

AGREEMENT

between

VERNON TOWNSHIP BOARD OF EDUCATION

and

VERNON TOWNSHIP SUPPORTIVE STAFF ASSOCIATION

(Secretaries, Clerical, Custodial, and Maintenance Workers)

THIS AGREEMENT is made and entered into on this 30th day of April 1981, by and between the VERNON TOWNSHIP BOARD OF EDUCATION, (hereinafter referred to as the "Board"), and the VERNON TOWNSHIP SUPPORTIVE STAFF ASSOCIATION (hereinafter referred to as the "Association"). It represents the complete and final understanding of all negotiations between the Board and the Association for the duration of the Agreement.

LIBRARY
Institute of Management and
Labor Relations

SEP 25 1981

RUTGERS UNIVERSITY

X July 1, 1981 - June 30, 1984

ARTICLES

| | | Page- |
|-----------|---|-------|
| PREAMBLE | | |
| ARTICLE I | RECOGNITION..... | 1 |
| " II | GRIEVANCE PROCEDURE..... | 2 |
| " III | SEPARABILITY & SAVINGS..... | 6 |
| " IV | PERFORMANCE OF AGREEMENT..... | 7 |
| " V | RESPONSIBILITIES OF THE BOARD..... | 8 |
| " VI | PROBATION..... | 9 |
| " VII | BLACK SEAL LICENSE..... | 10 |
| " VIII | JOB OPENINGS, TRANSFERS & PROMOTIONS..... | 11 |
| " IX | OVERTIME..... | 13 |
| " X | SICK LEAVE..... | 15 |
| " XI | EMERGENCY LEAVE AND EXTENDED LEAVE..... | 16 |
| " XII | CLOTHING ALLOTMENT..... | 19 |
| " XIII | HEALTH BENEFITS..... | 20 |
| " XIV | SUPERVISORY PROCEDURE..... | 21 |
| " XV | MISCELLANEOUS..... | 22 |
| " XVI | VACATIONS & CALENDAR PROVISIONS..... | 23 |
| " XVII | SALARY REGULATIONS & SALARY SCHEDULES SEVERANCE PAY..... | 25 |
| " XVIII | DURATION OF AGREEMENT..... | 27 |

A R T I C L E I

RECOGNITION

- A. The Board recognizes the Association as the sole and exclusive negotiating agent for the purpose of collective negotiations on terms and conditions of employment on behalf of all full time and non-certified employees in the following classifications:
1. Secretaries, Clerks, Bookkeepers, and Transportation Coordinator
 2. Aides and District Messenger
 3. Maintenance workers and Custodians, and Head Custodians
- B. Excluding:
1. Superintendent's Secretary
 2. Secretary to the Superintendent
 3. Bus. Administrator/Board Secretary's Secretary
 4. Payroll Clerk/Secretary
 5. Working foreman in charge of maintenance
- C. All other positions, not specifically defined above, are excluded.
- D. Under this contract any references to male employees shall include female employees.
- E. Recognition is based on presentation of appropriate authorization cards, lists, or PERC monitored election.

A R T I C L E I I

GRIEVANCE PROCEDURE

- A. The term "grievance" as used herein means any complaint arising over the interpretation or adherence to the terms and conditions of this agreement and may be raised by an individual or the Association on behalf of an individual, or the Board or a class action.
- B. The term "grievance" and the procedure established for the processing of a "grievance" shall not be deemed applicable in the following instances:
1. In matters of initial salary guide and salary step determinations and assignments.
 2. In matters of temporary job transfers or assignments; (4-6 weeks).
 3. In matters of selection for promotion as it pertains to seniority.
 4. In matters involving the dismissal of employees.
 5. In matters involving regular auxiliary and summer employees not in the bargaining unit.
- C. Procedure:
1. In the presentation of a grievance, the employee shall have the right to present his own appeal or to designate a representative to appear with him at any step in his appeal. Whenever the employee appears with a representative, the Board or its representatives shall have the right to designate a representative to participate at any step in the grievance procedure.

A R T I C L E I I

GRIEVANCE PROCEDURE (con't)

2. An employee shall not lose pay for time spent during his regular working hours at hearings in accordance with the following steps of the grievance procedure.
3. Saturdays, Sundays and holidays shall not be considered working days in the computing of the time limits indicated in the grievance procedure.
4. Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the aggrieved to proceed to the next step provided, however, that the parties may extend the time provided herein by mutual agreement. Failure at any step of this procedure to appeal a grievance to the next step within the specified time limits shall be deemed to be acceptance of the decision rendered at that step.
5. The time limits specified in Section D may be adjusted by mutual consent of the parties.
6. It is understood that employees shall, during and notwithstanding the pendency of any grievance continue to observe all assignments and applicable rules and regulations of the Board until such grievance and any effect thereof shall have been fully determined.

D. Steps

1. An employee having a grievance shall present it immediately to his/her Supervisor within five (5) working days after the known or should have known occurrence of the event from which the grievance arises. An answer will be submitted within three (3) working days. Any grievance not presented within five (5) days, shall be deemed abandoned, unless the parties, by mutual agreement, consent to an additional period of time.

A R T I C L E I I

GRIEVANCE PROCEDURE (cont)

2. If the employee is not satisfied with the answer the grievance shall be put in writing specifying:
 - (a) the nature of the grievance.
 - (b) the basis of his/her dissatisfaction with the determination: signed by the employee and presented to the Superintendent of Schools, Business Administrator/Board Secretary, with a copy to the Supervisor concerned within five (5) working days. An answer will be submitted, in writing, within seven (7) working days, after a hearing involving all parties.

Format for filing grievances will be uniform and will be planned cooperatively by the administration and the Association.

3. If the employee is dissatisfied with the answer, or in the event no answer is received within seven (7) working days, the employee may appeal in writing, within five (5) working days thereafter, to the Board of Education, with copies to the Superintendent of Schools, Business Administrator/Board Secretary. An answer will be submitted within twenty (20) calendar days.
4. If the employee is dissatisfied with the answer, or in the event no answer is received within twenty (20) calendar days, unless such time is extended by mutual consent, the employee will have the right to appeal within five (5) working days as follows
 - (a) In grievance matters covered under N.J. Statutes 18A or interpretations or adjudications thereof, the appeal must be made to the N.J. Commissioner of Education or P.F.R.C. as applicable.
 - (b) In grievance matters not covered under (a) preceding, the appeal shall be in the form of a request for advisory arbitration pursuant to the rules and regulations established by the American Arbitrations Association.

A R T I C L E II

GRIEVANCE PROCEDURE (cont'd)

- (1) The arbitrator shall be bound by the provisions of this agreement and restricted to the application of the facts presented to him involved in the grievance.
 - (2) In formulating his decision, the arbitrator shall adhere to the statutory law of New Jersey and to the pertinent decisions of the Commissioner of Education, the State Board of Education and the Courts.
 - (c) The costs for the services of the arbitrator, if any shall be borne equally by the parties in interest.
5. In the event of an order, ruling or determination of any grievance would start with the person making such order, ruling or determination, to wit:
- (a) Principal/Business Administrator
 - (b) Superintendent of Schools
 - (c) Board of Education

A R T I C L E I I I
S E P A R A B I L I T Y A N D S A V I N G S

Nothing in this agreement is intended to modify, deny or violate existing laws and statutes of the State or ruling of the Commissioner of Education. In the event that any provisions or portion of this agreement is ultimately ruled invalid for any reason by an authority of established and competent legal jurisdiction, the balance and remainder of this agreement shall remain in full force and effect.

Savings Clause - Except as this agreement shall otherwise provide, all terms and conditions of employment applicable on the signing 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 nor otherwise detract from any employee benefit existing prior to its effective date.

A R T I C L E I V
P E R F O R M A N C E O F A G R E E M E N T

A. This agreement constitutes the complete and final understanding between the Board of Education and the Vernon Township Supportive Staff Association and settles all demands and issues with respect to all matters subject to negotiations for the duration of the agreement.

B. This agreement shall not be altered, amended or changed except in writing after mutual agreement of the parties and after ratification by duly authorized groups and signed by both the Board and the Association, which writing shall be appended hereto and become a part of this agreement.

C. It is understood by all parties that the Board does not waive any rights or powers granted to it by law.

D. It is understood and agreed that employees shall continue to serve under the direction of the Superintendent of Schools and the Administrative designees and in accordance with Board and administration policies, rules, and regulations consistent with the terms of this agreement.

A R T I C L E V
R E S P O N S I B I L I T I E S O F T H E B O A R D

A. The Association recognizes the Board as the public agency charged by the Legislature, under the mandate of the Constitution, with the management in the School District of Vernon Township of a thorough and efficient system of free public schools.

B. The Board hereby retains and reserves unto itself, without limitations other than those expressly set forth by law and by the specifications of this agreement, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of New Jersey, and of the United States.

A R T I C L E VI

PROBATION

- A. All employees shall be considered as probationary employees during their first ninety (90) days of employment. The probation period may be extended, at the sole discretion of the Board, for a period not to exceed an additional ninety (90) days. The extension is to be used as needed and is not to be considered as automatic.
- B. Probationary employees may be disciplined or terminated at any time for any reason whatsoever at the sole discretion of the Board and they shall not be entitled to utilize the provisions of the grievance procedure. Upon completion of such probationary period, their seniority will be dated as of date of the commencement of their employment.
- C. If a probationary employee quits or is discharged prior to completing his probationary period, he shall not be entitled to any earned vacation time.
- D. Upon satisfactory completion of a probationary period, the Board will issue to the employee a fixed term contract for a period of one (1) year or less. (up to June 30)
- E. Probationary time counts as time for seniority and other benefits.

A R T I C L E VII
BLACK SEAL LICENSE

A. All custodial personnel employed hereafter, must obtain as a condition of their employment and prior to the conclusion of their first calendar year of employment, a Black Seal boiler operators license.

B. Present custodial personnel must obtain a Black Seal license not later than one year from the effective date of this agreement. Exceptions may be made to this requirement for good and sufficient reasons as determined in the sole discretion of the Board.

C. The Board will pay any charges levied by the authorized school for instruction of custodial personnel in preparation for the licensing examination (including initial test application).

D. The employee shall pay any initial or renewal license fees.

E. The employee shall present the license or license renewal to the Business Administrator who shall record the pertinent information therefrom and forward it to the School Superintendent.

F. Obtaining the Black Seal license is the direct responsibility of the employee. The administration and other personnel will cooperate with the employee, by reasonable adjustment of work schedules, etc. in order to enable the employee to attend school and take the examination.

A R T I C L E VIII

JOB OPENINGS, TRANSFERS, & PROMOTIONS

A. Employees shall be notified and may apply for all job openings, transfers, and promotions.

1. Employees shall be notified through the posting of a notice on the office bulletin boards and appropriate work areas.
2. Interested employees must notify the specified individual within five (5) working days after the posting of the notice. A reasonable time allowance to be given to employees on vacation at the time of posting.
3. Careful consideration will first be given to employees making application as a result of postings. The Board will not unreasonably deny the placing of unit members in open positions.

B. Nothing in the foregoing shall restrict the right of the Board to advertise outside the school system for applicants. Neither shall anything contained in this article be deemed to deny to the Board the right to award the employment to the person deemed best qualified in the sole and exclusive opinion of the Board whether or not said individual is from the system itself, or is hired from the outside.

C. In those situations where the finalists are considered to offer comparable ability in job training and potential, consideration shall be given to the applicant with employment seniority.

A R T I C L E VIII
JOB OPENINGS, TRANSFERS & PROMOTIONS

The parties recognize that the ultimate responsibility for making all appointments rests with the Board of Education and agrees that it is the obligation of the Board to fill all vacancies with the best qualified personnel.

D. The Administration shall have the right to assign any personnel to fill any position or perform any work task on a temporary basis, within similar or like work functions.

E. The Principal, with the approval of the Superintendent, shall have the right to make any changes in job schedules or work routines as he may determine necessary for the best functioning of the school.

A R T I C L E IX

OVERTIME

A. Overtime work shall be offered to employees according to a rotation schedule and procedure as follows:

1. Custodial personnel

(a) A list of custodial employees shall be prepared and maintained by the administration for each building on the basis of most senior employee to least senior. This list shall be revised and updated with each change in personnel in a building. Seniority will be based on time in the school system as a member of the custodial staff. (Such lists to be forwarded to the VTSSA)

(b) Except in emergencies, overtime opportunities will be offered to the next employee on the list in a straight, continuous rotation system regardless of the type or length of overtime involved. The employee may accept or reject the overtime opportunity.

(c) If accepted, the next overtime will be offered to the next senior on the list.

(d) If rejected, the overtime is offered to the next person.

(e) If all employees in the building reject the overtime opportunity, the administrator shall return to the first employee offered the overtime, and direct him/her to work. The employee may not refuse.

2. Maintenance Personnel

(a) A list of maintenance personnel shall be prepared and maintained by the administration on the basis of seniority.

(b) The procedure for offering overtime opportunities is the same as that for custodial personnel.

A R T I C L E IX

OVERTIME (cont'd)

B. Under emergency conditions, as determined by the administration, overtime work may be required of any personnel without regard to the overtime selection procedure herein before outlined.

C. Employees may request, in writing, to be taken off the overtime rotation list for their building or department. They shall remain off the list and not be offered overtime until such time as they request, in writing, to be reinstated on the list.

These employees are not exempt from emergency overtime, and may, at the discretion of the administration, be required to perform overtime work if all employees in a building or department have refused.

D. Overtime Rates

1. The normal hourly rate of employees shall be calculated by dividing the annual salary by 2080 hours.

2. The regular work week shall be forty (40) hours. All hours over forty (40) hours in any week or over eight (8) hours in one day shall be paid a one and one-half the normal hourly rate.

3. Hours worked on Sundays and Holidays to be compensated at two (2) times the normal hourly rate (double time).

4. Other personnel would conform to this Article in keeping with established work week. (e.g. office personnel - 35 hour work week)

E. Custodians shall receive a minimum of two hours for a "call out" after an eight (8) hour shift.

F. Overtime requests for weekend work should be made not later than Thursday noon, except in cases of emergency.

A R T I C L E X

SICK LEAVE

A. Sick leave shall be granted to employees under the provisions of N.J.S. 18A:30-1, 18A:30-2, 18A:30-2.1, 18A-303, and 120-30-4 and as modified by the terms of this contract article as hereinafter indicated.

B. All full time twelve-month personnel shall be entitled to twelve (12) personal sick leave days per school year. Ten month personnel are entitled to ten (10) days per year. Unused sick leave shall be cumulative.

C. A doctor's certificate will not normally be required in the event of an absence claimed to be due to personal illness or injury unless in the opinion of the administration an abuse of the legitimate purpose for the absence may be taking, or has taken place. In such case, a doctor's certificate may be required of the individual for the period of absence in question and/or future similar absences, in order to receive salary for the period of such absences.

D. When an employee has used up all sick leave, he may elect to use available vacation time as sick leave.

A R T I C L E X I

EMERGENCY LEAVE AND EXTENDED LEAVE

A. An emergency leave may be granted with pay for a total of up to three days for an absence that is not personal illness. Reasons for such a leave may be:

1. A family emergency
2. Serious illness in the family
3. Moving to a new home
4. Day in court
5. Other emergencies which cannot be conducted any other time.

Requests for leave shall be submitted in writing to the administration stating reason for such request. (In certain emergencies request to be filed as appropriate.)

6. Convertibility Factor -

- a. If all accumulated sick leave is used in a given year, any or all emergency leave for that given year can be converted and used as sick leave, giving the employee the potential of a 3-day emergency day sick leave override.
- b. In the event emergency days are not used in any given year, the number of days not used will be accumulated as sick leave. (Article X-B)

B. Emergency leaves not included in A above may be granted at the discretion of the superintendent of schools and business administrator board secretary.

C. Special leave, with full pay, up to a total of three (3) days (if needed) shall be granted for death in the immediate family of an employee. Immediate family for purposes of this clause is defined

A R T I C L E X I

EMERGENCY LEAVE AND EXTENDED LEAVE (continued) .

mother-in-law, and father-in-law, and also any relative who is domiciled in the employee's house. One (1) days special leave, with full pay, shall be granted for death of an employee's grandchild, son-in-law, daughter-in-law, brother-in-law, and sister-in-law. Administration discretion to be applied if appropriate.

D. 1. Military

Military leave, without pay, shall be granted to any employee who is inducted or enlists to fulfill his military obligation in any branch of the armed forces of the United States for the period of said service and three months thereafter, or three months after recovery of any wound or disabling sickness at time of release.

2. Illness in the Family

A leave of absence, without pay, up to one year shall be granted for the purpose of caring for a sick member of the employee's immediate family, (father, mother, husband, wife, son, daughter, father-in-law, mother-in-law). Additional leave, without pay, may be granted provided proper documentation is submitted.

3. Good Cause

Other leaves of absence, without pay, may be granted by the Board for good reason.

4. Maternity

Maternity leave shall be granted in accordance with the provisions of the New Jersey Division of Civil Rights decision, Miller vs. Pequannock Docket #E14ES-5422.

5. Return from leave

Salary - Upon return from leave granted pursuant to Sections A br "

A R T I C L E X I

EMERGENCY LEAVE AND EXTENDED LEAVE (continued)°

employed by the Board during the leave and shall be placed on the salary schedule at the level he would have achieved if he had not been absent. An employee shall not receive increment credit for time spent on a leave granted pursuant to Sections C or D of this article.

Benefits - All benefits to which an employee was entitled at the time of his/her leave of absence commenced, including unused accumulated sick leave and credits toward sabbatical eligibility, shall be restored to him upon his return and he shall be assigned to the same position which he held at the time said leave commenced, if available or, if not, to a substantially equivalent position.

6. All extensions or renewals of leaves shall be applied for and granted in writing.

A R T I C L E X I I

C L O T H I N G A L L O T M E N T

A. The Board shall furnish each custodian three (3) shirts and three (3) pants each school year. (4 at initial employment).

The Board shall furnish each maintenance man three (3) shirts and three (3) pants each school year. The Board shall furnish each female custodian three (3) uniforms each school year.

1. The care and upkeep of the clothing furnished shall be the responsibility of the employees.
2. Each employee must wear the clothing supplied and be presentable and clean in appearance.

B. Should an employee resign before the termination of the contract year, the clothing issued for the year will be turned in or the Board reimbursed for its cost by cash or payroll deduction.

C. The Board shall furnish involved personnel with foul weather gear for snow removal and foul weather work. Each person is accountable for the issue of its cost. Replacement will be made upon the return of worn out items. Lost items are the responsibility of the employee, to be reported and paid for promptly. Upon termination of employment, the gear is to be turned in or the Board reimbursed for its costs by cash or payroll deduction.

D. Such clothing to be normally provided by September 1st.

A R T I C L E XIII

HEALTH INSURANCE BENEFITS

A. Health Insurance

- 1) Health care benefits are to continue as in force during the 80/81 year.
- 2) 100 coverage (payment of premiums) for single and/or dependent hospitalization insurance (family plan) shall be provided for the 81/82, 82/83, and 83/84 school years. (July 1, 1981 thru June 30, 1984).

- B.
- 1) Each employee shall be provided, upon written request, with a description of the health care benefits insurance program provided herein. This shall be a description as provided by the health care benefit carrier.
 - 2) Annually, newly hired persons will be provided with this health care description.

C. A Dental Care Program will be provided for employees in the following manner:

- 1) "50/50" - Payment of premiums shared by the Board and the employee for coverage of the employee only. (1981/82)
- 2) 100% payment of premiums by the Board for coverage of the employee only. Individual employees may elect spouse coverage at cost to the employee. (1982/83)
- 3) 100% payment of premiums by the Board for coverage of the employee and dependents (family plan). (1983/84)

D. Dental Care Program Requirements

- 1) Dental Care participation is optional on the part of each employee. Participation in the program is guided by these restrictions:
 - a. Individual employees participating in any of the above plans will continue for the length of the program as specified by the insurance policy.
 - b. Individuals who terminate employment within the district will be charged for the remaining part of the premium due; however, their individual insurance policy will continue in full force and effect until termination date as specified (50/50 year 1981/82) 6/30/82
- 2) Each employee shall be provided with a description of dental care benefits provided at the time of policy initiation, thereafter, upon written request. Annually, newly hired persons will be provided with this dental care program description.

A R T I C L E X I V

SUPERVISORY PROCEDURE

A. All disciplinary actions shall be applied in a fair manner and shall be consistent with the infraction for which the disciplinary action is being applied.

B. Disciplinary actions shall, depending on the nature of the infraction, normally include:

1. A verbal warning
2. A written warning
3. Suspension without pay
4. Discharge

and shall follow this order.

C. All disciplinary actions may be appealed through the established grievance procedure.

D. All suspensions and discharges must be for just cause and must be stated in writing with reason given and a copy given the employee within one (1) working day of suspension or discharge.

A R T I C L E X V

MISCELLANEOUS

A. The Board shall reimburse for private vehicle mileage at the rate applicable to all Vernon Township School District employees.

1. Such reimbursement applies only to authorized travel on school business matters.
2. The Vernon Township School District has an appropriate motor vehicle for maintenance and custodial use. Under normal circumstances this vehicle will be available for transportation of personnel and equipment/supplies/materials. Under special or emergency situations, however, it is to be reasonably understood that it will be necessary for custodial/maintenance personnel to use their own vehicles for personal transportation.

B. The Association shall be responsible for acquainting its members with the provisions of this agreement.

C. Regarding the function of calling substitute teachers:

This duty shall be quitably assigned and distributed; constant assignment to be avoided whenever possible.

A R T I C L E XVI

VACATIONS & CALENDAR PROVISIONS

A. Vacations represent an earned benefit to twelve month employees based on year of service as follows:

1. Employee worked not less than six months during first year - five (5) working days vacation.

2. Years two (2) through and including four (4) years - ten (10) working days per year.

3. Years five (5) through and including eight (8) years - fifteen (15) working days per year.

4. Years nine (9) through and including twelve (12) years - twenty (20) working days per year.

5. Years thirteen (13) and on, $\frac{1}{2}$ day per year for a maximum of five (5) more working days.

B. Probationary employees do not earn vacation time until the probation period is completed and he/she is recommended for regular employment, in which case Paragraph A. 1. of this article shall apply

C. Vacations shall be scheduled for the convenience of employees, but in case of conflict, the administration shall have the right to schedule an employee's vacation. Under normal conditions seniority to prevail.

D. Custodians and building secretaries and clerks shall take vacation during the period from the closing of school in June through the third week of August. Exception can be made for two (2) secretaries or clerks and custodians, based on seniority, for a mutually agreeable vacation period of one week at some time during the year other than the regular summer period.

A R T I C L E XVI

VACATIONS & CALENDAR PROVISIONS

E. Maintenance persons shall take two weeks during the period cited in D. above. Any remaining time is to be taken at another time in the vacation year which is mutually agreeable to the Board and the employee.

F. In the event an employee has resigned or is terminated any year, the employee shall be entitled to any accrued vacation benefit.

HOLIDAYS

A. The holiday schedule shall be that established by the Board.

B. Compensation for time worked on holidays to be at two (2) times the normal hourly rate (double time).

C. 12-month personnel - 13 paid holidays - 79/80 on.

10-month personnel - to be properly named as "school aides"- 6 paid "holidays" which are to be used in the computation of the annual salary paid out in 20 equal paychecks over 10 months. In actuality, school aides are not on the holiday schedule as 12-month employees, since they are in at work only those days when school is in session, plus other days at the start and end of the school year, but not required to be in such days as student holidays or school recess or "snow days".

Vernon Township Public Schools

P.O. BOX 296 ROUTE 515 VERNON, N.J. 07462
PHONE (201) 827-5000

George Iannacone, Ed.D.
Superintendent of Schools

Anthony J. Macerin
Business Administrator
Board Secretary

VERNON TOWNSHIP SUPPORTIVE STAFF ASSOCIATION

PAID HOLIDAY SCHEDULE

81/82
(13-day Entitlement)

SECRETARIES/ CLERKS / CUSTODIANS/MAINTENANCE /TRANSPORTATION PERSONNEL

- | | | |
|----------------|----------|---------------------|
| 1) July 3rd | Friday | Independence Day |
| 2) Sept. 7th | Monday | Labor Day |
| 3) Nov. 13th | Friday | Nov. Recess |
| 4) Nov. 26th | Thursday | Thanksgiving Recess |
| 5) Nov. 27th | Friday | Thanksgiving Recess |
| 6) Dec. 24th | Thursday | Christmas Recess |
| 7) Dec. 25th | Friday | Christmas Recess |
| 8) Dec. 31st | Thursday | New Year's Recess |
| 9) Jan. 1st | Friday | New Year's Recess |
| 10) Feb. 15th | Monday | Presidents Day |
| 11) April 9th | Friday | Good Friday |
| 12) April 12th | Monday | Easter Recess |
| 13) May 31st | Monday | Memorial Day |

A R T I C L E X V I I

SALARY REGULATIONS & SALARY SCHEDULES - SEVERANCE PAY

- A. Placement on the proper salary guide and step will be determined at the time of employment.
- B. In determining such guide and step placement, the administration may grant credit for similar work experiences outside the school district.
- C. The granting of any salary increment and/or adjustment as set forth in the salary schedule shall not be deemed to be automatic.

The Superintendent shall have the power to recommend the withholding of any salary increment and/or adjustment for inefficiency or other good cause.

Whenever the withholding of an increment and/or adjustment is proposed, the individual concerned shall be given written reasons for such proposed withholding and said individual shall have the right to appeal in accordance with the provisions of the Grievance Procedure.

- D. All step increments and/or adjustments on the salary guide shall be granted effective July 1:
 - 1. Employee appointed before January 1st - moves to the next step on July 1st.
 - 2. Employee appointed after January 1st - remains on the same step on July 1st.
- E. The Board will show salary consideration for an employee assuming additional responsibility in the role of a Head Custodian after a ten (10) day acting period.
- F. Twelve (12) month employee's salary will be paid in semi-monthly (24) installments per year; except when pay day falls on Friday, the night custodians shall be paid on Thursday when possible, otherwise, checks available to night men at noon Friday in respective school buildings, or board office, and that differentials be paid by separate checks from regular payroll payments (two installments)

A R T I C L E XVII

SALARY REGULATIONS & SALARY SCHEDULES - SEVERANCE PAY (cont'd)

G. If an employee is let go because of reduction in force (RIF) from his work, following continued service for a period of two (2) to five (5) contract years, the employee will receive two (2) weeks severance pay at the person's current rate of pay. If an employee is discharged from service having been employed in the district for six (6) to ten (10) continuous years, the employee will receive three (3) weeks severance pay at his present salary rate. If an employee is discharged from service having been employed in the district for eleven (11) or more continuous years, the employee will receive four (4) weeks severance pay at his present salary rate.

H. After ten (10) consecutive years of loyal, and true satisfactory service, should the employee leave by personal resignation for personal cause, including retirement, but not for any disciplinary matter or unsatisfactory job performance or reprimand, then said employee to receive one week's base salary, pro-rated, as severance pay; after fifteen (15) years in similar fashion said employee in similar circumstances would be eligible for and receive two weeks's severance pay; after twenty (20) years--three week's severance pay. It is to be noted such pay to be pro-rated on base contract not inclusive of any differentials or added stipends of any sort whether for additional duties, licenses, shift work, etc.

V.T.S.S.A. SALARY GUIDE
1981/82

SECRETARIES

12-month guide

| | |
|-----|----------|
| 1. | \$ 7,400 |
| 2. | \$ 7,800 |
| 3. | \$ 8,200 |
| 4. | \$ 8,450 |
| 5. | \$ 8,800 |
| 6. | \$ 9,200 |
| 7. | \$ 9,700 |
| 8. | \$10,000 |
| 9. | \$10,400 |
| 10. | \$10,800 |
| 11. | \$11,100 |
| 12. | \$11,500 |

CLERKS

12-month guide

Clerks - 10/12 + 1/12 for
one month in summer

| | |
|----|---------|
| 1. | \$7,000 |
| 2. | \$7,650 |
| 3. | \$7,950 |
| 4. | \$8,300 |
| 5. | \$8,600 |
| 6. | \$9,000 |
| 7. | \$9,500 |

AIDES *

10-month guide

| | |
|----|---------|
| 1. | \$4,400 |
| 2. | \$4,650 |
| 3. | \$4,700 |
| 4. | \$4,750 |
| 5. | \$4,900 |
| 6. | \$5,050 |

CUSTODIANS

| | |
|-----|----------|
| 1. | \$ 7,900 |
| 2. | \$ 8,500 |
| 3. | \$ 9,000 |
| 4. | \$ 9,400 |
| 5. | \$ 9,800 |
| 6. | \$10,300 |
| 7. | \$10,850 |
| 8. | \$11,150 |
| 9. | \$11,700 |
| 10. | \$12,250 |
| 11. | \$12,750 |

MESSENGER

| | |
|----|---------|
| 1. | \$5,700 |
| 2. | \$6,200 |
| 3. | \$6,600 |
| 4. | \$7,000 |
| 5. | \$7,500 |
| 6. | \$7,900 |
| 7. | \$8,700 |

TRANSPORTATION COORDINATOR

| | |
|-----|----------|
| 1. | \$ 7,200 |
| 2. | \$ 7,600 |
| 3. | \$ 8,000 |
| 4. | \$ 8,400 |
| 5. | \$ 8,900 |
| 6. | \$ 9,400 |
| 7. | \$ 9,900 |
| 8. | \$10,400 |
| 9. | \$10,800 |
| 10. | \$11,750 |

* Step 1 to conform with Federal and State minimum wage guidelines as established by past and current practice.

Computation base--7 hour day; 180 work days + 6 paid holidays = 186 days x 7 hours for salary calculations; 6 holidays not taken; work year = 180 days actual.

DIFFERENTIAL GUIDE

| | |
|--------------------------|-------|
| Black Seal | \$300 |
| Head Custodian | \$675 |
| Maintenance Mechanic | \$850 |
| Maintenance Helper | \$400 |
| Shift (after 2:00 p.m.) | \$250 |
| Shift (after 10:00 p.m.) | \$300 |
| HS Night Foreman | \$225 |
| Substitute calls | \$250 |

§ Note: Aides, clerks, custodians and secretaries at "maximum" step for 2 years will receive a "service award" as listed:

| | | | |
|--------|-------|-------------|-------|
| Aides | \$275 | Custodians | \$300 |
| Clerks | \$300 | Secretaries | \$400 |

V.T.S.S.A. SALARY GUIDE
1982/83

SECRETARIES
12-month guide

| | |
|-----|----------|
| 1. | \$ 7,700 |
| 2. | \$ 8,200 |
| 3. | \$ 8,850 |
| 4. | \$ 9,400 |
| 5. | \$ 9,650 |
| 6. | \$10,000 |
| 7. | \$10,400 |
| 8. | \$10,900 |
| 9. | \$11,200 |
| 10. | \$11,600 |
| 11. | \$12,000 |
| 12. | \$12,300 |

CLERKS
12-month guide
Clerks - 10/12 + 1/12 for
one month in summer

| | |
|----|----------|
| 1. | \$ 7,200 |
| 2. | \$ 8,100 |
| 3. | \$ 8,750 |
| 4. | \$ 9,050 |
| 5. | \$ 9,400 |
| 6. | \$ 9,700 |
| 7. | \$10,100 |

AIDES *
10-month guide

| | |
|----|---------|
| 1. | \$4,650 |
| 2. | \$4,750 |
| 3. | \$5,050 |
| 4. | \$5,100 |
| 5. | \$5,150 |
| 6. | \$5,250 |

CUSTODIANS

| | |
|-----|----------|
| 1. | \$ 8,000 |
| 2. | \$ 9,000 |
| 3. | \$ 9,600 |
| 4. | \$10,100 |
| 5. | \$10,500 |
| 6. | \$10,900 |
| 7. | \$11,400 |
| 8. | \$11,950 |
| 9. | \$12,250 |
| 10. | \$12,800 |
| 11. | \$13,350 |

MESSENGER

| | |
|----|---------|
| 1. | \$5,900 |
| 2. | \$6,500 |
| 3. | \$6,900 |
| 4. | \$7,400 |
| 5. | \$7,600 |
| 6. | \$8,300 |
| 7. | \$9,400 |

TRANSPORTATION COORDINATOR

| | |
|-----|----------|
| 1. | \$ 7,400 |
| 2. | \$ 7,600 |
| 3. | \$ 8,000 |
| 4. | \$ 8,400 |
| 5. | \$ 8,900 |
| 6. | \$ 9,500 |
| 7. | \$10,100 |
| 8. | \$11,000 |
| 9. | \$11,750 |
| 10. | \$12,550 |

* Step 1 to conform with Federal and State minimum wage guidelines as established by past and current practice.

Computation base--7 hour day; 180 work days + 6 paid holidays = 186 days x 7 hours for salary calculations; 6 holidays not taken; work year = 180 days actual.

DIFFERENTIAL GUIDE

| | |
|--------------------------|-------|
| Black Seal | \$300 |
| Head Custodian | \$675 |
| Maintenance Mechanic | \$850 |
| Maintenance Helper | \$400 |
| Shift (after 2:00 p.m.) | \$250 |
| Shift (after 10:00 p.m.) | \$300 |
| HS Night Foreman | \$225 |
| Substitute calls | \$250 |

Note: Aides, clerks, custodians and secretaries at "maximum" step for 2 years will receive a "service award" as listed:

| | | | |
|--------|-------|-------------|-------|
| Aides | \$150 | Custodians | \$500 |
| Clerks | \$500 | Secretaries | \$500 |

A R T I C L E XVIII

DURATION OF AGREEMENT

This agreement between the Board and the Vernon Township Supportive Staff Association supersedes and takes precedence over all previous agreements between the Board and the persons now represented by the Vernon Township Supportive Staff Association who had previously been represented by other Associations, organizations, agencies, or individuals, prior to the effective date of Vernon Township Supportive Staff Association's recognition and implementation of this agreement.

This agreement shall become effective as of July 1, 1981, and shall continue in full force and effect through June 30, 1984, as it pertains to all the foregoing articles...all language as stated for these three years except salary schedules, subject to re-negotiation for 84/85 school year, and insurance benefits subject to re-negotiation for 84/85.

VERNON TOWNSHIP
BOARD OF EDUCATION

VERNON TOWNSHIP
SUPPORTIVE STAFF ASSOCIATION

President

Representative

Secretary

Representative

Date

Date