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HIGHLAND PARK BOARD OF EDUCATION
HIGHLAND PARK, N. J.
SECRETARIAL AND CLERICAL AGREEMENT
1976 - 1977

I. Negotiations Procedure

- A. Personnel shall appoint a committee to discuss requests with administrative representatives.

II. Grievance Procedure

A. Definition

Any member of the staff or administration who feels that there has been a misrepresentation, misapplication or violation of agreed policy may file a grievance.

B. Procedure

Grievance shall be discussed first with the immediate supervisor, then the building principal if applicable, the Assistant Superintendent for Business, the Superintendent and the Board of Education in that order.

III. Employment

A. Recruitment

1. There will be no discrimination in the hiring, training, assignment, or promotion because of race, color, creed, religion, background, sex, age, residence or marital status.
2. Prospective candidates shall be interviewed by the Assistant Superintendent and the immediate supervisor or his or her designee.
3. Candidate must possess skills necessary to properly handle position applied for.

B. Working Conditions

1. Work schedules and conditions shall be established for each employee within the Board of Education policy by the immediate administrator with the approval of the Assistant Superintendent. This applies to all items listed below under this section:

Middlesex County

- a. All employees shall work and eight (8) hour day which included one (1) hour for lunch during the school year. The starting and ending time shall be determined by the needs of the particular assignment.
- b. All employees shall work a seven (7) hour day during the summer months which includes one (1) hour for lunch with the starting and ending time to be determined by the administrator according to the particular needs of the office
- c. Staff shall plan one full day workshop a year to be scheduled on one of the days teacher workshops occur. The second workshop day may be used for another workshop or for general office work, whichever the staff decides. Hours for all secretaries on this day shall be 8:30 A.M. to 3:30 P.M.
- d. Employees may be transferred within the school district by the central office when it appears to be in the best interest of the school system. Consultation with the employee and the administrators affected must precede this transfer.
- e. When a vacancy occurs all personnel will be notified before outside personnel is sought. Any staff member desiring such a position must notify the Assistant Superintendent in writing within three (3) days after notification. If appointed, the employee will be placed on the proper place of the salary guide immediately, whether up or down.

C. Sick Leave

1. Each employee shall be entitled to twelve (12) days per year if a twelve month employee, or ten (10) days per year if a ten month employee. If the employee uses less than half the allowed sick days, two additional days will be added to the total left for accumulative purposes. All unused sick days are accumulative.
2. A statement of unused sick days will be sent to the staff by September 30th, or as soon as possible thereafter.
3. Errors in the statement of sick days must be noted in writing and submitted to the Central Office by the employee within 30 days of issuance of statement.

3. Personnel having 15 years or more of service in Highland Park will be allowed up to 90 days additional sick leave in which only the substitute's pay would be deducted.

D. Personal Leave

1. Each employee shall be entitled to two (2) personal days per year which shall be non-accumulative. The employee must notify employer at least two (2) days before taking such leave (except in cases of emergency). Applicant shall not be required to state reasons except for the day preceding or following a school holiday. Permission for leave before or after a holiday will be at the discretion of the Assistant Superintendent/Business.
2. Three days shall be allowed for the death or serious illness of the employee's immediate family except that five days per incident shall be allowed for the death or serious illness of the employee's mother, father, spouse or children.
3. One half day (1/2) per incident shall be allowed for a funeral outside the immediate household, except that one full day shall be allowed if the funeral is outside the immediate area. (Permission needed)
4. Extended leaves of absence may be granted for reasons of health or personal problems upon written application to the Assistant Superintendent who will submit such an application to the Board of Education for approval. No salary shall be paid for this leave.

E. Vacations

1. During the regular school year, employees shall be entitled to all vacation days listed on the school calendar.
2. Twenty-two (22) working days vacation shall be allowed each employee after one year of employment. Employees with five years or more of employment in Highland Park who retire during the school year shall receive vacation days pro-rated according to date of leaving.

Employees hired after September 1 shall receive vacation time pro-rated according to the number of months worked through June 30.

In an office where there is more than one employee, vacations shall be allotted according to seniority. All school personnel must take their vacations during the summer months. Board office staff shall take as many days as possible during the summer and take the remaining days when possible, with the permission of the Assistant Superintendent.

Vacation days may not be accumulated beyond the immediate school year.

During the summer, July 4th and Labor Day shall be considered as holidays,

F. Salary

1. Employees shall receive all health benefits approved for the teaching staff providing they request same.
2. Hospitalization, Major Medical, and Dental benefits for employees and dependents according to the Connecticut General Life Insurance Co. shall be allowed, with employer paying 100% of the cost for all.
3. All employees shall be hired at an agreed place on the salary guide, not beyond the fifth step, determined at the time of hiring.
4. Salary guides shall be worked out through the employee committee meeting with the administrative representatives.
5. Personnel shall be notified as to contract and salary for the next school year by May 1 or 15 days after final approval of contract.
6. Employees shall give and be given two (2) weeks notice (ten working days) when job terminations have been decided.

HIGHLAND PARK PUBLIC SCHOOLS
HIGHLAND PARK, NEW JERSEY 08904

SECRETARY AND CLERICAL SALARY GUIDE

1976 - 1977

STEP	SECRETARY	CLERK	BOOKKEEPER	ASST. BOOKKEEPER
1	5250	4750	6050	5250
2	5550	5050	6350	5550
3	5850	5350	6650	5850
4	6150	5650	7050	6150
5	6450	5950	7450	6450
6	6850	6350	7850	6850
7	7250	6750	8250	7250
8	7650	7150	8650	7650
9	8050		9050	8050
10	8550		9450	8550
11	9150		10,150	9150
15 yr. H.P.	9450	7450	10,450	9450
20 yr. H.P.	9550	7550	10,550	9550
25 yr. H.P.	9650	7650	10,650	9650

Additional Pay:

Superintendent's Secretary	\$800
Asst. Superintendent's Secretary	700
High School Principal's Secretary	500
Middle S. Principal's Secretary	300
Elementary S. Principal's Sec.	200

100% Payment of Hospitalization, Major Medical, and Dental Plan for employees and family.

Salary Compensation for approved credits earned: \$15 per credit.

Salary for Substitute Secretary: \$20 per day.