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AGREEMENT  
between the  
PAULSBORO BOARD OF EDUCATION  
and the  
PAULSBORO EDUCATIONAL SECRETARIES' ASSOCIATION

X July 1, 1986 to June 30, 1987

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AGREEMENT  
between the  
PAULSBORO BOARD OF EDUCATION  
and the  
PAULSBORO EDUCATIONAL SECRETARIES' ASSOCIATION

ARTICLE I  
RECOGNITION

1. A. The Paulsboro Board of Education, Paulsboro, Gloucester
2. County, New Jersey, hereafter known as the Board hereby
3. recognizes the Paulsboro Secretaries' Association and
4. hereafter known as the Association as the exclusive rep-
5. resentative for collective negotiations concerning the
6. terms and conditions of employment for personnel under
7. contract and employed by the Board and so assigned as
8. an employee who performs secretarial and clerical duties.
9. The Board Secretary and Superintendent's Secretary are
10. not a part of this unit.

ARTICLE II  
NEGOTIATION PROCEDURE

11. A. The parties agree to enter into collective negotiations
12. over a successor Agreement, and they agree that Agreement
13. shall remain in force until such time as a new Agreement
14. is reached in accordance with Chapter 123, Public Laws of
15. 1974. Such negotiations shall begin not later than
16. October 1st of the calendar year, preceding the calendar
17. year in which this Agreement expires.
18. B. The Board agrees to furnish the Association upon reasonable
19. request, all information normally made available to the
20. public.
21. C. This Agreement shall not be modified in whole or in part
22. by the parties, except by mutual agreement by both parties.

ARTICLE III  
GRIEVANCE PROCEDURE

23. A. A "grievance" is a claim by employees or the Association
24. based upon the interpretation, application or violation of
25. this Agreement, policies or Administrative decisions affect-
26. an employee or a group of employees. An "aggrieved person"
27. is the person or persons making the claim. A "Party in
28. interest" is the person or persons making the claim and
29. any person who might be required to take action or
30. against whom the action might be taken in order to resolve
31. the claim.

(AGREEMENT between the Paulsboro Board of Education and the Paulsboro Educational Secretaries' Association, cont'd.)

1. B. The purpose of this procedure is to secure, at the lowest  
2. level, equitable solutions to the problems which may from  
3. time to time arise affecting the welfare or terms and  
4. conditions of employment of employees. Both parties agree  
5. that these proceedings will be kept as informal and confidential  
6. as may be appropriate at any level of the procedure.
7. C. Nothing herein contained shall be construed as limiting the  
8. right of any employee having a grievance to discuss the  
9. matter informally with his immediate superior, provided the  
10. adjustment is not inconsistent with terms of this Agreement.
11. D. Since it is important that grievances be processed as rapidly  
12. as possible, the number of days indicated at each level  
13. should be considered as a maximum and every effort should  
14. be made to expedite the process. The time limits specified  
15. may, however, be extended by mutual agreement.
16. E. Step 1: An employee shall first discuss his grievance orally  
17. with his immediate supervisor, either directly or through the  
18. Association's designated representatives with the objective  
19. of resolving the matter informally.
20. Step 2: If the aggrieved person is not satisfied with the  
21. disposition of his grievance at Step One, or if no decision  
22. has been rendered within five (5) school days after presen-  
23. tation of the grievance, he or the Association must submit  
24. the grievance in writing with six (6) school days to the  
25. immediate supervisor with whom the informal conference in  
26. Step One was held. If the immediate supervisor is not a  
27. principal, the grievant shall send a copy of the formal and  
28. written grievance of Step Two to the principal, who shall  
29. submit his decision with the Supervisor. The supervisor's  
30. and/or principal's decision shall be rendered in writing  
31. within five (5) school days of the receipt of the formal  
32. complaint.
33. Step 3: The aggrieved person may appeal the decision of the  
34. supervisor and/or principal to the Superintendent of Schools  
35. within five (5) school days after receiving the decision of  
36. the supervisor. The Superintendent of Schools shall within  
37. ten (10) school days after receipt of the appeal review the  
38. formal complaint and render a decision in writing.
39. Step 4: If the aggrieved person is not satisfied with the  
40. disposition of his grievance at Step 3, or if no decision  
41. has been rendered within ten (10) school days after the  
42. grievance was delivered to the Superintendent, he or the  
43. Association may submit in writing the grievance in caucus  
44. with the person and representative from the Association within  
45. ten (10) school days after receipt of the appeal. At step  
46. 4, following the submission of a written grievance, the  
47. Board shall set forth in writing its decision and the  
48. reason therefore as soon as possible, but no later than  
49. 30 calendar days after the hearing with the grievant.



(AGREEMENT between the Paulsboro Board of Education and the Paulsboro Educational Secretaries' Association cont'd.)

1. Step 5: If the aggrieved person determines that the grievance
  2. is not satisfied, the grievance may be submitted to arbitra-
  3. tion within fifteen (15) school days by the aggrieved person
  4. or Paulsboro Educational Secretaries' Association within ten
  5. (10) school days after such written notice of submission to
  6. arbitration, the Board and the aggrieved person and the
  7. Association shall attempt to agree upon a mutually acceptable
  8. arbitrator and shall obtain a commitment from said arbitra-
  9. tor to serve. If the parties are unable to agree upon an
  10. arbitrator or to obtain such a commitment within the speci-
  11. fied period, a request for a list of arbitrators may be
  12. made to the American Arbitration Association by either party.
  13. The parties shall then be bound by the rules and procedures
  14. of the American Arbitration Association in the selection of
  15. an arbitrator.
16. F. The arbitrator so selected shall confer with the representa-
17. tives of the Board and the aggrieved person and hold hearings
18. promptly and shall issue his decision. The arbitrator's
19. decision shall be in writing and shall set forth his findings
20. of fact, reasoning and conclusions of the issues submitted.
21. The arbitrator shall be without power or authority to make any
22. decision which requires the commission of an act prohibited by
23. law or which is violative of the terms of this Agreement. The
24. decision of the arbitrator shall be submitted to the Board, the
25. aggrieved person, and the Association and shall be final and
26. binding on the parties. The costs for services of the arbi-
27. trator, including per diem expenses if any, and actual and
28. necessary travel subsistence expenses and the cost of the
29. hearing room shall be borne equally by the Board and the
30. Association. Any other expenses incurred shall be paid by
31. the party incurring same.
32. G. All meetings and hearings under this procedure shall not be
33. conducted in public and shall include only members involved,
34. the administration involved, Board of Education, and their
35. designator selected representatives.

#### ARTICLE IV

##### EMPLOYEE RIGHTS

36. A. Pursuant to chapter 123 Public Law 1974, the Board hereby
37. agrees that every employee of the Board shall have the right
38. freely to organize, join and support the Association and
39. its affiliates for the purpose of engaging in collective
40. negotiations for mutual aid and protection. As a duly
41. selected body exercising governmental power under the laws
42. of the State of New Jersey, the Board undertakes and agrees
43. that it shall not directly or indirectly discourage or deprive
44. or coerce any employee in the enjoyment of any right conferred
45. by Chapter 123, Public Laws 1974, or other laws of New Jersey
46. and the United States; that it shall not discriminate against
47. any employee with respect to hours, wages, or any terms or
48. conditions of employment by reason of his membership in the
49. Association and its affiliates, his participation in any

(AGREEMENT between the Paulsboro Board of Education and the Paulsboro Educational Secretaries' Association cont'd.)

1. activities of the Association and its affiliates, collective
  2. negotiations with the Board, or his institution of any
  3. grievance, complaint or preceding under this Agreement or
  4. otherwise with respect to any terms or conditions or employ-
  5. ment.
- 
6. B. Nothing contained herewin shall be construed to any or
  7. restrict to any employee such rights as he may have under
  8. New Jersey School Laws or other applicable laws and
  9. regulations. The rights granted to employees hereunder
  10. shall be deemed to be in addition to those provided elsewhere.
- 
11. C. Whenever any employee is required to appear before the
  12. Superintendent or his designee, Board, or any committee,
  13. member, representative, or agent thereof concerning any
  14. matter which could adversely affect the continuation of
  15. employment or the salary of any increments pertaining thereto,
  16. then he shall be given prior written notice of the reasons
  17. for such meeting or interview and shall be entitled to have
  18. a representative of Association present to advise him and
  19. represent him during such meetings and interviews. Any
  20. suspension of an employee pending charges shall be without
  21. pay pending decision. If found not guilty, salary will be
  22. retroactive back to time of suspension.

#### ARTICLE V

##### ASSOCIATION RIGHTS AND PRIVILEGES

23. A. Upon mutual agreement whenever any representative of the
  24. Association or any employee participates during working hours
  25. in negotiations, grievance proceedings, conferences, or
  26. meetings, he shall suffer no loss in pay.
- 
27. B. The Association and its representatives shall have the
  28. privilege to use school buildings at all reasonable hours
  29. for meetings. The request shall be submitted to the
  30. Superintendent stating the time and place of all such
  31. meetings.
- 
32. C. The Association shall have the right to use school facilities
  33. and equipment at reasonable times, when such equipment is not
  34. otherwise in use. School facilities and equipment shall be
  35. used exclusively for programs of the Paulsboro Educational
  36. Secretaries' Asociation and its members and no other organi-
  37. zation. The Association shall pay for the reasonable cost
  38. of all materials and supplies incident to such use, and for
  39. any repairs necessitated as a result thereof.
- 
40. D. Adequate bulletin board space shall be reserved in each
  41. school location in a place to be designated by the
  42. supervisor at such school location, readily accesible to
  43. all members of the bargaining unit, for the posting of
  44. Association notices and other material dealing with proper
  45. and legitimate Association business. All such notices and
  46. material shall bear the signature of a responsible Associa-
  47. tion official or shall clearly indicate that its issuer or

(AGREEMENT between the Paulsboro Board of Education and the Paulsboro Educational Secretaries' Association cont'd.)

1. publisher is the Association. The authorized representative
2. of the Association shall be the sole person empowered to
3. post these materials on the Board. The bulletin board space
4. shall be identified with the name of the Association.
5. E. The Association shall have the privilege to use the interschool
6. mail facilities and school mail boxes as it deems necessary.
7. In the event there is no Association Representative in any
8. work location the authorized representative of the Association
9. by a letter of authorization signed by the President of the
10. Association, to carry out duties and responsibilities of the
11. Association Representatives as set forth in this Agreement,
12. except that such representatives shall not be entitled to
13. leave the premises of the work location in which he works
14. during his work hours.

## ARTICLE VI

### SALARY AND HOURS OF WORK

15. A. The salaries of all employees covered by this Agreement shall
16. be increased as follows:

1986-87:

12 month employees shall receive.....	\$1,550
10 month employees shall receive.....	\$1,275

17. B. The regular work day shall not exceed 8 hours with a 45
18. minute duty free lunch. Summer hours for all offices shall
19. not exceed 7 hours with a 1 hour duty free lunch, beginning
20. day following the closing of school and ending Labor Day.
21. C. Overtime shall be compensated at the rate of  $1\frac{1}{2}$  per hourly
22. rate. The overtime rate is only involved when the actual
23. hours worked in a week exceeds 40 hours. All other extra
24. time prior to 40 hours shall be at a regular salary.
25. D. All employees covered under this Agreement will be entitled
26. to either Christmas or Easter week free of duties. The
27. Superintendent and other School Administrators shall develop
28. the schedule related to this section. The schedule for
29. Christmas and Easter shall be 8:00 a.m. to 2:30 p.m. with
30. one-half ( $1/2$ ) hour for lunch.
31. E. If school is dismissed early prior to a holiday, the secret-
- aries may leave at 2:00 p.m., if their work is complete.

(AGREEMENT between the Paulsboro Board of Education and the PAULSBORO EDUCATIONAL SECRETARIES' ASSOCIATION cont'd.)

#### ARTICLE VII

##### TRANSFER AND REASSIGNMENT

1. A. Employee desiring a change in employment shall make their
2. request in writing to the Superintendent. These requests
3. shall be granted wherever possible, as soon as possible.
4. If there are no vacancies available at that time, prior
5. consideration shall be given to the individuals requesting
6. transfer when position becomes available.
7. B. Involuntary transfers will be made only when conditions
8. require it. The employee to be transferred shall be given
9. every consideration possible as to available positions
10. in the system. Seniority with the system shall be given
11. consideration.
12. C. The Superintendent shall discuss the transfer with the
13. employee and/or his representative and the Board shall
14. make the final assignment in writing.

#### ARTICLE VIII

##### VACANCIES AND NEW POSITIONS

15. A. Notice of all vacancies in secretarial and clerical positions
16. shall be posted in each school by the Superintendent within
17. five days of:
18.     1. Receipt of letter of resignation
19.     2. Official Board action vacating a position
20.         or creating a new position within the
21.         school system.
22. B. The notice shall be posted for five (5) work days and
23. employees interested therein must submit a written
24. application to the Superintendent within the aforementioned
25. five (5) work day posting period to be considered for the
26. vacancy. The notice shall state the name of the job and a
27. short description of the same and shall be posted at all
28. schools. The person requesting the transfer to the
29. position shall list her special skills in the request
30. which are related to the advertised job specifications.
31. C. All such applicants shall be considered and given an
32. interview within a reasonable period of time.
33. D. The Board shall determine the qualifications and abilities
34. of employees who apply and filling such vacancies the Board
35. agrees to give due weight to background attainments and
36. skills of all applicants, the length of time each has been
37. employed by the Board and other relevant factors.
38. E. Qualifications for all positions are as written on pages
39. 7 and 8 of this Agreement. Present personnel are exempt
40. from meeting qualifications for positions which they
41. already hold. However, they must meet the qualifications
42. in order to be promoted.



(AGREEMENT between the Paulsboro Board of Education and the Paulsboro Educational Secretaries' Association cont'd.)

ARTICLE VIII cont'd.:

SECRETARIES

2. CLASS I
3. BUILDING PRINCIPAL SECRETARY
4. GUIDANCE OFFICE SECRETARY
5. QUALIFICATIONS
6. a. Shorthand - 80 words per minute
7. b. Typing - 60 words per minute
8. c. Able to meet public and have pleasant personality
9. d. Be able to make decisions and act independently when called upon.
10. e. Be punctual and develop a good attendance record
11. f. Have good telephone manners
12. g. Have a willingness to demonstrate confidentiality

13. CLERKS

14. CLASS I
15. CENTRAL OFFICE

16. QUALIFICATIONS
17. a. Be able to take moderate dictation
18. b. Type 50 words per minute
19. c. Be extremely accurate with numbers and reports
20. d. Have good telephone manners
21. e. Be punctual and develop a good attendance record
22. f. Have a willingness to demonstrate confidentiality.

23. CLASS II

24. QUALIFICATIONS
25. a. Type 40 words per minute
26. b. Must demonstrate accuracy with reports and special projects such as attendance records.
27. c. Have good telephone manners
28. d. Have a willingness to demonstrate confidentiality

30. PAYROLL/BOOKKEEPER

31. QUALIFICATIONS
32. a. Become proficient in use of the accounting machine
33. b. Be extremely accurate in development of financial reports and other projects such as payroll
34. c. Keep abreast of all changes in the law which affect deductions and other payroll activities
35. d. Be flexible in working hours in order to complete reports and projects.
36. e. Demonstrate ability to work independently
37. f. Be able to type with extreme accuracy
38. g. Be punctual and develop a good attendance record
- 39.
- 40.
- 41.

(AGREEMENT between the Paulsboro Board of Education and the Paulsboro Educational Secretaries' Association cont'd.)

## ARTICLE IX

### SICK LEAVE

1. A. All employees shall be allowed sick leave with full pay  
2. according to months of employment. All unused sick leave  
3. shall be accumulative for additional sick leave as needed  
4. in subsequent years.

5. 12 months - 12 days  
6. 11 months - 11 days  
7. 10 months - 10 days

## ARTICLE X

8. A. Employees shall be entitled to the following temporary non-  
9. accumulative leaves of absence with full pay each school  
10. year.  
11. (1) When death in the immediate family (Parent, spouse's parent,  
12. child, brother, sister, spouse, grandparent, spouse's grand-  
13. parent, sister-in-law, brother-in-law, or relative residing  
14. in the employee's home) occurs, the secretary may be allowed  
15. up to four (4) days.  
16. (1-b) An allowance of up to two (2) days may be granted to attend  
17. the funeral of any of the following:  
18. Aunts, uncles, son-in-law, daughter-in-law, grandchildren of  
19. an employee.  
20. (2) Tenure employees shall be entitled to two (2) days leave  
21. of absence and non-tenure employees shall be entitled to  
22. one (1) day leave of absence for personal, legal business  
23. matters which require absence during school hours. Appli-  
24. cation to employees Principal, or other immediate superior  
25. for personal leave shall be made at least five (5) days  
26. before taking such leave, except for cases of emergency. In  
27. all such cases the applicant shall state the reason for taking  
28. such leave. Personal leave days may not be taken before or  
29. after a holiday or school vacation period. Any secretary  
30. with whole personal days remaining at the end of each school  
31. year will have them carried over to their accumulated sick  
32. days for the following year.  
33. (3) Up to two (2) personal days for representatives of the  
34. Association to attend the N.J.E.A. Convention. In addition,  
35. if representatives do not attend convention they are to be  
36. at work for their regular hours.  
37. (4) Time necessary for appearance in any legal proceedings  
38. connected with the employee's employment or with the school  
39. system if the employee is required by law to attend.  
40. (B) A maternity leave of absence, which shall be in compliance  
41. with current laws, will be granted to any regular employee,  
42. who has been employed by the Board, upon request for such  
43. leave, accompanied by proper certification of pregnancy by  
44. the employee's physician. The employee will be able to  
45. return to her position after a suitable amount of time elapses  
46. for recuperation after the physician has certified that the  
47. said employee is in good health and is able to resume her  
48. responsibilities.

(AGREEMENT between the Paulsboro Board of Education and the Paulsboro Educational Secretaries' cont'd.)

ARTICLE X cont'd.:

1. C. All benefits to which an employee was entitled at the time
2. her leave of absence commenced, including unused accumulated
3. sick leave, shall be restored to her upon her return, and
4. she shall be assigned to the same position which she held at
5. the time said leave commenced, if available or, if not, to
6. a substantially equivalent position.

ARTICLE XI

INSURANCE PROTECTION

7. A. Each employee shall receive full Blue Cross/Blue Shield
8. Major Medical Coverage (individual). Each employee shall
9. receive in addition to the above \$140 toward dependent
10. coverage of Blue Cross/Blue Shield Major Medical or \$300.00
11. toward Washington National Coverage. If any other Associa-
12. tion within the District receives Medical Coverage in excess
13. of the above the additional coverage shall be provided to
14. the Association.

ARTICLE XII

EMPLOYEE IMPROVEMENT

15. A. The Board agrees to pay up to one hundred and twenty five
16. dollars (\$125.00) per year toward tuition incurred in
17. connection with job-related instruction or courses, which
18. are part of a secretarial certification program, with
19. prior approval of the Superintendent of Schools.
20. B. Verification of tuition shall be submitted with the voucher
21. for payment upon successful completion of the course.

ARTICLE XIII

VACATIONS

22. A. Each twelve (12) month employee shall be entitled to a
  23. vacation with pay at the annual rate of pay such employees
  24. are receiving at the time such vacation is actually taken.
- |             |                             |
|-------------|-----------------------------|
| 1-10 Years  | 2 weeks                     |
| 11-15 Years | 3 weeks (1 week shall be    |
| 16-25 Years | 4 weeks Easter or Christmas |
|             | week.                       |

(AGREEMENT between the Paulsboro Board of Education and the Paulsboro Educational Secretaries' Association)

#### ARTICLE XIV

##### HOLIDAYS

1. Each employee shall be entitled to fifteen (15) holidays, plus
2. Independence Day for 12 month employees, each year. The
3. holidays are to be chosen by the Association and approved by
4. the Superintendent within thirty (30) days of the time the
5. Superintendent submits an official school calendar to the
6. Association. All holidays must be taken on days when school
7. is not in session and must be consistent for all employees.

#### ARTICLE XV

##### EVALUATION PROCEDURE

8. A. All observation of the work performance of any secretary
9. shall be conducted openly and with full knowledge of the
10. secretary. The nature of the secretary's job effects an
11. ongoing and daily assessment of her performance. It is
12. agreed that formal evaluations shall be prepared by the
13. supervisor in writing at least twice a year.
14. These reports shall be presented to secretaries by the
15. principal or counterpart supervisor periodically in
16. accordance with the following procedures:
17. (1) Such reports shall be issued in the name of the
18. appropriate supervisor based upon a compilation
19. of reports, or observations, and of discussions
20. with any or all supervisory personnel who come in
21. contact with the secretary in a supervisory
22. capacity.
23. (2) Such reports shall be addressed to the secretary.
24. (3) Such reports shall be written in narrative form and
25. shall include, when pertinent:
26. (a) Strengths of the secretary as evidenced during
27. the period since the previous report.
28. (b) Weaknesses of the secretary as evidenced during
29. the period since the previous report.
30. (c) Specific suggestions as to measures which the
31. secretary might take to improve her performance
32. in each of the areas wherein weaknesses have
33. been indicated.
34. (4) Such supervisory reports are to be provided for non-
35. tenure secretaries at least two (2) times each year;
36. the first not later than November 30, and the last
- not later than April 1.

(AGREEMENT between the Paulsboro Board of Education and the Paulsboro Educational Secretaries' Association cont'd.)

ARTICLE XV cont'd.:

1. B. A secretary shall be given a copy of any evaluation report
2. prepared by her evaluator at least one (1) day before any
3. conference to discuss it. No such report shall be submitted
4. to the central office, placed in the secretary's file or
5. otherwise acted upon without prior conference with the
6. secretary. No secretary shall be required to sign a blank
7. or incomplete evaluation form.
8. C. A secretary shall have the right, upon request, to review
9. the contents of her personnel file in the presence of the
10. Superintendent. At least once every year a secretary shall
11. have the right to indicate those documents and/or other
12. materials in her file which she believes to be obsolete or
13. otherwise inappropriate to retain.
14. D. No material derogatory to a secretary's conduct, service,
15. character, or personality shall be placed in her personnel
16. file unless the secretary has had an opportunity to review
17. all the material. The secretary shall acknowledge that she
18. has had the opportunity to review such material, by affixing
19. her signature to the copy to be filed with the express
20. understanding that such signature in no way indicates
21. agreement with the contents thereof. The secretary shall
22. also have the right to submit a written answer to such
23. material and her answer shall be reviewed by the Superin-
24. tendent or his designee and attached to the file copy.
25. E. Prior to any annual evaluation report, the immediate super-
26. visor of a non-tenure secretary shall have had appropriate
27. communication, including but not limited to all steps in
28. Section A above with said secretary regarding her performance
29. as a secretary.

ARTICLE XVI

DEDUCTIONS FROM SALARY

30. A. The Board agrees to deduct from the salaries of its employees
31. dues for the Paulsboro Educational Secretaries' Association,
32. the Gloucester County Education Association, the New Jersey
33. Education Association or the National Education Association,
34. or any combination of such Associations as said employee
35. individually and voluntarily authorizes the Board to deduct.
36. Such deductions shall be made in compliance with Chapter
37. 310, Public Law of 1967 (NJSA 52:14-15.9E) and under rules
38. established by the State Department of Education.

ARTICLE XVII

MISCELLANEOUS

39. A. Except as this Agreement shall otherwise provide, all terms
40. and conditions of employment applicable on the effective
41. date of this Agreement to employees covered by this Agreement
42. as established by the rules, regulations and/or policies of
43. the Board in force on said date, shall continue to be so

(AGREEMENT between the Paulsboro Board of Education and the Paulsboro Educational Secretaries' Association cont'd.)

ARTICLE XVII cont'd.

1. applicable during the term of this agreement.
2. B. If any provision of this Agreement or any application of this
3. Agreement to an employee or group of employees is held to be
4. contrary to law, then such provision or application shall
5. not be deemed valid and subsisting, except to the extent
6. permitted by law, but all other provisions or applications
7. shall continue full force and effect.
8. C. On days when school is closed for inclement weather all
9. secretaries are not expected to report to work unless
10. otherwise directed by the Superintendent.

(AGREEMENT between the Paulsboro Board of Education and the Paulsboro Educational Secretaries Association cont'd.)

# ARTICLE XVIII

## DURATION OF AGREEMENT

1. A. This Agreement shall be effective as of July 1, 1986 and
2. shall continue in effect until June 30, 1987.

3. Russell K. Suber  
President, Board of Education

Elizabeth A. Reilly  
President, P.E.S.A.

4. Joseph M. Mammeth  
Vice-President, Board of Education

Jane Hall  
Vice-President, P.E.S.A.

5. Robert J. [unclear]  
Secretary, Board of Education

[unclear]  
Secretary, P.E.S.A.