

2196

COLLECTIVE BARGAINING
AGREEMENT
BETWEEN THE
DEERFIELD TOWNSHIP BOARD
OF EDUCATION
AND THE
DEERFIELD TOWNSHIP SUPPORTIVE STAFF
ASSOCIATION, N.J.E.A.
1994 - 1997

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ARTICLE I
RECOGNITION

- A. The Deerfield Township Board of Education recognizes the Deerfield Township Supportive Staff Association as the sole and exclusive representative in collective bargaining regarding the terms and conditions of employment for all non-certified employees, secretarial employees, teacher aides, library aides, custodians, lunchroom aides and cafeteria aides and excluding certified employees, craft and confidential employees, police and supervisory employees within the meaning of Chapter 123, Public Laws of 1974.
- B. Unless otherwise indicated, the term "employee" when used hereinafter in this agreement, shall refer to all employees represented by the Association in the bargaining unit as above defined; and references to male employees shall include female employees.

ARTICLE II
NEGOTIATIONS PROCEDURE

The parties agree to enter into collective negotiations over a successor agreement in accordance with Chapter 123, Public Laws of 1974, in a good faith effort to reach agreement on all matters concerning the terms and conditions of employment. Such negotiations shall begin not later than provided by law. Any agreements that are negotiated shall apply to all employees listed in Article I, be reduced to writing, be signed by the Association, and then the Board.

ARTICLE III
PROCEDURE FOR AMENDMENT

- A. If a mutually acceptable amendment to this agreement is negotiated by the parties, it shall be reduced to writing and approved by the Association and then the Board and inserted as an amendment to the existing contract.
- B. This agreement may not be modified in whole or in part by either or both parties except in a written instrument as described in paragraph "A" above.
- C. Both parties agree that negotiations sessions shall be mutually scheduled at times other than the normal school day.

ARTICLE IV
SEPARABILITY

If any part, clause, portion or article of this agreement is subsequently deemed by a court of competent jurisdiction to be illegal, such clause, portion, or article may be deleted and the remainder of the agreement not so affected shall continue in full force and effect absent the affected clause.

ARTICLE V
FULLY-BARGAINED CLAUSE

This agreement contains the entire understanding of the parties. All matters that were or could have been negotiable or were dropped during negotiations are settled matters. Neither party shall be required to re-negotiate any part of this agreement and there are no additional representations, promises or warranties other than those set forth herein.

ARTICLE VI
EMPLOYMENT

- A. Upon initial employment, consideration shall be given for credit for up to six (6) years of previous employment experience in an accredited public school or similar employment.
- B. Employees with previous employment experience in the Deerfield Township School District shall, upon returning to the system, receive full credit on the salary schedule for all prior employment credit, within the district, and for military experience as required by law. Returning employees shall receive restoration of previously acquired sick leave.
- C. Employees shall be notified of their contract and salary status for the ensuing year on or before April 30. In the event a negotiated agreement has not been reached for the ensuing year, letters of intent to re-employ non-tenured personnel shall be sent by the same day. All persons to whom contracts are issued will return contracts before the May Board of Education meeting.
- D. All employees will be notified when a vacancy occurs. Such notices will be posted in each building and current employees will be given the first opportunity to apply for these positions.
- E. No qualified personnel shall be transferred permanently from his/her position without prior notification in writing of such intended action. Such person or persons shall be given an opportunity, if they so choose, to be heard by the Board.

ARTICLE VII
EXTENDED LEAVES OF ABSENCE

- A. Maternity leave for female employees shall be as follows:
 - 1. All female employees who become pregnant shall be eligible for a maternity leave.
 - 2. The date of the commencement of the maternity leave shall be at the election of the employee. The employee, however, shall inform the Board of Education of her intent to take maternity leave at least sixty (60) days before the commencement of said leave, except in cases of medical emergency.

ARTICLE VII
EXTENDED LEAVES OF ABSENCE
-continued-

3. Generally, the maternity leave granted shall not exceed one (1) year, unless by special permission granted by the School Board at its discretion after consideration of the circumstances in an individual case.
4. Any female employee of the school district shall be eligible for this leave on the basis of pregnancy.
5. No salary shall be paid to any employee on maternity leave, nor shall any rights or benefits be accrued during the period of leave; however, employees may elect to continue any health care benefits provided by the Board at their own expense. Existing employee benefits will be restored to the employee upon return to full employment.
6. At least thirty (30) days' notice shall be given by the employee of her intent to return. Upon application by the employee on such leave to return to employment following reasonable maternity leave, the school shall offer her the job she held before going on leave, or a substantially equivalent position. No employee shall be permitted to return to work after the commencement of a school semester except by mutual consent of the employee and the Board; otherwise, the employee will return to work at the beginning of a school semester period.
7. The Board shall not discriminate against any person in violation of N.J.S.A. 10:5-1 and the Board will not discriminate in violation of the Constitution of the United States or the Constitution of the State of New Jersey. The Association also agrees that no discrimination against an employee will be conducted by the Association in violation of any of the above mentioned statutes or constitutions.
8. The School Board may require that requests to return to employment from a maternity leave be supported by a physician's statement of fitness.

B. Adoption

1. Any female employee adopting an infant child shall receive similar leave to the maternity leave noted above, which commences upon her receiving actual, legal custody of said infant.
2. If the requirements for adoption are such that an employee must begin leave prior to the actual reception of the child, the employee shall be eligible for the leave on such date as may be required by the adoption agency.

ARTICLE VII
EXTENDED LEAVES OF ABSENCE
-continued-

- C. At the discretion of the Board, a leave of absence may be granted for the purpose of caring for a sick member of the employees's immediate family.
- D. Other leaves of absence may be granted at the discretion of the Board for good reason.
- E. All benefits to which any employee was entitled at the time of his/her leave of absence, including unused accumulated sick leave, shall be restored to him/her upon his/her return and the school shall offer him/her the job he/she held before going on leave, or a substantially equivalent position. No employee shall be permitted to return to work after the commencement of a school semester except by mutual consent of the employee and the Board; otherwise, employees will return to work at the beginning of the semester period.
- F. All extensions or renewals of leave shall be applied for in writing and may be granted at the discretion of the Board of Education. The decision of the Board on these matters shall be communicated to the employee in writing.

ARTICLE VIII
PROTECTION OF EMPLOYEES

- A.
 - 1. The Board shall give full support, including legal and other mutually agreed-to assistance, for any assault or injury upon the employee while acting in the discharge of his/her duties and in accordance with school policies.
 - 2. When absence arises out of or from such assault or injury, the employee shall not forfeit any sick leave or personal leave.
 - 3. Any economic benefits derived under this or subsequent agreements, shall continue until the complete recovery of an employee, or for a period of two (2) years-whichever occurs first, when absences arise out of or from an assault or injury upon an employee while acting in the lawful discharge of his/her duties and in accordance with school policies. Such benefits may be reduced at the discretion of the Board by an amount equal to any payment the employee may receive from the federal government as a direct result of such injury, including Workmen's Compensation and Social Security.
- B. Employees shall immediately report, in writing, cases of assault or injury suffered by them in connection with their employment to the Principal or other immediate supervisor. Failure on the part of the employee to provide such timely notification may serve as grounds for the Board to negate the employee's right, under the provisions of this article, provided the employee is physically able to give such notice.

ARTICLE VIII
PROTECTION OF EMPLOYEES
-continued-

- C. If criminal or civil proceedings are brought against an employee alleging that he/she committed an offense in connection with his/her employment, such employee may request the Board furnish legal counsel to defend him/her in such proceedings. If the Board does not provide such counsel, then the Board shall reimburse the employee for counsel fees incurred by him/her in his/her own defense. Except in the event an employee is found guilty of criminal charges, such payment shall be at the discretion of the Board.

ARTICLE IX
USE OF SCHOOL EQUIPMENT AND PROPERTY

The Board agrees that the Association may make reasonable use of the school facilities and property when not otherwise in use, with the prior approval of the Administrative Principal or, in his/her absence, his/her designee, with the Association making reasonable reimbursement for the cost of such use. The Association agrees that members of the bargaining unit shall not be permitted to conduct Association business at times when they are involved in the performance of their respective duties and responsibilities, except when prior approval is granted by the Board of Education or its designated representative. Disciplinary action may be taken by the Board of Education for any of the infractions cited above.

ARTICLE X
TEMPORARY LEAVES OF ABSENCE

- A. Personnel desirous of obtaining personal leave may be granted permission for this provided the request meets with the Administrator's approval, except that an employee requesting personal leave three (3) days in advance shall not be required to state a reason. Personal days will be granted for a maximum of (2) two days for ten (10) month personnel. All (12) twelve month employees will receive three (3) personal days. Any individual covered within the boundaries of this provision shall not be subject to a loss of pay.

All ten (10) month and twelve (12) month personnel covered under this agreement shall receive one-half of one day's regular pay for unused personal days as of June 30 of each year.

- B. Death in Family

In the event of a death in the immediate family (spouse, child, parent, grandparent, brother, sister, parent-in-law, child-in-law, grandchild) of any supportive staff member, a maximum of four (4) days for each occurrence shall be allowed without loss of pay to that supportive staff member. Other family deaths, a one (1) day maximum for each occurrence without loss of pay.

ARTICLE XI
EMPLOYEE WORK YEAR/WORK DAY/SALARIES

A. INCLEMENT WEATHER/CLOSING OF SCHOOL

If, as a result of inclement weather, the Deerfield Township School is closed for students and professional staff, supportive staff shall either report to work or elect to one of the following options:

- (1) All full time or part-time twelve and ten month employees, shall not report to work and shall have the following options: for each and every inclement weather day not worked:
 - (a) select one vacation day
 - (b) select one personal day, or
 - (c) select a no-pay day

- (2) A ten month full or part-time secretary shall not report to work and shall have the following options for each and every inclement weather day not worked:
 - (a) select one vacation day
 - (b) select one personal day
 - (c) select one no-pay day, or
 - (d) choose to add one extra day at the end of the regular school year

- (3) Maintenance engineer and custodians shall report to work unless, in the Administrator's discretion, the Administrator authorizes said employees not to report due to the severe travel conditions caused by the inclement weather. Said supportive staff members shall have the following options for each and every inclement weather day not worked:
 - (a) select one vacation day
 - (b) select one personal day, or
 - (c) select a no-pay day

- (4) Ten month or part-time custodians shall report to work unless in the Administrator's discretion, the Administrator authorizes said employees not to report to work due to severe travel conditions caused by the inclement weather. Said such custodians shall have the following options for each and every inclement weather day not worked:
 - (a) select one vacation day
 - (b) select one personal day
 - (c) select a no-pay day, or
 - (d) choose to add one extra day at the end of the regular school year

- (5) Each supportive staff member shall make their selection within five (5) days of the date that the school is closed for inclement weather, pursuant to forms and procedure as set forth by the Secretary of the Board of Education. If a supportive staff member fails to make the selection as set forth above, the Secretary of the Board shall assume that the supportive staff member shall have selected a no-pay day.

ARTICLE XI
EMPLOYEE WORK YEAR/WORK DAY/SALARIES

-continued-

B. WORK DAY/SALARIES

The work day and salaries and/or rate of pay for employees shall be as provided in Schedules "A" and "B".

ARTICLE XII
MANAGEMENT RIGHTS CLAUSE

- A. The Board reserves to itself sole jurisdiction and authority over matters of policy and, according to provisions of state law, retains the right, subject only to the limitations imposed by the language of this agreement, in accordance with applicable laws and regulations:
1. To hire, promote, transfer, assign and retain employees in positions within the school district; and, for just cause, to suspend, demote, discharge and take other disciplinary action against employees;
 2. To abolish any such position for reason of economy or because of reduction in the number of pupils, or of change in the Administration or supervisory organization of the district, or for good cause;
 3. To maintain the efficiency of the school district operations entrusted to them;
 4. To determine the means by which such operations are to be conducted; and,
 5. To take whatever actions may be necessary to carry out the mission of the school district in situations of emergency. The rights of the Board shall be, but not limited to, the provisions set forth in this paragraph.
- B. It is understood by all parties that under the rulings of the courts of New Jersey and the State Commissioner of Education, the Board is forbidden to waive any rights or powers granted it by law.

ARTICLE XIII
WORK RULES

The Board of Education may, at its discretion, adopt work rules for the efficient, orderly, and timely completion of assignments performed by members of this bargaining unit, except as otherwise provided for by specific language in the agreement. The bargaining agent will be given a copy of any work rules fifteen (15) days prior to the adoption of these work rules and the bargaining agent will be required to make any consultative comments it may have no later than ten (10) days after receipt of the proposed work rules. The Board of Education will consider the comments of the bargaining agent; but the final adoption and implementation of the work rules document will be left to the discretion of the Board of Education.

ARTICLE XIV
NO STRIKE CLAUSE

During the period of time of this agreement, the Association and its members of the bargaining unit represented by the Association, shall not have the right to engage in any slow down, work stoppage, strike or other similar type of concerted action activities. The sole method for resolving any disagreement concerning this agreement shall be the procedure contained in this agreement. The Association agrees that if any type of concerted activity occurs as noted above, the Association will immediately take all steps to terminate such activities and will condemn such activities. If an employee engages in any of the prohibited activities enumerated above, the employee will be subject to any disciplinary measures deemed appropriate by the Board of Education. The Association shall not be bound to this provision if the Board refuses to meet with the Association for the purposes of negotiation as prescribed by this agreement and by public law.

ARTICLE XV
INSURANCE

- A. The parties agree that the existing insurance coverage enjoyed by members of the bargaining unit will continue in full force and effect for the term of this agreement. The Board of Education reserves the right, during the term of this agreement, or after, to select or change the carrier providing insurance benefits as long as the benefits provided by the new carrier are at the same levels as the current benefits being received by the employees.
- B. Each supportive staff member who is employed for at least twenty (20) hours per week, and their immediate family (defined as spouse and/or children) shall be covered by a pharmaceutical protection plan, more particularly described as Blue Cross of New Jersey Prescription Program, provided that each member shall be responsible for the \$4.00/\$2.00 generic co-pay deductible in said plan. Board maximum liability for such coverage will be \$35.00 per month per covered employee, for the duration of the contract.

In the event the monthly payment should exceed the above amount in a given year, the balance would automatically become a payroll deduction.

- C. Each supportive staff member who is employed for at least twenty (20) hours per week, and their immediate family (defined as spouse and/or children) will be reimbursed for an amount not to exceed annual amounts for dental/optical services as follows:

First Year:	\$425.00
Second Year:	\$450.00
Third Year:	\$475.00

Said reimbursement will be made on an annual basis. All dental/optical receipts are to be submitted on the last day of school and shall be itemized.

ARTICLE XV
INSURANCE
-continued-

In the event of partial year of work, employees will be eligible for reimbursement not to exceed annual maximum divided by ten months, times months worked.

ARTICLE XVI
GRIEVANCE PROCEDURE

A. Definitions

1. A "grievance" is an allegation by an employee that a specific provision of this contract has been violated. These grievances only may be submitted to binding arbitration as a final step in the procedure.
2. All other allegations that there has been a violation, a misinterpretation or misapplication of policies, or administration decisions, may be submitted to all steps of the grievance procedures up to the Board of Education level; and the Board's decision on these matters will be final and binding. These non-contract grievances may not be submitted to binding arbitration.

B. Purpose

The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems which from time-to-time arise affecting employees. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure. The parties further agree that the time constraints of this procedure are to be considered as maximum; and, the failure of the Association to process any grievance according to the time limits contained in the procedure below will render the grievance settled in favor of the Board of Education. Failure of the Board to respond to any grievance according to the time limits contained in the procedure below will render the grievance settled in favor of the grievant.

1. Level One

An employee with a grievance shall first discuss it informally with his/her immediate supervisor within ten (10) calendar days of the occurrence of the grievance. The immediate supervisor shall review any facts presented by the grievant and shall render a decision to the grievant within seven (7) calendar days after the actual receipt of the grievance.

ARTICLE XVI
GRIEVANCE PROCEDURE

-continued-

2. Level Two

If the aggrieved person is not satisfied with the disposition of his/her grievance at Level One, he/she may submit the grievance to the building principal, in writing, on the form mutually agreeable to the Association and the Board of Education, within five (5) calendar days after receiving the decision of the immediate supervisor. The building principal will investigate the information presented in the written grievance form and will prepare a written decision within five (5) calendar days after receiving the appeal.

3. Level Three

If the aggrieved person is not satisfied with the disposition of his/her grievance at Level Two, he/she may then submit his/her grievance to the Board of Education, in writing, on the appropriate form, within ten (10) calendar days after receiving the written decision of the building principal in Level Two above. The Board of Education shall review the information provided on the appeal form and shall render a decision, in writing, within thirty-one (31) calendar days from the date of the receipt of the grievance. The decision of the Board of Education in this matter, once rendered in writing, shall be final and binding.

4. Level Four

If the grievant is dissatisfied with the answer received from the Board of Education and the grievance is a matter concerning the violation of a specific provision of the contract, then the grievance may be submitted to arbitration.

a) Within twenty (20) days of the decision of the Board of Education, a grievant may request arbitration on the grievance by filing notice of the grievant's continued disagreement with the administrative principal.

b) Within five (5) days of such notice, the parties shall request a list of arbitrators from the American Arbitration Association.

c) Within five (5) days of receipt of such list, an arbitrator shall be selected by alternately striking names from the list, the grievant striking first. If the arbitrator is unable to serve, a list shall be requested and the process repeated, unless the time is extended by mutual agreement.

ARTICLE XVI
GRIEVANCE PROCEDURE
-continued-

d) Within twenty (20) days of notice of selection, the designated arbitrator shall establish a hearing date, shall establish rules governing such a hearing, and shall conduct such hearing, except as provided otherwise herein.

e) The arbitrator must first rule on the arbitrability of the grievance, if so requested by either party.

f) The arbitrator shall have no power to add to, subtract from, or alter the language of this agreement. He/she shall have no power to make an award inconsistent with the law.

g) The arbitrator shall not have the power to make an award on any matter which is not within the Board of Education's power to implement, including monetary awards which require appropriation from governmental agencies other than the Board of Education.

h) The arbitrator's decision shall be binding on all parties on matters regarding violations of the contract, except that his/her decision shall be effective only if such legislation is enacted.

i) The cost of the services of the arbitrator shall be shared equally by the parties in interest.

C. Rules of Processing

1. A grievant may be represented by counsel or a representative of his/her choosing and/or the Association at all levels of the grievance procedure, provided that twenty-four (24) hours notice is given to the administrative principal of the grievant's intent to be so represented.
2. No prejudice will attend any party in interest by reason of utilization or participation in the grievance procedure.
3. Filing, pendency, hearing, or settlement of any grievance shall not impede the normal management of the work force or operation of any of the Board's facilities, programs, or directives.
4. The parties in interest will cooperate in investigations and in providing pertinent information concerning a grievance being processed.

ARTICLE XVI
GRIEVANCE PROCEDURE

-continued-

5. No employee, or employee representative, will be permitted to investigate or process grievances during times when they are involved in the performance of their respective duties and responsibilities, unless otherwise directed to do so by the administrative principal.

6. All meetings and hearings under this procedure shall not be conducted in public unless required by the Sunshine Legislation of the State of New Jersey.

ARTICLE XVII
LONGEVITY

This agreement shall be effective from the first day of July, 1994, and shall continue in full force and effect until the thirtieth day of June, 1997.

IN WITNESS WHEREOF, the Association has caused this agreement to be signed by its President and Secretary and the Board has caused this agreement to be signed by its President, attested by its Secretary and its corporate seal to be placed hereon, this sixteenth day of August, 1995.

DEERFIELD TOWNSHIP SUPPORTIVE STAFF

BY: Maurice DiLucente
President

BY: Bruce Chapman
Secretary

DEERFIELD TOWNSHIP BOARD OF EDUCATION

BY: Maria J. Campagna
President

BY: Constance B. Ford
Secretary

DEPRFTED BOARD OF EDUCATION - SUPPORT STAFF
SCHEDULE "A"

	<u>1994-95</u>					<u>1995-96</u>					<u>1996-97</u>				
	<u>STEP 1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
<u>BALARIED STEP</u>															
Sec/12/FT	19,327	20,255	21,182	22,110	23,038	19,906	20,860	21,817	22,773	23,730	20,602	21,590	22,580	23,570	24,560
Sec/10/FT	16,110	16,885	17,660	18,437	19,213	16,593	17,392	18,190	18,990	19,789	17,174	18,000	18,826	19,654	20,482
Sec/10/PT*	9,500	9,938	10,377	10,816	11,255	9,785	10,236	10,688	11,140	11,592	10,127	10,594	11,062	11,530	11,998
Main. Eng.	24,150	25,390	26,630	27,870	29,112	24,874	26,152	27,428	28,706	29,985	25,744	27,068	28,388	29,710	31,034
Cust. FT	18,788	19,408	20,028	20,648	21,268	19,352	19,990	20,628	21,267	21,906	20,029	20,690	21,350	22,012	22,672
Cust. PT**	8,260	8,526	8,792	9,058	9,325	8,508	8,782	9,056	9,330	9,605	8,806	9,090	9,372	9,656	9,942
Cafe Man	13,426	13,800	14,170	14,540	15,354	13,828	14,214	14,595	14,976	15,814	14,312	14,712	15,106	15,500	16,368
Teacher Aide	11,618	11,990	12,360	12,735	13,104	11,966	12,350	12,730	13,117	13,497	12,384	12,782	13,176	13,576	13,970
<u>HOURLY</u>															
Cashier	7.95	8.28	8.62	8.98	9.36	8.18	8.52	8.88	9.24	9.65	8.46	8.82	9.20	9.56	9.99
Cafe Worker	7.02	7.32	7.63	7.95	8.29	7.54	7.78	8.03	8.28	8.54	7.66	7.94	8.23	8.53	8.84
L.R. Aide	7.43	7.74	8.06	8.40	8.75	7.65	7.97	8.30	8.65	9.02	7.92	8.24	8.60	8.95	9.34

* Based on four (4) hours per day
 ** Based on three (3) hours per day

All new, non-certified, hourly personnel shall receive the previous year's contracted hourly rate for his/her assigned position for a trial period of ninety (90) school days, after which he/she must be recommended by his/her immediate supervisor and the Administrator in order to be retained. After this trial period, and recommendation, he/she may receive the current pay scale.
 Stipend of .50/hr. for cafe worker substitute for cafe manager
 Cafeteria workers to split pay for one cafeteria workers daily wage when no substitute is available for the third cafeteria worker.

SCHEDULE B

1. All personnel who work in excess of two (2) hours, but less than four (4) hours, shall receive one (1) ten (10) minute break.
2. All personnel who work in excess of four (4) hours, and up to eight (8) hours, shall receive (2) ten (10) minute breaks.
3. All personnel who work six (6) hours per day shall receive one-half ($\frac{1}{2}$) hour for lunch.
4. All personnel who work eight (8) hours per day shall receive one (1) hour for lunch.
5. All personnel who work forty (40) hours per week shall receive overtime for any hours worked over forty (40) hours in the week at a rate of time and one-half their regulation base pay per hour.
6. All hourly personnel will sign in/out at the beginning and end of each day, with overtime being authorized by the principal or a person designated by him.
7. All hourly people will be paid for all hours worked.

Lunch Aides	181 days
Cafeteria Workers	182 days
Cafeteria Cashier	182 days

All twelve-month salaried employees shall have the following paid holidays:

- | | |
|---------------------------|----------------------------|
| 1. July 4th | 11. New Year's Day |
| 2. Labor Day | 12. Martin Luther King Day |
| 3. Columbus Day | 13. Lincoln's Birthday |
| 4. Election Day | 14. Washington's Birthday |
| 5. Veteran's Day | 15. Good Friday |
| 6. Thanksgiving Day | 16. Easter Monday |
| 7. Day After Thanksgiving | 17. Memorial Day |
| 8. Christmas Eve Day | |
| 9. Christmas Day | |
| 10. New Year's Eve Day | |

Ten-month salaried employees shall receive the above paid holidays with the exception of July 4th.

For the extent of time covered by this agreement, the ten-month and twelve-month full time secretaries will receive one (1) compensatory day for having worked all days as scheduled between December 25 and January 1 of each year.

The cafeteria manager shall observe all scheduled work days except for paid holidays listed above. Designated work days between December 25 and January 1 shall be determined annually by the Chief School Administrator.

SCHEDULE B
-continued-

8. All personnel covered by this contract will be reimbursed at a maximum of \$250.00 for courses taken at a college or technical school level. Reimbursement will be made at the completion of the course, providing the course is approved by the administrator and a "C" average has been attained.
9. Three (3) "Skill Improvement" days may be granted by the Administrator to all personnel covered by this contract upon recommendation of the teacher or supervisor.
10. Each July 1st, twelve (12) month employees shall be entitled to paid vacation based upon service as stated below, based upon the Anniversary Date of the employee. Vacation may be taken as mutually convenient.

One Year Service	One (1) Week
Two to Seven Years Service	Two (2) Weeks
Eight or more Years Service	Three (3) Weeks
11. Employees retiring, according to the New Jersey Pension Fund, shall be entitled to a retirement bonus to be computed by multiplying the number of unused sick days accrued in this system by a factor of seven (7) dollars for days accumulated prior to June 30, 1991, and by a factor of ten (10) dollars for days accrued after July 1, 1991.
12. At the option of each supportive staff member, provided that written notice is given by said member to the Board on or before the 30th day of September of each year or, for a new employee, within 30 days from the date of employment, the Board shall deduct from said supportive staff member's monthly salary an authorized amount to be deposited into the individual's account at the CUMCO Federal Credit Union.