

OFFICE WORKERS

AN AGREEMENT

BETWEEN

THE MORRIS HILLS REGIONAL DISTRICT

BOARD OF EDUCATION

AND

THE MORRIS HILLS REGIONAL DISTRICT

SECRETARIAL ASSOCIATION

JULY 1, 1981 to JUNE 30, 1983

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ARTICLE I

RECOGNITION

- A. IN ACCORDANCE WITH CHAPTER 123, PUBLIC LAWS OF 1974, THE BOARD OF EDUCATION OF THE MORRIS HILLS REGIONAL SCHOOL DISTRICT, HEREINAFTER REFERRED TO AS THE "BOARD" HEREBY RECOGNIZES THE MORRIS HILLS REGIONAL DISTRICT SECRETARIAL ASSOCIATION, HEREINAFTER REFERRED TO AS THE "ASSOCIATION" AS THE EXCLUSIVE AND SOLE REPRESENTATIVE FOR COLLECTIVE NEGOTIATIONS OF OFFICE/CLERICAL PERSONNEL IN THE FOLLOWING JOB CATEGORIES:

ACCOUNTING SECRETARY (BUSINESS OFFICE)  
ASSISTANT ACCOUNTING SPECIALIST (BUSINESS OFFICE)  
CLERK  
CLERK/TYPIST  
DATA PROCESSING ASSISTANTS  
PAYROLL SPECIALIST  
RECEPTIONIST/SWITCHBOARD OPERATOR  
SECRETARY TO CAFETERIA AND CENTRAL ACTIVITIES -  
BUSINESS OFFICE  
SECRETARY TO THE DIRECTOR OF STUDENT PERSONNEL SERVICES  
SECRETARY TO THE HIGH SCHOOL PRINCIPAL  
STENO/TYPIST  
STUDENT ACCOUNT CLERK  
TRANSPORTATION SECRETARY

EXCLUDED ARE ALL OTHER OFFICE/CLERICAL PERSONNEL

- B. DEFINITION

UNLESS OTHERWISE INDICATED, THE TERM "OFFICE WORKER", WHEN USED HEREINAFTER IN THIS AGREEMENT, SHALL REFER TO ALL EMPLOYEES REPRESENTED BY THE ASSOCIATION IN THE NEGOTIATING UNIT, AS DEFINED ABOVE, AND REFERENCES MADE TO FEMALE OFFICE WORKERS SHALL INCLUDE MALE OFFICE WORKERS.

ARTICLE II

NEGOTIATION OF SUCCESSOR AGREEMENT

THE PARTIES AGREE TO ENTER INTO COLLECTIVE NEGOTIATIONS OVER A SUCCESSOR AGREEMENT IN ACCORDANCE WITH CHAPTER 123, PUBLIC LAWS OF NEW JERSEY 1974.

NOT LATER THAN OCTOBER 15 OF THE FINAL YEAR OF THE EXISTING AGREEMENT, NEGOTIATIONS SHALL COMMENCE WITH A MEETING BETWEEN THE PARTIES. THE PARTIES SHALL, AT THAT TIME, EXCHANGE PROPOSALS FOR THE SUCCESSOR AGREEMENT.

EACH PARTY SHALL MAKE AVAILABLE TO THE OTHER, UPON REQUEST, INFORMATION WITHIN ITS POSSESSION WHICH IS RELEVANT TO THE SUBJECT UNDER DISCUSSION.

## ARTICLE III

### GRIEVANCE PROCEDURE

#### A. DEFINITIONS

1. A "GRIEVANCE" IS A CLAIM BY AN OFFICE WORKER OR THE ASSOCIATION, BASED UPON THE INTERPRETATION, APPLICATION OR ALLEGED VIOLATION OF THIS AGREEMENT.
2. A "GRIEVANT" IS THE PERSON OR PERSONS MAKING THE CLAIM.
3. A "PARTY IN INTEREST" IS THE PERSON OR PERSONS MAKING THE CLAIM AND ANY PERSON WHO MIGHT BE REQUIRED TO TAKE ACTION OR AGAINST WHOM ACTION MIGHT BE TAKEN IN ORDER TO RESOLVE THE CLAIM.

#### B. PURPOSE

THE PURPOSE OF THIS PROCEDURE IS TO SECURE, AT THE LOWEST POSSIBLE LEVEL, EQUITABLE SOLUTIONS TO THE PROBLEMS WHICH MAY FROM TIME TO TIME ARISE AFFECTING OFFICE WORKERS. BOTH PARTIES AGREE THAT THESE PROCEDURES WILL BE KEPT INFORMAL AT ALL LEVELS OF THE PROCEDURE.

#### C. PROCEDURE

1. SINCE IT IS IMPORTANT THAT GRIEVANCES BE PROCESSED AS RAPIDLY AS POSSIBLE, THE NUMBER OF DAYS INDICATED AT EACH LEVEL SHOULD BE CONSIDERED AS A MAXIMUM AND EVERY EFFORT SHOULD BE MADE TO EXPEDITE THE PROCESS. THE TIME LIMITS SPECIFIED AT ANY LEVEL MAY BE EXTENDED BY MUTUAL AGREEMENT.
2. IN THE EVENT A GRIEVANCE IS FILED AT SUCH TIME THAT IT CANNOT BE PROCESSED THROUGH ALL THE STEPS IN THIS GRIEVANCE PROCEDURE BY THE END OF THE SCHOOL YEAR AND, IF LEFT UNRESOLVED UNTIL THE BEGINNING OF THE FOLLOWING SCHOOL YEAR, COULD RESULT IN IRREPARABLE HARM TO A PARTY IN INTEREST, THE TIME LIMITS SET FORTH HEREIN SHALL BE REDUCED SO THAT THE GRIEVANCE PROCEDURE MAY BE EXHAUSTED PRIOR TO THE END OF THE SCHOOL YEAR OR A MUTUALLY DETERMINED TIME THEREAFTER.
3. THE GRIEVANCE TO BE CONSIDERED UNDER THIS PROCEDURE MUST BE INITIATED BY THE GRIEVANT WITHIN THIRTY (30) CALENDAR DAYS OF THE ALLEGED OCCURRENCE.

ARTICLE III (Cont'd.)

C. 4. STEP ONE

AN OFFICE WORKER WHO FEELS SHE HAS A GRIEVANCE MUST FIRST DISCUSS IT ON AN INFORMAL BASIS WITH HER IMMEDIATE SUPERIOR.

5. STEP TWO

IF THE GRIEVANT IS NOT SATISFIED WITH THE RESULTS AT STEP ONE, OR IF NO DECISION HAS BEEN RENDERED WITHIN TEN (10) SCHOOL DAYS AFTER PRESENTATION OF THE GRIEVANCE, SHE MUST SUBMIT HER GRIEVANCE, EITHER DIRECTLY, OR THROUGH THE ASSOCIATION REPRESENTATIVE, TO HER SUPERVISOR, IN WRITING, USING THE PRESCRIBED FORM, WITHIN FIVE (5) SCHOOL DAYS FOLLOWING THE DISPOSITION AT STEP ONE.

6. STEP THREE

IF THE GRIEVANT IS NOT SATISFIED WITH THE DISPOSITION OF HER GRIEVANCE AT STEP TWO, OR IF NO DECISION HAS BEEN RENDERED WITHIN TEN (10) SCHOOL DAYS AFTER THE GRIEVANCE WAS DELIVERED TO AND RECEIVED BY THE SUPERVISOR, THE AGGRIEVED SHALL, WITHIN FIVE (5) SCHOOL DAYS, INFORM THE ASSOCIATION, IN WRITING, OF THE STATUS OF THE GRIEVANCE. WITHIN FIVE (5) SCHOOL DAYS AFTER THE ASSOCIATION HAS BEEN INFORMED, THE GRIEVANT MAY SUBMIT THE GRIEVANCE TO THE CHIEF SCHOOL ADMINISTRATOR.

7. STEP FOUR

IF THE PROBLEM IS NOT RESOLVED WITHIN FIFTEEN (15) SCHOOL DAYS AFTER THE GRIEVANCE WAS RECEIVED BY THE CHIEF SCHOOL ADMINISTRATOR, THE GRIEVANT MAY WITHIN FIFTEEN (15) SCHOOL DAYS AFTER RECEIPT OF THE CHIEF SCHOOL ADMINISTRATOR'S DECISION SUBMIT A WRITTEN APPEAL THROUGH THE CHIEF SCHOOL ADMINISTRATOR TO THE BOARD OF EDUCATION WITH A HEARING OPTION AT THE BOARD LEVEL. THE BOARD MUST RENDER A DECISION, IN WRITING, WITHIN THIRTY (30) CALENDAR DAYS OF THE RECEIPT OF THE APPEAL.

8. STEP FIVE

IF THE DECISION OF THE BOARD DOES NOT RESOLVE THE GRIEVANCE TO THE SATISFACTION OF THE GRIEVANT AND THE ASSOCIATION WISHES REVIEW BY A THIRD PARTY, THE GRIEVANCE MUST BE SUBMITTED TO ARBITRATION. IF ARBITRATION IS REQUESTED, THE ASSOCIATION SHALL NOTIFY THE BOARD WITHIN FIFTEEN (15) CALENDAR DAYS OF RECEIPT OF THE BOARD'S DECISION OR WITHIN FORTY-FIVE (45) CALENDAR DAYS OF THE ORIGINAL DATE OF SUBMISSION TO THE BOARD IF NO DECISION HAS BEEN RENDERED BY THE BOARD.

ARTICLE III (Cont'd.)

THE FOLLOWING ARE NOT SUBJECT TO ARBITRATION:

- a. ANY MATTER FOR WHICH A SPECIFIC METHOD OF REVIEW IS PRESCRIBED EITHER BY LAW OR ANY REGULATION OF THE STATE COMMISSIONER OF EDUCATION,
- b. A COMPLAINT OF A NON-TENURE OFFICE WORKER WHICH ARISES BY REASON OF HER NOT BEING RE-EMPLOYED.
- c. A COMPLAINT BY ANY OFFICE WORKER OCCASIONED BY APPOINTMENT TO, OR LACK OF APPOINTMENT TO, RETENTION IN OR LACK OF RETENTION IN ANY POSITION FOR WHICH TENURE IS EITHER NOT POSSIBLE OR NOT REQUIRED, AND
- d. ANY MATTER NOT SPECIFICALLY PART OF THIS AGREEMENT OR NOT PERTAINING TO MATTERS WHICH FIT THE DESCRIPTION OF THE TERM "GRIEVANCE" AS STATED IN PARAGRAPH ONE OF THIS ARTICLE.

9. STEP SIX

THE FOLLOWING PROCEDURE SHALL BE USED TO SECURE THE SERVICES OF AN ARBITRATOR:

- a. THE ASSOCIATION SHALL REQUEST THE AMERICAN ARBITRATION ASSOCIATION TO SUBMIT TO BOTH PARTIES A ROSTER OF PERSONS QUALIFIED TO FUNCTION AS AN IMPARTIAL ARBITRATOR IN THE DISPUTE IN QUESTION:
- b. IF THE PARTIES ARE UNABLE TO AGREE UPON A MUTUALLY SATISFACTORY ARBITRATOR FROM THE SUBMITTED LIST, THEY WILL REQUEST THE AMERICAN ARBITRATION ASSOCIATION TO SUBMIT A SECOND ROSTER OF NAMES: AND
- c. IF THE PARTIES ARE UNABLE TO AGREE UPON A MUTUALLY SATISFACTORY ARBITRATOR FROM THE SECOND SUBMITTED LIST, EITHER PARTY MAY REQUEST, WITHIN TEN (10) SCHOOL DAYS FROM RECEIPT OF SUCH LIST, THE AMERICAN ARBITRATION ASSOCIATION TO DESIGNATE AN ARBITRATOR.
- d. THE DECISION OF THE ARBITRATOR IS NOT BINDING ON EITHER THE BOARD OR ASSOCIATION AND IS ONLY ADVISORY IN NATURE.
- e. THE COSTS FOR THE SERVICES OF THE ARBITRATOR SHALL BE BORNE EQUALLY BY BOTH PARTIES. ANY OTHER EXPENSES SHALL BE PAID BY THE PARTY INCURRING SAME.

ARTICLE III (Cont'd.)

D. RIGHTS OF OFFICE WORKERS TO REPRESENTATION

1. ANY GRIEVANT MAY BE REPRESENTED AT ALL STAGES OF THE GRIEVANCE PROCEDURE BY HERSELF/HIMSELF OR, AT HER/HIS OPTION, BY A REPRESENTATIVE SELECTED OR APPROVED BY THE ASSOCIATION OR, AT STEP TWO OR BEYOND, A PERSON OF HER/HIS OWN CHOOSING. WHEN AN OFFICE WORKER IS NOT REPRESENTED BY THE ASSOCIATION, THE ASSOCIATION SHALL HAVE THE RIGHT TO BE PRESENT AT ALL STAGES OF THE GRIEVANCE PROCEDURE AS AN OBSERVER.
2. NO REPRISALS OF ANY KIND SHALL BE TAKEN BY THE BOARD OR ANY MEMBER OF THE ADMINISTRATION OR THE ASSOCIATION AGAINST ANY PARTY IN INTEREST OR ANY OTHER PARTICIPANT IN THE GRIEVANCE PROCEDURE BY REASON OF SUCH PARTICIPATION.

E. MISCELLANEOUS

1. IF, IN THE JUDGMENT OF THE ASSOCIATION, A GRIEVANCE AFFECTS A GROUP OF OFFICE WORKERS, THE ASSOCIATION MAY SUBMIT AND PROCESS SUCH GRIEVANCE. THE ASSOCIATION MAY NOT INITIATE NOR PURSUE A CLAIM UNLESS THE CLAIM IS A VIOLATION OF THIS AGREEMENT.
2. DECISIONS UNSATISFACTORY TO THE GRIEVANT RENDERED AT STEP TWO AND THREE OF THE GRIEVANCE PROCEDURE SHALL BE IN WRITING SETTING FORTH THE DECISION AND THE REASONS THEREFOR AND SHALL BE TRANSMITTED PROMPTLY TO THE GRIEVANT.
3. THE FORM FOR FILING GRIEVANCES SHALL BE PREPARED JOINTLY BY THE CHIEF SCHOOL ADMINISTRATOR, AND THE ASSOCIATION AND GIVEN APPROPRIATE DISTRIBUTION SO AS TO FACILITATE OPERATION OF THE GRIEVANCE PROCEDURE.
4. NO MEETINGS OR HEARINGS UNDER THIS PROCEDURE SHALL BE CONDUCTED IN PUBLIC AND SHALL INCLUDE ONLY SUCH PARTIES IN INTEREST AND THEIR DESIGNATED OR SELECTED REPRESENTATIVES HERETOFORE REFERRED TO IN THIS ARTICLE.
5. NEITHER THE ASSOCIATION NOR THE BOARD SHALL ISSUE PUBLIC STATEMENTS DURING THE GRIEVANCE PROCEDURES.



ARTICLE IV

VACATIONS

OFFICE WORKERS HIRED AFTER JULY 1, BUT BEFORE JANUARY, ARE ELIGIBLE FOR ONE WEEK PAID SUMMER VACATION. (FIVE (5) WORKDAYS)

OFFICE WORKERS HIRED AFTER JANUARY 1 ARE NOT ELIGIBLE FOR A PAID SUMMER VACATION.

OFFICE WORKERS WHO HAVE BEEN EMPLOYED LONGER THAN ONE YEAR WILL BE ELIGIBLE FOR VACATION ACCORDING TO THE FOLLOWING SCHEDULE:

1	YEAR EMPLOYMENT	10	WORKDAYS VACATION
6	YEARS EMPLOYMENT	11	WORKDAYS VACATION
7	YEARS EMPLOYMENT	12	WORKDAYS VACATION
8	YEARS EMPLOYMENT	13	WORKDAYS VACATION
9	YEARS EMPLOYMENT	14	WORKDAYS VACATION
10	YEARS EMPLOYMENT	15	WORKDAYS VACATION
11	YEARS EMPLOYMENT	16	WORKDAYS VACATION
12	YEARS EMPLOYMENT	17	WORKDAYS VACATION
13	YEARS EMPLOYMENT	18	WORKDAYS VACATION
14	YEARS EMPLOYMENT	19	WORKDAYS VACATION
15	YEARS EMPLOYMENT	20	WORKDAYS VACATION

ARTICLE V

TEMPORARY LEAVE

A. BEREAVEMENT LEAVE

1. A MAXIMUM OF THREE DAYS PER BEREAVEMENT (NONCUMULATIVE) FOR A DEATH OF SPOUSE OR RELATIVE DEFINED AS: PARENTS, CHILDREN, BROTHER, SISTER, GRANDPARENT OF OFFICE WORKER OR SPOUSE.
2. ONE ADDITIONAL DAY WILL BE GRANTED FOR POSTMORTEM ARRANGEMENTS IF THE OFFICE WORKER IS RESPONSIBLE FOR POSTMORTEN ARRANGEMENTS.
3. ONE DAY WILL BE GRANTED FOR A CLOSE RELATIVE OTHER THAN THOSE INDICATED IN SECTION 1.

B. PERSONAL LEAVE (3 DAYS)

1. ONE NO-REASON PERSONAL DAY SHALL BE GRANTED EACH OFFICE WORKER.
2. TWO PERSONAL DAYS SHALL BE GRANTED FOR ANY OF THE FOLLOWING REASONS:
  - a. ILLNESS IN IMMEDIATE FAMILY (SON, SPOUSE, DAUGHTER, OR OTHER RELATIVE),
  - b. REQUIRED COURT APPEARANCE OR TAX AUDIT.
  - c. OFFICE WORKER'S MARRIAGE.
3. OFFICE WORKERS WHO ARE EMPLOYED AFTER JANUARY 1 SHALL RECEIVE ONE REASON PERSONAL LEAVE DAY, ONLY.
4. PERSONAL LEAVE DAYS ARE NONCUMULATIVE.
5. ADDITIONAL PERSONAL DAYS MAY BE REQUESTED BY THE OFFICE WORKER. APPLICATION SHOULD BE MADE TO THE CHIEF SCHOOL ADMINISTRATOR AND HIS DECISION SHALL BE FINAL AND NOT GRIEVED.

C. TEMPORARY LEAVE REQUEST PROCEDURE.

1. OFFICE WORKERS SHALL COMPLETE THE PRESCRIBED FORM FOR TEMPORARY LEAVE PRIOR TO THE DATE OF LEAVE AND SUBMIT TO THE CHIEF SCHOOL ADMINISTRATOR FOR APPROVAL.

ARTICLE V  
TEMPORARY LEAVE

A. TEMPORARY LEAVE REQUEST PROCEDURE (cont'd)

2. OFFICE WORKERS WHO MUST USE BEREAVEMENT LEAVE OR PERSONAL LEAVE DUE TO EMERGENCIES AND CANNOT SUBMIT THE FORM BEFORE THE LEAVE SHALL SUBMIT THE PRESCRIBED FORM ON THE FIRST DAY OF RETURN AND SUBMIT IT TO THE CHIEF SCHOOL ADMINISTRATOR FOR APPROVAL.

(APPROVAL IS FOR THE PURPOSE OF DETERMINING IF PROPER REASONS ARE BEING USED).

ARTICLE VI

SICK LEAVE

A. DEFINITION

ABSENCE FROM DUTY DUE TO ILLNESS, INJURY, OR EXCLUSION, BECAUSE OF A CONTAGIOUS DISEASE.

B. NUMBER

OFFICE WORKERS ARE ENTITLED TO 12 SICK DAYS PER YEAR IF THEY ARE EMPLOYED FOR A FULL YEAR, (JULY 1- JUNE 30). OFFICE WORKERS HIRED AFTER JULY 1 WILL RECEIVE ONE (1) DAY PER MONTH REMAINING FOR THAT YEAR.

OFFICE WORKERS WHO LEAVE THE BOARD'S EMPLOYMENT DO NOT RECEIVE SICK DAYS FOR THE MONTHS THEY HAVE NOT WORKED.

C. ACCUMULATIVE SICK LEAVE

UNUSED SICK LEAVE AT THE END OF THE YEAR (JUNE 30), SHALL BE CARRIED OVER INTO THE NEXT YEAR.

D. NOTIFICATION OF ABSENCE FOR ILLNESS

OFFICE WORKERS SHALL CALL THE DESIGNATED PERSON FOR THIS PURPOSE NO LATER THAN 7:00 A.M. ON THE FIRST DAY OF ILLNESS. TELEPHONE 627-8881. IN CASE OF A PROLONGED ABSENCE, BECAUSE OF ILLNESS, THE DESIGNATED PERSON SHOULD BE CALLED AND ADVISED AS TO TIME OR RETURN TO WORK.

E. SICK LEAVE RETIREMENT

AFTER TEN (10) YEARS OF SERVICE AND UPON RETIREMENT UNDER THE PENSION PLAN (P.E.R.S.), THE RETIREMENT ALLOWANCE SHALL BECOME A PART OF THE FINAL YEAR'S SALARY AND SHALL BE PAID IN A LUMP SUM PRIOR TO RETIREMENT BEFORE THE END OF THE YEAR. THE RETIREMENT ALLOWANCE SHALL BE COMPUTED AT A RATE OF ONE (1) DAY'S PAY FOR EVERY FIVE (5) DAYS OF ACCUMULATED, UNUSED SICK LEAVE TO THE EMPLOYEE'S CREDIT

THE TIME OF THE ANNOUNCED CONTEMPLATED RETIREMENT. THE RETIREMENT ALLOWANCE SHALL NOT EXCEED FIVE THOUSAND DOLLARS (\$5,000), PER OFFICE EMPLOYEE.

ARTICLE VII

EMERGENCY CLOSINGS AND LATE OPENINGS

- A. ON ANY DAY IN WHICH THE SCHOOLS ARE CLOSED DUE TO AN EMERGENCY (INCLUDING WEATHER EMERGENCIES) THAT SAME EMERGENCY SHALL BE UNDERSTOOD TO EXIST FOR OFFICE WORKERS AND THEY SHALL BE EXCUSED FROM WORK ON SUCH DAYS. THEY SHALL SUFFER NO LOSS IN PAY.
  
- B. ON ANY DAY IN WHICH THE SCHOOLS ARE CLOSED EARLIER THAN USUAL DUE TO AN EMERGENCY, THAT SAME EMERGENCY SHALL BE UNDERSTOOD TO EXIST FOR OFFICE WORKERS AND THEY SHALL BE ALLOWED TO LEAVE AFTER THE DISMISSAL OF THE TEACHERS. THE EMPLOYEE SHALL SUFFER NO LOSS IN PAY.
  
- C. ON DAYS DESIGNATED AS "LATE OPENING" DAYS OFFICE WORKERS SHALL BE REQUIRED TO REPORT FOR WORK NO EARLIER THAN ONE HOUR PRIOR TO THE COMMENCEMENT OF THE SCHOOL DAY.

ARTICLE VIII

WORK DAY

- A. ALL OFFICE WORKERS WILL WORK A SEVEN AND ONE-QUARTER HOUR DAY WITH A FORTY-FIVE MINUTE NON-PAID LUNCH PERIOD EACH DAY.
- B. TIME SHEETS WILL BE SUBMITTED TO THE OFFICE WORKER'S SUPERIVSOR ON A WEEKLY BASIS, AS REQUESTED BY WAGE AND HOUR REGULATIONS.
- C. OVERTIME WORK SHALL BE PAID AT THE RATE OF ONE AND ONE-HALF TIMES THE EMPLOYEE'S HOURLY RATE OF PAY FOR ALL TIME WORKED IN EXCESS OF THIRTY-SIX AND ONE-QUARTER HOURS PER WEEK.
- D. FOR THE PURPOSE OF DETERMINING THE PREMIUM WAGE TIME, ALL HOLIDAYS, SICK DAYS AND ANY OTHER PAID LEAVES SHALL COUNT AS REGULAR WORKDAYS.
- E. ALL OVERTIME WORK SHALL BE VOLUNTARY.

## ARTICLE IX

### PAYROLL DEDUCTIONS

THE BOARD AGREES TO DEDUCT FROM THE SALARIES OF ITS OFFICE WORKERS DUES FOR THE MORRIS HILLS REGIONAL DISTRICT SECRETARIAL ASSOCIATION, THE MORRIS COUNTY COUNCIL OF EDUCATION ASSOCIATIONS, THE NEW JERSEY EDUCATION ASSOCIATION, AND THE NATIONAL EDUCATION ASSOCIATION, AS SAID OFFICE WORKERS INDIVIDUALLY AND VOLUNTARILY AUTHORIZE THE BOARD TO DEDUCT. SUCH DEDUCTIONS SHALL BE MADE IN COMPLIANCE WITH CHAPTER 310, PUBLIC LAWS OF 1967 (NJSA 52:14-15.9E) AND UNDER RULES ESTABLISHED BY THE STATE DEPARTMENT OF EDUCATION. SUCH REQUESTS WILL BE ACCEPTED ONLY IN JULY.

U.S. SAVINGS BONDS  
TAX-SHELTERED ANNUITY PLAN (BOARD APPROVED)  
TRI-CO FEDERAL CREDIT UNION  
WASHINGTON NATIONAL  
ASSOCIATION DUES

ARTICLE X

WORK YEAR

- A. OFFICE WORKERS WILL WORK EACH DAY THE OFFICES ARE OPEN, JULY 1 TO JUNE 30, MONDAY THROUGH FRIDAY, EXCEPT ON THE FOLLOWING DAYS:

INDEPENDENCE DAY  
LABOR DAY  
N.J.E.A. CLOSING DAYS (2 CONVENTION)  
THANKSGIVING DAY  
DAY AFTER THANKSGIVING  
CHRISTMAS EVE DAY (IF SCHOOL IS CLOSED)  
CHRISTMAS DAY  
NEW YEAR'S DAY  
GOOD FRIDAY  
MEMORIAL DAY

THE BOARD WILL DESIGNATE FOUR (4) ADDITIONAL HOLIDAYS WITH THE ADOPTION OF THE SCHOOL CALENDAR. THE DATES SHALL BE ANNOUNCED TO THE OFFICE WORKERS BY JUNE 1 OR WITHIN A MONTH AFTER THE ADOPTION OF THE CALENDAR, WHICH EVER COMES FIRST.

- B. ON THE DAY PRECEDING THANKSGIVING AND GOOD FRIDAY, OFFICE WORKERS SHALL BE PERMITTED TO LEAVE TWO HOURS EARLIER THAN THEIR NORMAL DISMISSAL TIME. OFFICE WORKERS SHALL NOT SUFFER LOSS OF PAY FOR THIS TIME.



ARTICLE XI

SALARIES

A. POSITION SALARY CLASSIFICATION

OFFICE WORKERS ARE COMPENSATED ACCORDING TO THEIR DUTIES. EACH POSITION'S SALARY GRADE IS AS FOLLOWS:

RELATIONSHIP OF JOB TITLE TO GRADE

SECRETARY TO HIGH SCHOOL PRINCIPAL	GRADE 9
ACCOUNTING SPECIALIST AND RECEPTIONIST	GRADE 8
SECRETARIES FOR DIRECTOR OF STUDENT PERSONNEL SERVICES	GRADE 7
PAYROLL SPECIALIST, ASSISTANT ACCOUNTING SPECIALIST, STENO TYPISTS I, SECRETARY TO CAFETERIA AND ACTIVITIES, DATA PROCESSING ASSISTANTS	GRADE 6
PROPERTY AND INVENTORY CLERK, SECRETARY TO TRANSPORTATION COORDINATOR	GRADE 5
STENO TYPISTS II AND CLERK TYPISTS I	GRADE 4
CLERK TYPISTS II	GRADE 3

B. SALARY DETERMINATION

1. THE OFFICE WORKER'S SALARY WILL BE DETERMINED BY THE BOARD AS A RESULT OF THE OFFICE WORKER'S PERFORMANCE OF DUTIES, AS INDICATED IN HER YEARLY EVALUATION.
2. OFFICE WORKERS WHO RECEIVE AN OUTSTANDING (O) RATING WILL RECEIVE AN ELEVEN (11) PERCENT INCREASE OF THEIR 1980/81 SALARY FOR THE 1981/82 YEAR AND A TWELVE (12) PERCENT INCREASE OF THEIR 1981/82 SALARY FOR THE 1982/83 YEAR.

ARTICLE XI (Cont'd )

SALARIES

B. SALARY DETERMINATION (Cont'd.)

2. (Cont'd.)

OFFICE WORKERS WHO RECEIVE A SATISFACTORY (S) RATING WILL RECEIVE A TEN (10) PERCENT INCREASE OF THEIR 1980/81 SALARY FOR THE 1981/82 YEAR AND ELEVEN (11) PERCENT INCREASE OF THEIR 1981/82 SALARY FOR THE 1982/83 YEAR.

3. IT IS UNDERSTOOD, THAT, AS ALWAYS, THE BOARD HAS THE RIGHT BY STATUTE TO WITHHOLD AN INCREMENT AND/OR SALARY ADJUSTMENT FOR UNSATISFACTORY PERFORMANCE.

ARTICLE XI (Cont'd.)

C. SALARY RANGES OF OFFICE WORKER GRADES - 1981/82  
(11% OUTSTANDING - - 10% SATISFACTORY)

<u>GRADE</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>
9	\$ 10,368.	\$ 14,906.
8	9,702.	13,907.
7	9,274.	12,909.
6	8,789.	12,161.
5	8,304.	11,532.
4	7,888.	10,915.
3	7,703.	10,285.

LONGEVITY: A \$250. stipend is granted whenever an employee completes the 13th year. At the start of the 14th year, the employee will receive said stipend.

D. SALARY RANGES OF OFFICE WORKER GRADES - 1982/83  
(12% OUTSTANDING - - 11% SATISFACTORY)

<u>GRADE</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>
9	\$ 11,508.	\$ 16,695.
8	10,769.	15,576.
7	10,294.	14,458.
6	9,756.	13,620.
5	9,217.	12,916.
4	8,756.	12,225.
3	8,550.	11,519.

LONGEVITY: A \$250. stipend is granted whenever an employee completes the 13th year. At the start of the 14th year, the employee will receive said stipend.

ARTICLE XII

HEALTH INSURANCE

FULL FAMILY BASE HOSPITALIZATION AND RIDER J. AS WELL AS MAJOR MEDICAL, IS PROVIDED EACH OFFICE WORKER WHO INDICATES HER DESIRE FOR SUCH COVERAGE. OFFICE WORKERS MUST DECLARE THEIR INTENTION BY JULY 1. FORMS WILL BE PROVIDED BY THE BUSINESS ADMINISTRATOR.

IN THE EVENT ADDITIONAL HEALTH INSURANCE COVERAGE IS GRANTED TO OTHER UNITS, THIS COVERAGE WILL BE PROVIDED FOR OFFICE WORKERS.

ARTICLE XIII

ASSOCIATION RIGHTS AND PRIVILEGES

WHENEVER ANY REPRESENTATIVE OF THE ASSOCIATION OR ANY OFFICE WORKER IS MUTUALLY SCHEDULED BY THE PARTIES OF THIS AGREEMENT TO PARTICIPATE DURING WORKING HOURS IN GRIEVANCE PROCEEDINGS, THAT OFFICE WORKER OR REPRESENTATIVE SHALL SUFFER NO LOSS OF PAY.

ARTICLE XIV

PROMOTIONS

- A. ALL VACANCIES IN PROMOTIONAL POSITIONS SHALL BE POSTED IN ACCORDANCE WITH THE FOLLOWING PROCEDURE:
1. A NOTICE SHALL BE POSTED IN EACH SCHOOL AND SHALL INCLUDE A COPY OF THE JOB DESCRIPTION. A COPY OF THAT NOTICE SHALL BE GIVE TO THE ASSOCIATION PRESIDENT.
  2. EMPLOYEES WHO DESIRE TO APPLY FOR SUCH VACANCIES SHALL SUBMIT THEIR APPLICATIONS IN WRITING TO THE CHIEF SCHOOL ADMINISTRATOR WITHIN THE TIME LIMIT SPECIFIED IN THE NOTICE.

ARTICLE XV

SEPARABILITY

IF ANY PROVISION OF THIS AGREEMENT OR ANY APPLICATION OF THIS AGREEMENT TO ANY EMPLOYEE OR GROUP OF EMPLOYEES IS HELD TO BE CONTRARY TO LAW, THEN SUCH PROVISION OR APPLICATION SHALL NOT BE DEEMED VALID AND SUBSISTING, EXCEPT TO THE EXTENT PERMITTED BY LAW, BUT ALL OTHER PROVISIONS OR APPLICATIONS SHALL CONTINUE IN FULL FORCE AND EFFECT.

ARTICLE XVI

PRINTING OF AGREEMENT

COPIES OF THIS AGREEMENT SHALL BE PRINTED AT THE EXPENSE OF THE BOARD. THE AGREEMENT SHALL BE PRESENTED TO ALL OFFICE WORKERS NOW EMPLOYED AND OFFICE WORKERS EMPLOYED DURING THE TERM OF THIS AGREEMENT.



ARTICLE XVII

PERSONNEL FILE REVIEW

ANY OFFICE WORKER, UPON PRESENTATION OF REASONABLE  
ADVANCED WRITTEN NOTICE TO THE CHIEF SCHOOL ADMINISTRATOR,  
MAY INSPECT HER PERSONNEL FILE.

ARTICLE XVIII

DURATION OF AGREEMENT

- A. THIS AGREEMENT SHALL BECOME EFFECTIVE JULY 1, 1981 AND SHALL CONTINUE IN EFFECT UNTIL JUNE 30, 1983, SUBJECT TO THE BOARD'S AND ASSOCIATION RIGHT TO NEGOTIATE OVER A SUCCESSOR AGREEMENT AS PROVIDED IN ARTICLE II.
  
- B. IN WITNESS WHEREOF, THE PARTIES HERETO HAVE CAUSED THIS AGREEMENT TO BE SIGNED BY THEIR RESPECTIVE PRESIDENTS, AND ATTESTED BY THEIR SECRETARIES.

SIGNED:

  
\_\_\_\_\_  
PRESIDENT, BOARD OF EDUCATION

\_\_\_\_\_  
SECRETARY, BOARD OF EDUCATION

\_\_\_\_\_  
PRESIDENT, ASSOCIATION

\_\_\_\_\_  
SECRETARY, ASSOCIATION

MORRIS HILLS REGIONAL DISTRICT

Secretarial Association

June 16, 1981

To: Mr. David A. MacNicoll  
Dr. Malcolm Conner

From: Helen M. Richardson

The Morris Hills Regional District Secretarial Association unanimously ratified the contract for the period July 1, 1981 through June 30, 1983 on June 16, 1981.

*Helen M. Richardson*

Oct 2 12 28 PM '81

PERC