, the Association shall have the right to be present and to state its views at all stages of the grievance procedure.

2. Reprisals

No reprisals of any kind shall be taken by the Board or by any member of the administration against any party in interest, any representative,

any member of the Association, or any other participant in the grievance procedure by reason of such participation.

E. Miscellaneous

1. Group Grievance

If, in the judgment of the Association, a grievance affects a group or class of secretaries, the Association may submit such grievance in writing and shall commence at Level One.

2. Written Decisions

Decisions rendered after Level One shall be in writing, and shall set forth the decision and the reasons therefor and shall be transmitted promptly to all parties in interest and to the Association.

3. Separate Grievance File

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.

4. Meetings and Hearings

All meetings and hearings under this procedure shall be conducted in private.

SALARIES

A hiring salary schedule shall be adhered to, for the purpose of hiring new employees; such schedule to be included in this agreement and updated over a period of two years, by a mutual agreement between the Association and the Board.

CHANGES IN WORKING CONDITIONS

Should the Board desire to make any significant changes in the terms and conditions of the unit employee, they will negotiate the same with the unit employee.

Starting salaries for the 1975-76 school year will be as follows for 12 month secretaries:

Clerk-Typist - \$4,300.00

Secretarial - \$5,400.00

Secretary to - Director of Student Personnel Services, Business Office, & Evening School - \$5,700.00.

Secretary - Principal - \$6,000.00

Secretary - Superintendent - \$6,900.00

Raises will be received yearly at the start of a new contract.

No pay raise will be given to any employee having under 3 months service.

After 3 full months service raises will be $\frac{1}{4}$ of what an employee with 12 full months of services would receive.

0 - 3 months service no %

4 - 6 months service $\frac{1}{4}$ the %

7 - 9 months service $\frac{1}{2}$ the %

10 - 12 months service $\frac{3}{4}$ the %

12 FULL MONTHS service complete %

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Sussex County Vocational-Technical
Secretaries Association

Board of Education of the Vocational
School in the County of Sussex

BY Elizabeth A. Wines
President

BY Guy W. Sawthrop
President

BY Lois Ann Jackson
Secretary

BY Harold R. Hughes
Secretary