

**ARTICLE I**  
**RECOGNITION**

The Board recognizes the Hopatcong Education Association as the exclusive and sole representative for collective negotiations concerning grievances and terms and conditions of employment for all full-time and part-time aides [instruction, non-instructional and clerical] school bus drivers, cafeteria workers and custodial/maintenance employees.

**ARTICLE II**  
**GRIEVANCE PROCEDURE**

- A. A grievance is a claim based upon the interpretation, application or violation of express contract terms, statutes and rules affecting terms and conditions, and policies and administrative decisions.
- B. Failure of the aggrieved person to meet the time limits at any step, for any reason, shall result in termination of the grievance.
- C. If a grievance is based on a change in terms of employment during the school year, then the management action that gave rise to the grievance shall remain in force and effect until the grievance is resolved.
- D. Disposition of grievances at all levels shall be in writing and state with particularity, the basis of the decision to resolve the grievance or the reasons for proceeding to the next level. Copies of correspondence at all levels shall be mailed to the superintendent.
- E. **Level One**
  - 1. **Informal:** An employee with a grievance shall first discuss it with his/her immediate supervisor, either directly or through the Association's designated representative, with the objective of resolving the matter informally. All grievances shall be discussed with the employee's immediate supervisor within 30 work days from the time the aggrieved party became aware of the problem.
  - 2. **Formal:** If the aggrieved person is not satisfied with the disposition of his/her grievance at Level 1, he/she shall file the grievance in writing with the Facilities Supervisor [Custodial/Maintenance], Business Administrator [Bus Drivers], Building Principal [Aides], Food Service Administrator [Cafeteria Workers] within five school days after informal discussion of the grievance. The Facilities Supervisor, Business Administrator, Building Principal or Food Service Administrator may render his/her written decision within five school days after receipt of the employee's grievance. Copies of the written decision shall be forwarded to the aggrieved employee, Association, and the Superintendent of Schools.

F. **Level Two - Superintendent**

If the aggrieved person is not satisfied with the disposition of his/her grievance at Level One, or if no written decision has been rendered within five (5) school days after the written presentation of the grievance, he may file the grievance in writing with the Association. Within five (5) school days after receiving the written grievance, the Association shall refer it to the Superintendent of Schools, who shall render a written decision within five (5) school days after receipt of the grievance.

G. **Level Three - Board of Education**

If the aggrieved person is not satisfied with the disposition of his/her grievance at Level Two, or if no decision has been rendered within five (5) school days after the grievance was delivered to the Superintendent, he may, within five (5) days after a decision by the Superintendent or fifteen (15) days after the grievance was delivered to the Superintendent, whichever is sooner, request in writing that the Association submit its grievance to the Board. The Association may submit the grievance to the Board within fifteen (15) school days after receipt of a request by the aggrieved person.

H. **Level Four - Arbitration**

1. If the aggrieved person is not satisfied with the disposition of his/her grievance at level three or if no decision has been rendered per E above, the Association may within ten (10) days submit the grievance to The American Arbitration Association and shall notify the Board in writing of said request for arbitration.
2. The arbitrator's decision shall be in writing and shall set forth his/her findings of fact, reasoning and conclusions on the issues submitted. The arbitrator shall be without power or authority to make any decisions which would require the commission of an act prohibited by law, which is violative of the terms of this agreement, or which would significantly interfere with the exercises of inherent management prerogatives pertaining to the determination of governmental policy. The decision of the arbitrator shall be submitted to the Board and the Association. The arbitrator's decision shall be binding for custodial/maintenance employees only. The arbitrator's decision for all other employees [bus/van drivers, cafeteria workers and aides] shall be advisory in nature.

**ARTICLE III**  
**NEGOTIATIONS**

The parties agree to enter into collective negotiations in good faith on all matters related to terms and conditions of employment. Negotiations shall begin in accordance with the provisions of P.L. 123.

**ARTICLE IV**  
**EMPLOYMENT NOTIFICATION**

- A. Reasons shall be given for all dismissals. The Board shall give two weeks notice to all ten month employees and notify the Association. The employee, within ten (10) days, may request a full Board hearing. The hearing will be scheduled for the next Regular Meeting of the Board, or within 31 calendar days. All employee dismissals shall be for just cause.

Notification of changes in assignments shall be provided by August 15<sup>th</sup> or sooner if possible, of each year for 10 month employees, whenever possible and with at least two weeks notice for 12 month employees. Upon notification of a potential hardship with respect to this change in assignment to the immediate supervisor, a shift change or assignment may be withdrawn.

- C. All employees shall receive a written promise of reasonable employment letter to sign at the end of the school year.

**SENIORITY**

**ALL CUSTODIAL/MAINTENANCE EMPLOYEES**

Notice of termination for the first three employment contracts shall be fifteen (15) days. Beginning with the fourth employment contract, notice of termination shall be sixty days. Termination arising out of lack of work and/or district reorganization will be based upon seniority. Any reduction in the number of maintenance personnel employed will be on the basis of district seniority.

**ALL BUS DRIVERS**

Dismissals and recalls, as a result of a reduction in force, shall be effected on the basis of seniority. Summer employment shall be on the basis of seniority.

**ALL AIDES**

If and when a reduction in force is necessary, dismissals and recalls will consider administrative recommendations, past evaluations, as well as seniority.

**ALL CAFETERIA WORKERS**

In the event of a reduction of personnel, the food service administrator shall consider the seniority of each individual if all of their job skills are equal. Recall shall be in reverse order.

**ARTICLE V**  
**TEMPORARY LEAVES OF ABSENCE**

**SICK LEAVE**

**ALL CUSTODIAL/MAINTENANCE EMPLOYEES**

- A. Absence for personal illness shall be allowed and shall include full pay not exceeding twelve (12) working days in any one year. Medical verification of illness may be required as per statute. If fewer than twelve (12) days of sick leave are taken in any year, the number of days not utilized shall be cumulative indefinitely.
- B. Employees requesting PERS retirement will be paid at a rate of \$35 per day for unused sick days. The maximum number of sick days paid will be 150.

**ALL BUS DRIVERS, AIDES & CAFETERIA WORKERS**

- A. Absence for personal illness shall be allowed and shall include full pay not exceeding ten (10) working days in any one year. Medical verification of illness may be required as per statute. If fewer than ten (10) days of sick leave are taken in any year, the number of days not utilized shall be cumulative indefinitely.
- B. Call in time for bus drivers on sick leave will be no later than 5:00 a.m. One warning will be provided if call-in is late. After one warning, drivers will be docked one day of pay.
- C. Employees requesting PERS retirement will be paid at a rate of \$10 per day for unused sick days. The maximum number of sick days paid will be 60.
- D. Cafeteria employees completing ten [10] years of service will be paid at a rate of \$30 for each day accrued on a 1 to 3 ratio of accumulated days upon leaving the employment of the Hopatcong Board of Education. Sick day reimbursement shall be capped at \$600. Cafeteria workers who maintain 100% attendance during the contract year, excluding personal days and bereavement days will be paid the equivalent of four [4] days pay. Payment will be made to the employee on June 30<sup>th</sup> of that contract year.

**B. DEATH IN FAMILY**

**ALL EMPLOYEES COVERED BY THE CONTRACT**

- A. Absence due to death in the employees immediate family or household shall be allowed with pay for the required period not to exceed four [4] school days. Immediate family is defined as mother, father, child, mother-in-law, father-in-law, spouse, brother, sister,

grandparents, grandchild, stepfamily, and member of the immediate household.

- B. In addition, any employee may use one day per year with pay to attend to the death or funeral of a person not a relative or otherwise listed above.

### **C. PERSONAL LEAVE**

#### **ALL CUSTODIAL/MAINTENANCE EMPLOYEES**

Absence for personal reasons shall be allowed and shall include full pay not exceeding four [4] days in any school year. Request for personal leave must be forwarded to the Facilities Supervisor at least three days prior to actual leave except in the case of an emergency. Additional personal leave may be allowed upon recommendation of the Facilities Supervisor without pay. Any personal absence on the day before a school vacation or the day after a school vacation shall be without pay, unless previously approved by the Facilities Supervisor. Personal days taken during May and June must first be approved by the Facilities Supervisor so that no facility is understaffed. Any unused personal days shall be carried over into the next year as sick leave.

#### **ALL BUS DRIVERS, AIDES & CAFETERIA WORKERS**

Absence for personal reasons shall be allowed and shall include full pay not exceeding three [3] days in any school year. Request for personal leave must be forwarded to the Business Office, Building Principal, Food Service Administrator or appropriate supervisor at least three [3] days prior to actual leave except in the case of an emergency. Additional personal leave may be allowed upon recommendation of the Business Administrator/Board Secretary without pay. Any personal absence on the day before a school vacation or the day after a school vacation shall be without pay, unless previously approved by the appropriate supervisor. Any unused personal days shall be carried over into the next year as sick leave.

#### **CAFETERIA WORKERS**

Absence due to illness in employee's immediate family shall be allowed for a total of five [5] school days in each school year with employee's pay, less substitute pay. Thereafter, upon the recommendation of the superintendent, the absence may be allowed without pay.

### **ARTICLE VI DISCRIMINATION**

#### **ALL EMPLOYEES COVERED BY THE CONTRACT**

The Board and the Association agree that there shall be no discrimination in the hiring, training, assignment, promotion, transfer or discipline of employees or in the application or administration of this agreement on the basis of race, creed, religion, national origin, sex, or marital status.

**ARTICLE VII**  
**EVALUATIONS**

**ALL EMPLOYEES COVERED BY THE CONTRACT**

- A. Custodial/maintenance personnel, aides, cafeteria workers and bus drivers are to be formally evaluated two times a year [one Fall, one Spring] with copies of each evaluation being forwarded to the Superintendent of Schools, Building Principal, personnel file and individual. Evaluation Reports shall be presented to each employee by his/her immediate supervisor and shall be issued in the name of the immediate supervisor.
  
- B. The employee shall be presented with a copy of the evaluation report at least two working days prior to the scheduled meeting with the supervisor to discuss the report. The employee shall be entitled to have his/her representative at any such meeting. After the meeting, the employee shall sign the evaluation report indicating only that he/she has read the report and that the requirement of the meeting has been met. The employee's signature is in no way to be recognized as giving approval to or agreeing with such report.
  
- C. The employee shall have the right to submit a written answer to any material derogatory to any employee's conduct, service, character or personality and his/her answer shall be reviewed by the superintendent or his/her designee and attached to the file copy.
  
- D. Although the Board agrees to protect the confidentiality of personal references, credentials and other similar documents, it shall not establish any separate personnel file which is not available for the employee's inspection.

**ARTICLE VIII**  
**POSTING**

**ALL EMPLOYEES COVERED BY THE CONTRACT**

Job posting will be in accordance with present practice and will require posting for a minimum of five (5) days.

**ARTICLE IX**  
**JURY DUTY**

**ALL EMPLOYEES COVERED BY THE CONTRACT**

Employees who serve a full day of jury duty will not be required to report to work on that day and will receive full pay for the day providing that they submit proper documentation from the courts certifying the dates and times served.

**ARTICLE X**  
**ASSOCIATION DUES**

**ALL EMPLOYEES COVERED BY THE CONTRACT**

Deductions from employees' salaries shall be made by the Board of Education in accordance with N.J.S.A. 34:13 (a)-54.

**ARTICLE XI**  
**INSURANCE**

**ALL CUSTODIAL/MAINTENANCE**

All custodial/maintenance personnel hired prior to July 1, 1992, shall receive 100% Board of Education paid coverage for hospitalization, major medical and dental insurance for single individuals and/or family, as appropriate. All custodial/maintenance personnel hired after July 1, 1992, shall receive 100% Board of Education paid single coverage for hospitalization, major medical and dental. Custodial/maintenance personnel desiring to receive family health benefit coverage to include hospitalization, major medical and dental, will be required to pay 50% of the annual family premium costs in their first year of employment, 30% of the annual family premium costs in their second year of employment and 15% of the annual family premium costs in all employment years thereafter.

One hundred percent of the cost of health/dental insurance benefits [single coverage] for the remaining grand-fathered cafeteria worker will be paid by the Board.

**ARTICLE XII**  
**SALARY AND HOURS OF WORK**

**All employee groups shall receive a salary increase of 4.2% for the 2004-2005, 2005-2006 and the 2006-2007 school years. Distribution shall be mutually agreed upon.**

**AS TO BUS DRIVERS, AIDES & CAFETERIA WORKERS**

- A. The assignment of aides to buses shall be determined by a student's individualized education program.
- B. The work year for all drivers and aides will be 180 days on which school is in session for students. The cafeteria minimum work year will be 175 days.
- C. All employees covered by the contract will be paid on the 15<sup>th</sup> and the last working day of each month.
- D. Adjustments in pay shall be made on the 15<sup>th</sup> of the month pay period directly following the month in which the additional hours have been accumulated.

- E. Hourly rates for Saturday work shall be calculated at 1 ½ times the regular rates and the hourly rates for Sunday and Holiday work shall be at 2 times the regular rate.
- F. Minimum starting salaries, for new employees, shall be as follows each year of this contract:

	<b>2004-05</b>	<b>2005-06</b>	<b>2006-07</b>
Cafeteria Workers	\$11.46	\$11.46	\$11.96
Aides	\$8.82	\$8.82	\$9.28
Bus Drivers	\$11.46	\$11.46	\$11.96

If a cafeteria worker is assigned the duties of a cafeteria manager, after one week, the temporary replacement will receive the additional 35¢ per hour.

- G. Starting with the 2004-05 year longevity shall be as follows:

	Cafeteria Workers	Aides	Bus Drivers
After 3 years	-	\$200.00	-
After 7 years	-	\$400.00	-
After 10 years	\$250.00	\$600.00	\$200.00
After 15 years	\$350.00	\$700.00	\$400.00
After 20 years	\$450.00	\$850.00	\$600.00
After 25 years	\$550.00	---	---

- H. On scheduled early dismissal days, aides will be allowed to leave at the children’s dismissal time and that time would be made up with principal approval [i.e., class trips, concerts, Books & Beyond, or accumulated compensation time.]
- I. On a weekend trip, bus drivers must be notified a minimum of two [2] hours in advance of scheduled departure time if there is a cancellation. Failure to do so would require a payment of three [3] hours at the regular weekend rate.

**SALARY AND HOURS OF WORK**  
**AS TO CUSTODIAL/MAINTENANCE ONLY**

- A. The regular work week shall consist of forty-two and one-half hours.
- B. Overtime pay at the rate of one and a half times the corresponding hourly rate shall be paid for hours exceeding eight hours per day. In cases where individuals work overtime on Sundays or Holidays, they shall be paid double-time.
- C. Anyone holding a State authorized Building Trade Certificate will receive an additional annual \$900 stipend [plumbing, electrical, air-conditioning, and asbestos.] Lead custodians will also receive a \$900 annual stipend.
- D. Each employee will be granted a 35 minute lunch period each day, as well as one 15 minute break. Custodial/maintenance personnel will have the same lunch time and break time in the summer and when school is not in session.



- E. Each employee will receive a salary corresponding to his/her appropriate step on the salary guide. Initial placement of new custodial/maintenance employees will be set by the Board; thereafter, employees will advance to the next step each year of continuous and uninterrupted employment subject to the Board's right to withhold increment for unsatisfactory evaluation.
  
- F. Custodians and maintenance personnel shall be guaranteed four (4) hours pay at time and one half when called in for emergency work and double time on Sundays and Holidays. Employees will be called for emergency work on the basis of seniority. Employees will be called starting at the top of a seniority list and continue through the list on a rotation basis. Emergency calling procedures will be by buildings and departments. If men are needed for a special area such as plowing, electrical, plumbing or carpentry, they will be called in without using the list.
  
- G. The district shall utilize custodial/maintenance employees for overtime in accordance with the following procedures when it is determined by the Facilities Supervisor that overtime is necessary:
  - 1. When overtime is necessary due to short time notification, the Facilities Supervisor will:
    - a. Seek coverage internally from the building's seniority list on a continuous/rotating basis through the list.
    - b. If no one individual from the building chooses to take the assignment, such assignment shall be shared by employees in the building, if approved by the Facilities Supervisor.
    - c. If overtime coverage, in accordance with a or b above is not possible, then the Facilities Supervisor will seek overtime coverage from the district's seniority list on a continuous/rotating basis.
  - 2. When overtime is necessary through advance notification, the Facilities Supervisor will seek coverage from the district's seniority list on a continuous/rotating basis.
  - 3. Advanced notification shall be defined as 14 or more calendar days from the date of the initial administrative review.  
  
In 1 and 2 above a continuous/rotating basis means that the Facilities Supervisor will move through the list from top to bottom for the building or district until coverage can be arranged.
  
- H. Custodial and maintenance staff shall be notified of their salary status for the ensuing year no later than April 15, if possible.

- I. After six years of employment in Hopatcong, all custodial/maintenance employees will receive a longevity stipend as follows:

	2004-05	2005-06	2006-07
After 6 years	\$300.00	\$350.00	\$350.00
After 12 years	\$500.00	\$550.00	\$550.00
After 15 years	\$1,000.00	\$1,050.00	\$1,050.00
After 18 years	\$1,150.00	\$1,150.00	\$1,200.00

### **APPRENTICESHIP**

#### **AS TO CUSTODIAL/MAINTENANCE ONLY**

All custodial/maintenance personnel shall be employed on a temporary basis for a trial period of ninety (90) days. During the ninety (90) days trial period, the custodial/maintenance personnel will not be covered by any benefits. Custodial/maintenance personnel who perform in a satisfactory manner during the ninety day trial period will then be issued a contract with accumulated sick leave and personal leave retroactive to the original date of employment and shall be covered by medical and dental benefits.

### **VACATION**

#### **AS TO CUSTODIAL/MAINTENANCE ONLY**

- A. After completion of one (1) year of continuous employment, custodial/maintenance employees receive two weeks vacation with pay.
- B. Beyond five years of continuous employment, custodial/maintenance employees receive three weeks vacation with full pay.
- C. After ten years of service, custodial/maintenance employees shall receive three weeks plus two days vacation; after the 11<sup>th</sup> year, three weeks plus four days vacation, and after twelve years, four weeks vacation plus custodial/ maintenance personnel shall receive one additional day's vacation up to a maximum of five (5) weeks total vacation.
- D. All vacations for custodial/maintenance employees shall be approved by the Facilities Supervisor so as to prevent a lack of custodial and maintenance coverage within the district. In the event that a vacation period falls within a paid holiday in which custodial and maintenance personnel are not required to work, the employee will not be charged with a vacation day on that day and will receive full pay for the holiday.
- I. Conflicting requests for vacation by custodial/maintenance employees shall be honored based upon seniority within the district.

### **HOLIDAYS**

#### **AS TO CUSTODIAL/MAINTENANCE ONLY**

Except when teachers are required to work, the following will be paid holidays for custodians

and maintenance personnel: July 4, Labor Day, Veterans' Day, Columbus Day, Thanksgiving (2 days), Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Presidents' Day, Good Friday and Memorial Day. On days when school is in session, an alternate day will be issued subject to mutual agreement.

## UNIFORMS

### AS TO CUSTODIAL/MAINTENANCE ONLY

- A. The Board shall provide five new uniforms per custodial/maintenance employee plus two sets of coveralls per maintenance man each year. Uniforms and coveralls are to be cleaned and cared for by the individual custodial employee. Custodial/maintenance employees required to perform outside responsibilities shall be provided appropriate outerwear.
- B. The custodial/maintenance employees' uniforms will be issued once a year. Uniforms will only be worn for work in the school system. If a uniform is damaged while on the job to the extent that it cannot be worn it will be replaced at the discretion of the Facilities Supervisor. If a custodial/maintenance employee terminates within a contract year, all uniforms are to be returned before final paychecks are issued.
- C. New custodial/maintenance employees will have the uniforms ordered for them after three months of service in the school system and receive them as soon as possible.
- D. All custodial/maintenance employees will wear the uniforms while on duty. If a custodial/maintenance employee works on the weekends to cover an activity, he/she will wear their uniform. Custodial/maintenance employees who are not in proper uniform will be sent home and subject to being docked the time missed until they return to work properly attired.
- E. Adequate foul weather gear will be provided to custodial/maintenance personnel required to do outdoor work in inclement weather. In all other circumstances, responsibility for the provision of foul weather gear rests with the employee.
- F. All custodial/maintenance employees shall be reimbursed up to \$85 per year for proper safety work shoes upon submission of proper documentation of purchase. Custodial/maintenance employees must wear safety work shoes at all times and if and in cases where safety work shoes are not being worn, the custodial/maintenance employee will be sent home from work and shall be subject to being docked the time missed until they return to work wearing safety work shoes.
- G. Bus drivers will be provided one Winter and one Spring jacket [lightweight] per year.
- H. Cafeteria workers will be provided three uniforms each year to be purchased by a vendor selected by the district food service director.

**BLACK SEAL LICENSE**

**AS TO CUSTODIAL/MAINTENANCE ONLY**

As per past practice with present custodial/maintenance employees, all newly hired custodial personnel will be required to acquire a black seal license.

**EMPLOYEE RESPONSIBILITY**

**AS TO CUSTODIAL/MAINTENANCE ONLY**

Each custodian shall be assigned by the Facilities Supervisor to a particular section of each building. Each custodian is responsible for the security of his/her section and will be called back, at no expense to the Board of Education, to fulfill this responsibility. If a person called back is not available, another will be called back at the two hour minimum.

**COMMODITIES**

**AS TO CUSTODIAL/MAINTENANCE ONLY**

The Facilities Supervisor shall assign two men whenever the expected commodities load exceeds one hundred large or heavy pieces.

**PRIVATE VEHICLES**

**AS TO CUSTODIAL/MAINTENANCE ONLY**

In cases where private vehicles are utilized for job-related duties and by contractual agreement, reimbursement will be at IRS rates.

**TUITION REIMBURSEMENT**

**AS TO CUSTODIAL/MAINTENANCE ONLY**

Requests for attendance at professional workshops by custodial/maintenance employees shall be made through the Facilities Supervisor. The custodial/maintenance employee shall receive full tuition reimbursement for workshops attended and successfully completed. Reimbursement will occur only for pre-approved workshops by the Facilities Supervisor.

**SUBCONTRACTING**

**AS TO CUSTODIAL/MAINTENANCE ONLY CONTRACT**

In the event of privatization of any employee category, the Board shall implement and abide by the following procedure:

The Board shall formally notify the Association of its intention to subcontract unit work 120 days prior to budget adoption.

## **HANDBOOK**

### **AS TO BUS DRIVERS**

The bus drivers' employee handbook will be mutually reviewed by the Board and the Association for modification. A question/answer section clarifying previously stated terms and conditions of employment will be included.

### **GENERAL PROVISIONS**

#### **CAFETERIA WORKERS ONLY**

- A. All skilled and unskilled cafeteria workers, if they choose to eat lunch at the school cafeteria, shall have a lunch period not to exceed thirty [30] minutes assigned at a time determined by the Food Services Director.
- B. One fifteen [15] minute coffee break will be assigned by the Food Services Administrator for all cafeteria workers who work four hours or more per day.
- C. All employees will report each day to the specific job to which they have been assigned by the Food Services Administrator.
- D. Each worker is responsible for the care and cleaning of the work area which he/she is assigned.
- E. All employees will report any missing utensils to the Food Services Administrator.
- F. Employees will return recipe cards to the cafeteria office when they are finished. Employees are responsible for checking all ingredients required and reporting to the Food Service Administrator any that are in short supply.
- G. Employees not reporting for work on a particular day shall notify the Food Service Administrator prior to 7:00 a.m. on the day of absence. Failure to notify will result in the loss of one day's pay. In the event the Food Service Administrator cannot be contacted, employee shall notify their Cafeteria Manager and, in the event the Cafeteria Manager cannot be contacted, then all reasonable attempts will be made to give notification of absence.
- H. Each cafeteria employee shall sign daily time sheets, [in and out].
- I. All cafeteria employees shall be responsible for completing the Food Handlers Course, as required by the Borough of Hopatcong.

## **PHYSICAL EXAMINATION REQUIREMENT**

### **AS TO CAFETERIA EMPLOYEES ONLY**

All employees and any candidate for employment shall, at the discretion of the school board secretary, and/or Superintendent, undergo a physical examination, the scope whereof shall be determined under rules of the State board, at least once in every year and may require additional individual psychiatric or physical or mental health examination.

Any required examination or diagnostic tests may be made by a physician or institution designated by the Board, in which case, the cost thereof shall be borne by the Board or, at the option of the employee, they may be made by a physician or institution of her own choosing, approved by the Board, in which case said examination shall be made at the employee's expense.

## **EMPLOYEES' MEETINGS AND WORKSHOPS**

### **AS TO CAFETERIA EMPLOYEES ONLY**

All employees will be required to stay one afternoon each month after school for an employees' meeting and workshop. The time and date of this meeting will be scheduled at least three [3] days in advance so that all employees will be able to make arrangements to be present. An employee will also be required to attend at least one annual workshop per year at "Hopatcong Schools." The annual workshop will not exceed [2] days per year. Participation in any additional workshops and/or meeting will be voluntary and the Board shall assume the cost thereof.

## **SNOW DAYS**

### **AS TO CAFETERIA EMPLOYEES ONLY**

Employees need not report on snow days when schools are closed. However, other than snow days, if school is closed for other emergency, cafeteria personnel are required to report to work unless decided otherwise by the Food Service Director.

## **CAFETERIA WORKERS APPRECIATION DAY**

Each October, a district cafeteria workers appreciation day will be established in all schools.

## **SUBSTITUTES**

### **AS TO CAFETERIA EMPLOYEES ONLY**

The procurement and assignment of substitutes is the prerogative of the cafeteria manager. On days when a school cafeteria is closed for early dismissal [i.e., conference days, etc.], the cafeteria workers in that school will have the first option to work as substitute in another building as may be determined by the district Food Service Director.

**CUSTODIAL/MAINTENANCE SALARY GUIDE**

	2004-05		2005-06		2006-07	
Step	Salary	Step	Salary	Step	Salary	Step
1	27775	1	28075			
2	28917	2	29217	1 and 2	29451	
3	30054	3	30354	3	30588	
4	31195	4	31496	4	31730	
5	32336	5	32636	5	32870	
6	33476	6	33776	6	34010	
7	34616	7	34916	7	35150	
8	35726	8	36030	8	36264	
9	37217	9	37517	9	37751	
10	38707	10	39007	10	39241	
11	40197	11	40497	11	40731	
12	41687	12	41987	12	42221	
13	43177	13	43477	13	43711	
14	44657	14	44957	14	45197	
15	46284	15	47000	15	47234	
16	47914	16	48314	16	48548	
17	49538	17	50638	17	50872	
				18	52000	

\_\_\_\_\_  
Michele Smith, NJEA

Date:\_\_\_\_\_

\_\_\_\_\_  
Wayne L. Threlkeld, Superintendent of Schools

Date:\_\_\_\_\_

\_\_\_\_\_  
Anita Feliciano, President HEA

Date:\_\_\_\_\_

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Michele Webb, President  
Hopatcong Board of Education

Date:\_\_\_\_\_

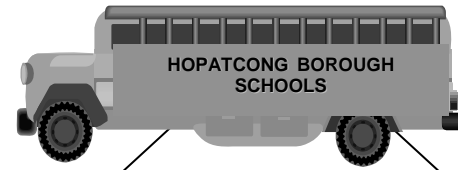
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Joanne Passerini, Negotiations Chairperson

Date: \_\_\_\_\_



**THE HOPATCONG BOARD OF EDUCATION  
SUSSEX COUNTY, NEW JERSEY**

**AND**



**HOPATCONG SUPPORT  
PERSONNEL ASSOCIATION**



**EMPLOYMENT CONTRACT  
2004-05 through June 30, 2007**

