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AGREEMENT

*between*

MILLVILLE SUPPORT STAFF

*(Educational Aides)*  
*and*

MILLVILLE BOARD OF EDUCATION

July 1, 1980

to

June 30, 1982

Article I

RECOGNITION

The Board agrees to and hereby does recognize the Association as the sole and exclusive negotiating agent for the purpose of collective negotiations in matters relating to terms and conditions of employment on behalf of all full time:

1. Security Aides
2. Library Aides
3. Classroom Aides

## Article II

## NEGOTIATION OF SUCCESSOR AGREEMENT

A. Policy Changes

Consistent with Chapter 123, P.L. of N. J. 1975, the Board shall not affect any change in Policy concerning terms and conditions of employment except those so negotiated and included as part of this Agreement and contained herein.

- B. Not later than October 30, of the year of expiration, the Board agrees to initiate negotiations with the Association over a Successor Agreement in accordance with the procedure set forth herein in good-faith effort on both sides to reach continuing agreement on salaries and other conditions of employment. By the same date, the Association agrees to present to the Board its proposals for the successor agreement. Any agreement so negotiated shall apply to all members of the negotiation unit and shall be reduced to writing and signed by all the parties
- C. Negotiations shall commence with a meeting at a mutually satisfactory place within 15 days after receipt of a proposal, unless the Board and the Association mutually agree to an extension of time. During negotiations, the Board and the Association shall present relevant data exchange points of view, and make proposals and counterproposals. Each party shall promptly make available to the other upon request, information within its possession which is not privileged under law and which is relevant to the subject under discussion. Either party may, if it so desires, utilize the services of outside consultants and may call upon professional and lay representatives to assist in the negotiations.
- D. Whenever members of the bargaining unit are mutually scheduled by the parties hereto to participate during working hours in conferences, meetings or in negotiations respecting the collective bargaining agreement, they will suffer no loss in pay.
- E. Modification
- This Agreement shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.
- F. Except as this Agreement shall hereinafter otherwise provide, all terms and conditions of employment applicable on the effective date of this Agreement to employees covered by this Agreement as established by the rules, regulations and/or policies of the Board in force on said date, shall continue to be so applicable during the term of this Agreement. Unless otherwise provided in this Agreement, nothing contained herein shall be interpreted and/or applied so as to eliminate, reduce or otherwise detract from any employee benefit existing prior to its effective date.
- G. The Board agrees not to negotiate concerning said employees in the negotiating unit as defined in ARTICLE I of this Agreement, with any organization other than the Association for the duration of this Agreement.

Article III  
GRIEVANCE PROCEDURE

A. Definitions

1. Grievance

A "grievance" is a claim by an employee or the Association based upon the interpretation, application, or violation of this Agreement, policies or administrative decisions affecting an employee or a group of employees.

2. Aggrieve Person

An "aggrieved person" is the person or persons or the Association making the claim.

3. Party in Interest

A "party in interest" is the person or persons making the claim and any person including the Association or the Board, 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 employees. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

C. Procedure

1. Time Limits

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 may, however, be extended by mutual agreement.

2. Year-End Grievances

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 as soon thereafter as is practicable.

3. Level One - Principal or Immediate Supervisor

- a. A grievance, to be considered under this procedure, must be initiated by the employee within thirty (30) calendar days of the time the employee knew or should know of its occurrence.
- b. An employee with a grievance shall first discuss it with his principal or immediate supervisor, either directly or through the Association designated representative, with the objective of resolving the matter informally.

## Article III

### GRIEVANCE PROCEDURE

#### 4. Level Two - Assistant Superintendent

If the aggrieved person is not satisfied with the disposition of his grievance at Level One, or if no decision has been rendered within five (5) school days after the presentation of the grievance, he may file the grievance in writing with the Assistant Superintendent within five (5) school days after the decision at Level One or ten (10) school days after the grievance was presented, whichever is sooner. Within five (5) school days after receiving the written grievance, the Assistant Superintendent shall render a decision.

#### 5. Level Three - Superintendent

If the aggrieved person is not satisfied with the disposition of his grievance at Level Two, or if no decision has been rendered within five (5) school days after the presentation of the grievance, he may file the grievance in writing with the Superintendent within five (5) school days after the decision at Level Two or ten (10) school days after the grievance was presented, whichever is sooner. Within five (5) school days after receiving the written grievance, the Superintendent shall render a decision.

#### 6. Level Four - Board of Education

If the grievance is not resolved at Level Three, or if no decision has been rendered within the five (5) day period, it may be appealed to the Board directly.

- (a) Any appeal to the Board shall be within fifteen (15) school days after the decision in Level Three is rendered and shall be in writing, stating the grievance and the reasons for not accepting the decision rendered in Level Three.
- (b) Within fifteen (15) days after receipt of the written appeal the Board shall hear the grievance.
- (c) Within fifteen (15) days after hearing the grievance, the Board shall communicate its decision in writing to the employee, giving reasons for its decision. A copy of the decision shall be sent to the President of the Association.

#### 7. Level Five - PERC Neutral

Should a grievance remain unresolved after the hearing before the Board of Education, the Public Employment Relations Commission (PERC) shall be petitioned for a neutral. This neutral shall conduct a hearing and ultimately make a recommendation(s) to the parties for resolution of the grievance. Said PERC Neutral hearing shall occur within fifteen (15) days after the filing date of the petition.

The costs for the services of the PERC Neutral, including per diem expenses, if any, and actual and necessary travel, subsistence expenses, and the cost of the hearing room shall be borne equally by the Board and the Association. Any other expenses incurred shall be paid by the party incurring same.

## Article III

### GRIEVANCE PROCEDURE

#### D. Rights of Employee to Representation

##### 1. Employee and Association

Any aggrieved person may be represented at all stages of the grievance procedure by himself, or, at his option, by a representative(s) selected or approved by the Association. When an employee is not represented by the Association, the Association shall have the right to be present and to state its views at all stages of the grievance procedure.

##### 2. Reprisals

No reprisals of any kind shall be taken by the Board or by any member of the administration against any party in interest, any representative, any member of the Association, or any other participant in the grievance procedure by reason of such participation.

#### E. Miscellaneous

##### 1. Group Grievance

If, in the judgment of the Association, a grievance affects a group or class of employees, the Association may submit such grievance in writing to the Assistant Superintendent directly and the processing of such grievance shall be commenced at Level Two. The Association may process such a grievance through all levels of the grievance procedure even though the aggrieved person does not wish to do so.

##### 2. Written Decisions

Decisions rendered at Level Two which are unsatisfactory to the aggrieved person and all decisions rendered at Level Three of the grievance procedure shall be in writing setting forth the decision and the reasons therefor and shall be transmitted promptly to all parties in interest and to the Association. Decisions rendered at Level Two shall be in accordance with the procedures set forth herewith.

##### 3. Separate Grievance File

All documents, communications and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any of the participants.

##### 4. Forms

Forms for filing grievances, serving notices, taking appeals, making reports and recommendations, and other necessary documents shall be prepared jointly by the superintendent and the Association and given appropriate distribution so as to facilitate operation of the grievance procedure.

Article III

GRIEVANCE PROCEDURE

5. Meetings and Hearings

All meetings and hearings under this procedure shall not be conducted in public and shall include only such parties in interest and their designated or selected representatives, heretofore referred to in this ARTICLE.

## Article IV

## EMPLOYEE RIGHTS AND PRIVILEGES

- A. Pursuant to Chapter 123, Public Laws 1975, the Board hereby agrees that every employee of the Board shall have the right freely to organize, join and support the Association and its affiliates for the purpose of engaging in collective negotiations and other concerted activities for mutual aid and protection. As a duly selected body exercising governmental power under the law of the State of New Jersey, the Board undertakes and agrees that it shall not directly or indirectly discourage or deprive or coerce any employee in the enjoyment of any rights conferred by Chapter 123, Public Laws of 1975 or other laws of New Jersey or the Constitution of New Jersey and the United States; that it shall not discriminate against any employee with respect to hours, wages, or any terms or conditions of employment by reason of his membership in the Association and its affiliates, his participation in any activities of the Association and its affiliates, collective negotiations with the Board, or his institution of any grievance, complaint or proceeding under this Agreement or otherwise with respect to any terms or conditions of employment.
- B. Nothing contained herein shall be construed to deny or restrict to any employee such rights as he may have under New Jersey School Laws or other applicable laws and regulations. The rights granted to employees hereunder shall be deemed to be in addition to those provided elsewhere.
- C. No employee shall be disciplined, reprimanded, reduced in rank or compensation or deprived of any professional advantage without just cause. Any such action asserted by the Board, or any agent or representative thereof, shall not be made public and shall be subject to the grievance procedure herein set forth.
- D. Whenever any employee is required to appear before any administrator or supervisor, Board, or any committee or member thereof concerning any matter which could adversely affect the continuation of that employee in his position, employment, or the salary or any increments pertaining thereto, then he shall be given prior written notice of the reasons for such meeting or interview and shall be entitled to have a representative(s) of the Association present to advise him and represent him during such meeting or interview. Any suspension of any employee pending charges shall be with pay.
- E. No employee shall be prevented from wearing pins or other identification of membership in the Association or its affiliates.



## Article V

## ASSOCIATION RIGHTS AND PRIVILEGES

- A. The Board agrees to furnish to the Association in response to reasonable requests from time to time all available information concerning the financial resources of the district, including but not limited to: annual financial reports and audits, directory of all personnel in the unit and all changes that may arise, tentative budgetary requirements and allocations, agendas, and minutes of all Board meetings, census data, and such other information that shall assist the Association in developing intelligent, accurate, informed and constructive programs on behalf of the employees together with information which may be necessary for the Association to process any grievance or complaint.
- B. Whenever any representative of the Association or any employee is mutually scheduled by the parties to participate during working hours in negotiations, grievance proceedings, conferences, or meetings, he shall suffer no loss in pay.
- C. Representatives of the Association, shall be permitted to transact official Association business on school property at all reasonable times, provided that this shall not interfere with or interrupt normal school operations.
- D. The Association and its representatives shall have the right to use school buildings at all reasonable hours for meetings. The principal of the building in question shall be notified in advance of the time and place of all such meetings.
- E. The Association shall have the right to use school facilities and equipment, including typewriters, mimeographing machines, other duplicating equipment, calculating machines, and all types of audio-visual equipment at reasonable times, when such equipment is not otherwise in use. The Association shall pay for the reasonable cost of all materials and supplies incident to such use.
- F. The Association shall have the right to use the inter-school mail facilities and school mail boxes as it deems necessary and without approval of the building principals or other members of the administration.
- G. The rights and privileges of the Association and its representatives as set forth in this Agreement shall be granted only to the Association as the exclusive representative of the employees, and to no other organization(s) representing any portion of the unit or potential member of the unit.
- H. The Board shall permit a designated regular member of the Association to visit the schools to investigate working conditions, employee complaints or problems, or for any other purposes relating to the terms and conditions of this Agreement. Where one representative visits the school for such purposes no advance notice need be given; however, the representative shall notify the principal immediately upon arrival in the building. In cases where two representatives visit a school for any of the aforementioned purposes, the principal shall be notified at least one school day in advance of the visit. Such advance notification may be waived with the express consent of the principal. In the event of emergency circumstances or a pre-arranged special event, more than two representatives shall be permitted to visit a school.

Article VI  
JOB SECURITY

- A. Should a Reduction in Force (R.I.F.) occur - said employees shall have seniority rights according to years service in their specific work category as determined by the individual job description.

## Article VII

### WORK YEAR

The work year for all employees covered under this agreement shall work a work year coinciding with the teachers' work year.

## Article VIII

### WORK DAY

The work day for all Aides covered in this agreement shall be as follows:

- A. Classroom aides' work day shall be the same as the teachers' work day.
- B. Security aides' and library aides' work day shall be eight (8) hours/day plus a one-half ( $\frac{1}{2}$ ) hour lunch period.

## Article IX

### SALARIES

#### A. Salary Schedule

The salary of each employee covered by this Agreement is set forth in Schedule A which is attached hereto and made a part hereof.

#### B. Method of Payment

##### 1. Ten (10) month

Each employee employed on a ten (10) month basis shall be paid in twenty (20) equal semi-monthly installments. (Same as teachers)

##### 2. Summer Payment Plan

Each employee may individually elect to have ten (10%) percent of his monthly salary deducted from his pay. These funds shall be paid to the employee or his estate on the final pay day in June, according to a schedule of payment throughout the summer as requested by the employee, or upon death or termination of employment, if earlier.

##### 3. Exceptions

All pay dates shall coincide with teachers.

##### 4. Final Pay

Each employee shall receive his final pay on his last working day in June.

## SALARY SCHEDULE A

- A. 1980-81 - \$6500.00/year/employee.
- B. All employees covered under this agreement shall be enrolled in the P.E.R.S.

## SALARY SCHEDULE A

- A. 1981-82 - \$7,020.00 per year
- b. All employees covered under this agreement shall be enrolled in the Public Employees' Retirement System.
- c. Each employee in the September following three (3) full school years of employment shall receive a one time cash seniority bonus of \$100.00.

Revised: 3/18/81

## SALARY SCHEDULE A

- A. 1981-82 - \$7,020.00 per year
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Revised: 3/18/81



## Article X

### INSURANCE

- A. The Board shall provide employee and dependent coverage at the rate of one hundred percent (100%) of the cost, Blue Cross, Blue Shield, Rider - J, and Major Medical coverage for such staff who elect to have this coverage, as provided by the N. J. State Health Benefits Plan or equivalent.
- B. For each aide who remains in the employ of the Board for the full school year, the Board shall make payment of insurance premiums to provide insurance coverage for the full twelve (12) month period.
- C. The Board shall provide to each aide at the rate of "employee only" a Blue Cross of N. J. (or other carrier of Board's choice offering equal to or better coverage) prescription drug plan (\$1.00 deductible, co-pay). Commencing July 1, 1980, the Board shall provide said coverage up to and including the rate of "parent and dependent." Commencing July 1, 1981, the Board shall provide said coverage up to and including the rate of "full family."
- D. The Board shall provide to each aide a description of the health-care insurance coverage provided under this Article, no later than the beginning of the school year, which shall include a clear description of conditions and limits of coverage as listed above.

## Article XI

## LEAVE OF ABSENCE

- A. An employee is entitled to an annual leave of absence of personal illness for a period of twelve (12) days at full pay.
- B. If any person requires in any school year less than this specified number of days of sick leave with pay allowed, a maximum of twelve (12) days of such sick leave not utilized that year shall be accumulative to be used for additional sick leave as needed in subsequent years.
- C. A maximum total allowance of five (5) days per year, which shall be deducted from the total twelve (12) granted for sick leave under provision "A" shall be granted for a combination of the following reasons, except that two (2) of the days for death in the immediate family, if required, shall not be deducted from the total days in "A" above.
- D. Death in the Immediate Family: Immediate family shall be considered grandparent, parent, brother, sister, husband, wife, child, or other relative living with the family.
- E. Serious illness in the immediate family: Immediate family same as "D" above. Maximum days that may be used for this is three (3) days in any one year.
- F. Personal Days: An employee is entitled to an annual leave of absence on account of the death of a relative, a wedding, a religious holiday, business or other justifiable personal reason for a period of two (2) school days at full pay. Such leave of absence must receive prior approval by the Superintendent upon the written application of the employee.
- G. School Business: Permission may be granted by the Superintendent for aides to attend meetings or conventions concerning school business.

## Article XII

## RETIREMENT BONUS

Upon retirement from the Millville School system, each Aide shall receive a payment for unused accumulated sick leave in accordance with the following formula:

- A. Employees who retire after working ten years (10) in the Millville School System will be compensated for one hundred (100) percent of their accumulated sick leave at a rate of 25% of the per diem rate times the total number of accumulated sick leave days.
- B. In order to be eligible for the retirement bonus specified in the above, an employee must have acquired at least fifty (50) days minimum of accumulative sick leave.
- C. Payment of retirement bonus shall be made twelve (12) months after written notification of anticipated retirement.

## Article XIII

## AGENCY SHOP

- A. In order to adequately offset the per capita cost of services rendered by the Millville Supportive Staff Association as majority representative, the representation fee shall be 85% of the amount charged for regular membership dues, initiation fees and assessments by the Association to its own members.
- B. The Board will deduct the representation fee in equal installments, as nearly as possible, from the paychecks paid to each employee who has chosen not to become a full dues paying member of the Millville Supportive Staff Association.
- C. Within 45 days of the onset of employment of any non-member the 85% assessment fee shall be assessed retroactive to the first day of his or her employment.
- D. Any non-member leaving his or her position with the school system will be obligated to pay the representation fee only through the last day of the month for which he receives a salary.

Article XIV

DURATION

This agreement shall be effective as of July 1, 1981 and shall continue in full force and effect until June 30, 1982.

A salary reopener to be negotiated no later than November 30, 1980.

For the Board Raymond T. Burkey  
Raymond T. Burkey, President

For the Association Charles R. Coombs  
Charles Coombs

Attest William Puzak  
William Puzak

October 20, 1980

## SALARY SCHEDULE A

- A. 1981-82 - \$7,020.00 per year
- b. All employees covered under this agreement shall be enrolled in the Public Employees' Retirement System.
- c. Each employee in the September following three (3) full school years of employment shall receive a one time cash seniority bonus of \$100.00.

*Memorandum of  
Understanding 3/24/81*

*w/Sign*

*Charles R. Coombe*

Revised: 3/18/81

## AIDES

Creditable Years of Service Started 77/78 School Year

<u>No.</u>	<u>Name</u>	<u>Position</u>	<u>No. of Yrs. of Creditable Service, Including 80/81 School Year</u>
1.	Abbott, Leona	CETA (attendance) Mem. H.S.	1
2.	Asselta, Maureen	Teachers Aide Wood School	2
3.	Bailey, Pat	Security Aide Senior High School	4
4.	Melamed, Mark	Teachers Aide Memorial High School	<del>20</del>
5.	Birnsteil, Linda	Teachers Aide Bacon School	2
6.	Bodden, Marilyn	Teachers Aide Western School	2
7.	Bory, Louise	Teachers Aide Child Family Center	4
8.	Carini, June	Teachers Aide Bacon School	4
9.	Cline, Anita	Library Aide (CETA) Holly Heights	1
10.	Coombs, Charles R.	Security Aide Memorial High School	4
11.	Cossaboon, Ellen	Security Aide Memorial High School	4
12.	Easter, Dolores	Security Aide Senior High School	4
13.	Frantz, Elaine	Secretary Aide Administration Office	2
14.	Gaines, William	Security Aide Senior High School	1
15.	Garrison, Pat	Teachers Aide Holly Heights School	2
16.	Hanlon, Adraine	Teachers Aide Bacon/Holly Heights	2
17.	Horse, Gertrude	Security Aide Memorial High School	4
18.	Johnson, Stanley	Security Aide Memorial High School	2
19.	Keen, Dorothy	Library Aide Memorial High School	4
20.	Marks, Ruth	Security Aide Senior High School	4
21.	Michaud, Sharon	Security Aide Memorial High School	2
22.	Morrow, Barbara	Teachers Aide Bacon School	2
23.	Ney, Shirley	Teachers Aide Mount Pleasant School	2
24.	Reilly, Candi	Teachers Aide Senior High School	1
25.	Smereski, Phyllis	Library Aide Senior High School	4

<u>No.</u>	<u>Name</u>	<u>Position</u>	<u>No. of Yrs. of Cre Service, Including 80/81 School Year</u>
26.	Sooy, Anne	Teachers Aide Child Family Center	4
27.	Sooy, Eva	Teachers Aide Child Family Center	2
28.	Stiles, Jerry	Security Aide Senior High School	2
29.	Taylor, Catherine	Library Aide (CETA) Rieck Avenue School	1
30.	Tomlin, Margaret	Attendance Aide (CETA)	1
31.	Vassalatti, Maria	Aide Western School	2
32.	Zeuver, Judith	Aide Culver School	1

No Benefits - Part-Time

Toscano, Sandra	Aide Holly Heights School
Fowler, Gertrude	Rieck Avenue School
Parker, Tommy	Aide Bacon School



Article III  
GRIEVANCE PROCEDURE

A. Defintions

1. Grievance

A "grievance" is a claim by an employee or the Association based upon the interpretation, application, or violation of this Agreement, policies or administrative decisions affecting an employee or a group of employees.

2. Aggrieve Person

An "aggrieved person" is the person or persons or the Association making the claim.

3. Party in Interest

A "party in interest" is the person or persons making the claim and any person including the Association or the Board, 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 employees. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

C. Procedure

1. Time Limits

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 may, however, be extended by mutual agreement.

2. Year-End Grievances

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 as soon thereafter as is practicable.

3. Level One - Principal or Immediate Supervisor

A. (SEE ATTACHED)

B. An employee with a grievance shall first discuss it with his principal or immediate supervisor, either directly or through the Association's designated representative, with the objective of resolving the matter informally.

ADDENDUM TO MILLVILLE SUPPORT STAFF

Agreement July 1, 1980 to June 30, 1982

ARTICLE III

Grievance Procedure

C. Procedure

3 - Level One "----"

- A. A grievance, to be considered under this procedure, must be initiated by the employee within thirty (30) calendar days of the time the employee knew or should know of its occurrence.

*C.R.C.*  
*nb*

MILLVILLE SCHOOL SYSTEM

AIDE

AGREEMENT - 1977-80

June 9, 1977

Charles R. Coombs  
Aide Representative

Wm Puzak  
Millville Administrators

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## JOB DESCRIPTION

### SECURITY AIDES

#### MILLVILLE SCHOOL DISTRICT

**Definition:** Under direction, during an assigned tour of duty, is responsible to guard and protect pupils, teachers and other Board of Education personnel and school premises and properties from damage, vandalism and trespass; does related work as required.

**Scope of the Position:**

1. Security Aides are teacher assistants - or aides to teacher supervisors: They assist teachers in handling children.
2. Security Aides take their instructions from the administration.
3. Although Security Aides may be directed for employment anywhere in the school, their basic duties will be in the areas of supervision of:
  - a. hallways
  - b. lavatories
  - c. before and after school duty
4. Security Aides should be fully familiar with school rules and regulations and school law in general.
5. When available, security aides should call unconventional behavior to the attention of the teacher in charge and/or the administration. When no teacher or administrator is immediately available, security aides may direct students, giving directions as needed within the guidelines of school policies. Security Aides may demand that a student accompany them to the office if a situation occurs.
6. Generally speaking, Security Aides will talk to and direct students - encouraging good behavior at all times.
7. Security Aides may attend all faculty meetings and other professional meetings.
8. Security Aides shall work an 8½ hour day, allowing ½ hour for lunch.
9. Security Aides to work on all days that school is in session and attended by students - namely 180 days.
10. The daily hourly schedule for the required 8½ hour day is to be set by the building principal.

## Job Description

### Duties and Responsibilities of Security Aides:

#### 1. Hallways

- a. Security Aides supervise halls, challenging all wanders for passes. Those students in halls without passes should be taken to the office.
- b. Security Aides will watch particularly for unauthorized personnel in the school. Aides may demand presentation of identification from strangers in the halls. Unauthorized personnel should be reported to the office immediately.
- c. Security Aides will keep traffic moving in the halls at all times, watching for unconventional behavior.
- d. Security Aides will supervise the flow of traffic in and out of the cafeteria.
- e. Periodic checks will be made to see if students are eating their assigned lunch period only.
- f. Security aides will see to it that no food is taken out of the cafeterias.
- g. Security Aides will check lavatories frequently during lunch periods.

#### 2. Lavatories

- a. Security Aides will check restrooms, particularly between periods.
- b. Any unusual behavior or observations should be reported to the administration immediately; i.e., smokers, damage, groups gathering, etc.
- c. Security Aides should also see to it that restrooms are kept relatively clear of too many students. Students should be directed to use the restroom and leave immediately.
- d. Security Aides will have the authority to direct students and/or ask them to accompany them to the office if the situation occurs.

#### 3. Before and After School Duty

- a. Security Aides will position themselves strategically throughout the building and outside the building supervising the unloading and loading of buses and the flow of students entering and leaving the building.

## Job Description

### 4. Additional Duties

- a. Notes that gates, doors and entrances are securely fastened when they should be, and if not, notify proper individual.
- b. When necessary, give testimony in court.
- c. Prepare simple but clear reports of significant activities and conditions.
- d. Notes, reports and alleviates conditions constituting dangers or hazards.

6/1/77 revised

## CURRENT SALARY POLICIES AND BENEFITS

1. Rate of pay for 1976-77 school year to be \$27.00 per day (\$4,860 per annum) with adjustment to be retroactive to September 1, 1976.
2. Salary to be paid in 20 equal payments. (same pay schedule as teachers)
3. Leave of absence policy (Sick Leave)
  - A. Each employee is credited with one working day for each month of service or major fraction thereof, or 10 sick days per year.
  - B. If any person requires less than this specified number of days of sick leave the sick leave not utilized shall be accumulated for subsequent years.
  - C. A maximum total of five days shall be deducted from the yearly total of ten days for a combination of the following reasons:
    1. Death in the immediate family.
    2. Serious illness in the immediate family.  
(maximum of three days)
    3. Personal Days - maximum of two days
4. All aides are required to join the Public Employees Retirement System and will be eligible for all the benefits as set forth by the P.E.R.S.
5. Aides are eligible for the Hospitalization, Major Medical and other insurance plans that have been made available to the other school employees. (Prescription Drug Policy added in May 1977)
6. All security aides will be notified at the end of the school year of their employment status for the following school year.



EMPLOYMENT PROCEDURE:

1. Written application filed.
2. Interviewed by Principal.
3. Tentatively appointed by Principal.
4. As tentative appointments are made by the Principal the names are forwarded to the Superintendent of Schools for Board approval.

Special Note: There shall be no tenure attached to the position of Aide in the Millville School System. Appointments shall only be made year to year upon the recommendation of the principal.

SECURITY AIDES EMPLOYED AND LOCATION AS OF 1976-77 SCHOOL  
YEAR - TOTAL - 11

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1. Mrs. Sara Hinson	Memorial High School
2. Mrs. Gertrude Horsey	Memorial High School
3. Ellen Cossaboon	Memorial High School
4. Danny Vannelli	Memorial High School
5. Sylvester S. Showell	Memorial High School
6. John Nuttal	Millville Senior High School
7. Mrs. Pat Bailey	Millville Senior High School
8. Dolores M. Easter	Millville Senior High School
9. Phyllis M. Smereski	Millville Senior High School
10. Ruth Marks	Millville Senior High School
11. Charles Coombs	Millville Senior High School

MILLVILLE AIDES - SALARY GUIDE  
1977-78, 1978-79, 1979-80

Present Salary (1976-77)		\$27.00/day or \$4800.00/year
1977-78	(up \$379.80 for yr.)	\$29.11/day or \$5239.80/year
1978-79	(up \$379.80 for yr.)	\$31.22/day or \$5619.60/year
1979-80	(up \$379.80 for yr.)	\$33.33/day or \$5999.40/year

Total increase over three year period

1977-80 = \$1139.40 per aide

Note: Salary proposal as agreed to by majority of aides and presented by their representative.

  
Charles Coombs

June 1, 1977

SPOKESMAN'S AUTHORIZATION

THE SECURITY AIDES OF MILLVILLE SENIOR HIGH SCHOOL AND MEMORIAL HIGH SCHOOL APPOINT MR. CHARLES COOMBS AS GROUP SPOKESMAN. THIS APPOINTMENT IS MADE BY A MAJORITY VOTE OF THE GROUP.

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1. Mrs Sara Henson
2. Mrs Gertrude Harney
3. Ellen Caddadon
4. Danny Vannelli
5. Sister S. Howell
6. John Nuttall
7. Mrs Pat Bailey
8. Dolores M Easter
9. Ely W. M. Americk
10. Ruth Marks
11. Charles Coombs

## SALARY SCHEDULE A

- A. 1981-82 - \$7,020.00 per year
- b. All employees covered under this agreement shall be enrolled in the Public Employees' Retirement System.
- c. Each employee in the September following three (3) full school years of employment shall receive a one time cash seniority bonus of \$100.00.

*Memorandum of  
Understanding 3/24/81*

*w/Sign*

*Charles R. Coombs*

Revised: 3/18/81