

Contract no. 1563

Final 7/1/92

APPENDIX 1713-B

THE WEST MORRIS SECRETARIAL ASSOCIATION

AND

THE WEST MORRIS REGIONAL HIGH SCHOOL DISTRICT
BOARD OF EDUCATION

NEGOTIATED AGREEMENT

July 1, 1992 - June 30, 1993

July 1, 1993 - June 30, 1994

The West Morris Regional Secretarial Association and the West Morris Regional High School District Board of Education have met and negotiated in good faith the terms and conditions of employment for period July 1, 1992 - June 30, 1994 and agree to the provisions contained in this agreement. The West Morris Regional High School District Board of Education shall hereinafter be referred to as "the Board" and the West Morris Regional Secretarial Association shall be hereinafter referred to as "the Association."

ARTICLE 1 - AGREEMENTS

When the Board and the Association reach an agreement, it shall be embodied in writing setting forth the terms and conditions of employment and signed by the authorized representatives of the Board and the Association.

ARTICLE 2 - RECOGNITION

The Board recognizes the Association as the majority representative for the purpose of collective bargaining in accordance with the applicable Public Laws. The Board recognizes the below listed job titles as being represented by the Association.

Administrative Assistant to the Supervisor of Curriculum & Instruction
Administrative Assistant to the Supervisor of Special Services
Administrative Assistant: Data Processing-Payroll
Administrative Assistant: Data Processing-Student Activities Accts.
Administrative Assistant : Data Processing-Accounts Payable/Receivable
Administrative Assistant to the Principal
Administrative Assistant to the Child Study Team
Administrative Assistant to the Director of Guidance
Secretary: General Office
Secretary: Guidance Office
Secretary: Library/Media Center

ARTICLE 3 - GRIEVANCE PROCEDURE

1. The following grievance procedure shall be operable only following informal discussion of the assumed grievance by the aggrieved party with the immediate superior.

2. A grievance may be processed by an individual concerning the interpretation, application or violation of policies,

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agreements and administrative decisions affecting him or her.

3. In the case of a grievance, the aggrieved party shall submit the grievance in writing to the immediate superior. If the grievance is not settled within five (5) working days, the aggrieved party shall in the first instance present the grievance to the immediate supervisor and may continue to appeal it through recognized administrative channels: Principal, Superintendent.

4. At each step a written decision shall be rendered to the aggrieved party within five (5) days.

5. If after the level of Superintendent, the grievance remains unsolved, the Superintendent shall arrange for a meeting with the Board of Education and the Superintendent and the aggrieved party within fourteen (14) calendar days. A full written report shall be submitted to the Board of education by the aggrieved party and by the Superintendent prior to the hearing. The Board of Education shall render its decision in writing to the aggrieved party within twenty (20) calendar days.

6. If the grievance remains unresolved at the level of the Board of Education, either party may within five (5) days request the American Arbitration Association to submit a list of three persons qualified to arbitrate the dispute in question. If the agreement cannot be made between the parties as to the selection of an arbitrator, the parties shall mutually request within five (5) days the American Arbitration Association to designate the arbitrator. The decision of the arbitrator shall be binding on both parties except where prohibited by law.

7. The aggrieved party may be represented at all stages of the grievance procedure by him/herself, or, by a representative or representatives selected or approved by the aggrieved party. When an aggrieved party is not represented by the appropriate majority representative in the processing of a grievance, that representative shall at the time of submission of the grievance have the right to be present and present its position in writing at all meetings with the party held concerning the grievance and shall receive a copy of all rendered decisions.

8. Each party shall bear the total cost incurred by themselves. The fees and expenses of the arbitrator are the only costs which shall be shared by the two parties, and they shall be shared equally.

9. No employee shall be subject to a loss of compensation due to attendance at a grievance proceeding.

ARTICLE 4 - WORKDAY/OVERTIME

(a) Employees shall work a seven and one half (7.5) hour day, including lunch, in accordance with a time schedule established by the building administrator.

(b) An employee shall be paid overtime or compensatory time when she/he exceeds seven and one half (7.5) hours, at the request of the administrator in any given day. After 37 1/2 hours, overtime pay shall be one and one-half times the employee's regular hourly rate of pay.

(c) On half days the superintendent shall approve an office coverage schedule for the district two weeks in advance of the half day and will insure that offices are covered and all secretaries work the same number of hours.

ARTICLE 5 - VACATION DAYS

A. Vacations for secretaries shall be as follows;

<u>Years In District</u>	<u>Vacation Days</u>
1 - 5	10
6 - 15	15
16 or more	20

Note: Any employee currently eligible to receive more vacation than allowed in the table above shall receive that level of vacation until years of service allow movement to a higher level. (including employees who in year five have accumulated the days).

B. Vacations may be taken anytime they are approved by the appropriate administrator providing that proper coverage is maintained at all times.

C. During the first year of employment, vacation days shall be accumulated at the rate of one day per month worked beginning with the third month of each employment year. All other years, days are as established above.

All vacations will be taken during each year; otherwise it shall forfeited. Monies are not paid in lieu of vacation.

ARTICLE 6 - PAID LEAVE OF ABSENCE

- A. Sick leave will be granted as twelve (12) sick days per year for twelve month contract. The unused portion shall accumulate from year to year. Any employee who is at least 50 and has worked in the district for at least ten years, upon retirement, resignation in good standing, or death, shall receive \$50 per day for each unused sick day up to a maximum of \$5,000.
- B. A physician's certificate may be required when an employee returns after an absence for illness.
- C. Four personal leave days per year shall be granted on request. Unused personal days will accumulate with unused sick days.
- D. Secretaries shall be granted up to 5 days absence with pay within seven consecutive calendar days for the death of a parent, spouse, child, brother, sister, grandparent, grandchild, father-in-law or mother-in-law.

ARTICLE 7 - LOUNGE

Each Building Administrator will make a concerted effort to provide space for a secretarial lounge providing it does not affect the educational program.

ARTICLE 8 - SUMMER HOURS

Commencing July 1st and ending the Friday before Labor Day, offices will be open 7:30 a.m. to 3:00 p.m. Mondays through Thursdays. Fridays, offices will be open 7:30 a.m. to 11:30 a.m. Secretaries shall work these hours unless otherwise determined by the building administrator in consultation with the secretary.

ARTICLE 9 - EVALUATION AND REDUCTION OF STAFF

1. In determining the efficiency and performance of secretarial staff, the immediate administrator or supervisor will evaluate and submit a report to the employee at least once each school year with a copy to the Principal, Business Administrator, and/or Superintendent.

The Building Principal, District Supervisor and Business Administrator will submit their recommendations to the Superintendent and Board of Education for action.

2. In determining the office employee's salary in any year, the increment, adjustment, or both for that year may be withheld for inefficiency, poor performance, or other good cause upon the recommendation of the Principal, Business Administrator,

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and/or Superintendent and a majority vote of all members of the Board of Education.

3. When a reduction in staff is necessary, the following criteria will be considered in the decision:
 - a. Seniority in the district in the particular job classification and contracted period.
 - b. Special needs in the district or school.

ARTICLE 10 - TRANSFER BETWEEN SCHOOLS

1. Announcement of all transfer vacancies will be made to all personnel in the West Morris District.
2. A reasonable deadline to receive applications shall be established.
3. The Superintendent will be expected to assign personnel in the best interest of the educational program. In so doing he shall give consideration to the applicant's certification and training, seniority in the District, experience in the subject field and personal hardship.
4. No professional personnel may be transferred except by a majority vote of the whole number of members of the Board of Education.
5. A transfer form shall be devised, and personnel shall use it to apply for future openings which may occur as well as for advertised vacancies. Applications for future vacancies must be renewed each year in September.

ARTICLE 11 - ASSIGNMENT

The assignment of staff members shall be made by the superintendent or designee on the basis of the following criteria, which are listed in order of priority.

1. Qualifications of staff member.
2. Contribution which staff member could make to the students.
3. Opportunity for professional growth.
4. Desire of staff member regarding assignment.

ARTICLE 12 - HOLIDAYS

Employees shall be granted the holidays listed below:

New Year's Day

Good Friday
Presidents' Day
Memorial Day
Independence Day also:
The Monday before Independence Day if it falls on Tuesday.
The Friday after Independence Day if it falls on Thursday.
The Friday or Monday if it falls on a Saturday or Sunday.
Labor Day
Columbus Day
NJEA Convention (2 days)
1/2 day before Thanksgiving
Thanksgiving Day
The day after Thanksgiving
Christmas break to correspond to teacher's work schedule

If an employee is directed to work on any of the days listed above, compensatory time will be granted on a one day for one day basis and taken with the approval of the immediate supervisor or administrator.

If the district has a winter and/or spring break, secretaries will be given three (3) days off during each break without loss of pay or vacation time in accordance with schedules adopted by the building administrators. Any secretary who volunteers, at the request of a building administrator, to work on any of those three vacation days, may receive compensatory time in the summer.

Snow days shall be worked in accordance with the schedule for teachers.

ARTICLE 13 - TUITION REIMBURSEMENT

The Board shall provide a maximum of \$1200, \$400 per building to reimburse secretaries for the cost of courses directly related to improving their skills as required by their present positions. Payment shall be made on a first-come, first-served basis. Proof of successful completion of course work shall be required for payment.

ARTICLE 14 - SALARY GUIDES

SECRETARY LEVEL (ENTRY LEVEL)	1992 - 93	1993 - 94
A	\$21,600	\$23,100
B	22,100	23,600
C	22,600	24,100
D	23,100	24,600
E	23,600	25,100
F	24,100	25,600
G	24,600	26,100
H	25,100	26,600

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I	26,100	27,100
J	26,600	27,600
K	27,100	28,100
L	27,600	28,600
M	28,100	29,100
N	28,600	29,600
O	29,100	30,100
P		30,600

**ADMINISTRATIVE ASSISTANT
LEVEL**

(ENTRY LEVEL)	\$23,800	
A	24,800	25,900
B	25,300	26,400
C	25,800	26,900
D	26,300	27,400
E	26,800	27,900
F	27,300	28,400
G	27,800	28,900
H	28,300	29,400
I	28,800	29,900
J	29,300	30,400
K	29,800	30,900
L	30,300	31,400
M	30,800	31,900
N	31,300	32,400
O	31,800	32,900
P		33,400

Note: Any secretary may request a review of h/er classification. The review shall be initiated through the secretary's immediate administrative superior with final determination made by the Board of Education upon the recommendation of the Superintendent. Any employee who moves to a higher classification shall retain the same salary level in the higher classification. Any employee who requests and is granted a position in a lower classification shall be placed on the next higher salary level in the lower classification.

ARTICLE 16 - HEALTH BENEFITS

The Board agrees to provide medical, dental and prescription plan benefits identical to those provided to the teachers' bargaining unit with identical employee contribution schedules. The Board reserves the right to adopt other carriers providing coverage comparable to the plan in effect.

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Dated this 30TH day of
June 1992

THE BOARD OF EDUCATION OF THE
WEST MORRIS REGIONAL HIGH SCHOOL

By RC Duvall

ATTEST:

Samuel E. Hon, Jr.
Samuel E. Hon, Jr., Bd. Secretary

Ronald Batistoni, Ed.D.
Dr. Ronald Batistoni
Acting Superintendent

Dated this 30 day of
June, 1992

THE WEST MORRIS REGIONAL HIGH SCHOOL
DISTRICT SECRETARIAL ASSOCIATION
By Mary E. Reid
Negotiator