

Contract no. 1548

1989-1992
MORRIS HILLS REGIONAL DISTRICT
SECRETARIAL ASSOCIATION

OFFICE WORKERS

1989-1992
MORRIS HILLS REGIONAL DISTRICT
SECRETARIAL ASSOCIATION

AN AGREEMENT

BETWEEN

THE MORRIS HILLS REGIONAL DISTRICT
BOARD OF EDUCATION

AND

THE MORRIS HILLS REGIONAL DISTRICT
SECRETARIAL ASSOCIATION

JULY 1, 1989 TO JUNE 30, 1992

TABLE OF CONTENTS

I	RECOGNITION.....	1
II	NEGOTIATION OF SUCCESSOR AGREEMENT.....	2
III	GRIEVANCE PROCEDURE.....	3- 6
IV	VACATIONS.....	7
V	TEMPORARY LEAVE.....	8- 9
VI	SICK LEAVE.....	10
VII	EMERGENCY CLOSINGS AND LATE OPENINGS.....	11
VIII	WORK DAY.....	12
IX	PAYROLL DEDUCTIONS.....	13
X	WORK YEAR.....	14
XI	MILEAGE EXPENSES.....	15
XII	CONFERENCE, WORKSHOP, SCHOOL REIMBURSEMENT.....	15
XIII	SALARIES.....	16
	1989/90, 1990/91 and 1991/92 SALARY GUIDES.....	17-19
XIV	HEALTH INSURANCE.....	20
XV	ASSOCIATION RIGHTS AND PRIVILEGES.....	21
XVI	VACANCIES.....	21
XVII	MISCELLANEOUS.....	22
XVIII	DURATION OF AGREEMENT.....	23

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 SPECIALIST
ASSISTANT ACCOUNTING SPECIALIST
CLERK TYPIST II
CLERK/TYPIST
DATA PROCESSING ASSISTANT
PAYROLL SPECIALIST
SECRETARY TO THE DIRECTOR OF STUDENT PERSONNEL SERVICES
SECRETARY TO THE HIGH SCHOOL PRINCIPAL
SECRETARY TO ADULT SCHOOL DIRECTOR
SECRETARY TO THE DIRECTOR OF GUIDANCE
SECRETARY TO DISTRICT DIRECTOR OF INTERSCHOLASTIC SPORTS
SECRETARY TO TRANSPORTATION COORDINATOR
SECRETARY TO DIRECTOR OF LOCAL AREA VOCATIONAL/TECHNICAL
SCHOOL
STENO-TYPIST
STENO-TYPIST II

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.

ARTICLE III (CONTINUED)

- C. 3. THE GRIEVANCE TO BE CONSIDERED UNDER THIS PROCEDURE MUST BE INITIATED BY THE GRIEVANT WITHIN THIRTY (30) CALENDAR DAYS OF THE ALLEGED OCCURRENCE.

4. STEP ONE

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

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)

ARTICLE III (CONTINUED)

C. 8. STEP FIVE (CONTINUED)

CALENDAR DAYS OF THE ORIGINAL DATE OF SUBMISSION TO THE BOARD IF NO DECISION HAS BEEN RENDERED BY THE BOARD.

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. IF THE ASSOCIATION WISHES TO SECURE THE SERVICES OF AN ARBITRATOR, IT SHALL REQUEST THE AMERICAN ARBITRATION ASSOCIATION TO PROVIDE A LIST OF ARBITRATORS TO SETTLE THE DISPUTE.
- b. ONCE A REQUEST IS MADE TO THE AMERICAN ARBITRATION ASSOCIATION, THE PARTIES SHALL BE BOUND BY ITS RULES AND REGULATIONS.
- c. THE DECISION OF THE ARBITRATOR SHALL BE SUBMITTED TO THE BOARD AND THE ASSOCIATION AND SHALL BE FINAL AND BINDING ON THE PARTIES.
- d. 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 (CONTINUED)

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 THEREFORE 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	-	2	YEAR EMPLOYMENT	10	WORKDAYS VACATION
3	-	4	YEARS EMPLOYMENT	12	WORKDAYS VACATION
5	-	6	YEARS EMPLOYMENT	14	WORKDAYS VACATION
7	-	10	YEARS EMPLOYMENT	15	WORKDAYS VACATION
11	-	12	YEARS EMPLOYMENT	17	WORKDAYS VACATION
13	-	14	YEARS EMPLOYMENT	19	WORKDAYS VACATION
15			YEARS EMPLOYMENT	20	WORKDAYS VACATION

VACATION DAYS ARE EARNED ON A PRORATED MONTHLY BASIS AND CAN BE USED DURING THE YEAR EARNED IF APPROVED BY THE SUPERINTENDENT. VACATIONS DO NOT ACCRUE AND MUST BE USED DURING THE YEAR EARNED OR BETWEEN THE NEXT JULY 1 - AND JUNE 30.

ARTICLE V

TEMPORARY LEAVE

A. BEREAVEMENT LEAVE

1. A MAXIMUM OF THREE (3) 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 POSTMORTEM ARRANGEMENTS.
3. ONE ADDITIONAL 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.
 - d. REAL ESTATE CLOSING.
3. OFFICE WORKERS WHO ARE EMPLOYED AFTER JANUARY 1 SHALL RECEIVE ONE (1) NO REASON DAY AND ONE (1) REASON DAY.
4. UNUSED NO REASON PERSONAL DAY WILL BE ADDED TO SICK LEAVE CUMULATIVE TOTAL.
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 (CONTINUED)

C. TEMPORARY LEAVE REQUEST PROCEDURE (CONTINUED)

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 989-2700. IN CASE OF A PROLONGED ABSENCE BECAUSE OF ILLNESS, THE DESIGNATED PERSON SHOULD BE CALLED AND ADVISED AS TO TIME OF RETURN TO WORK.

E. SICK LEAVE RETIREMENT

UPON RETIREMENT UNDER THE PENSION PLAN (NJPERs) A SICK LEAVE RETIREMENT ALLOWANCE SHALL BECOME PART OF THE FINAL YEAR'S SALARY AND SHALL BE PAID IN A LUMP SUM PAYMENT WITHIN THIRTY (30) DAYS AFTER THE RETIREMENT OR LATER IF REQUESTED BY THE RETIREE. THE SICK LEAVE RETIREMENT SHALL BE COMPILED AS FOLLOWS:

10-14 YEARS SERVICE ONE (1) DAY'S PAY FOR EVERY FIVE (5) DAYS ACCUMULATED UNUSED SICK LEAVE. TOTAL NOT TO EXCEED \$5,000.

15 AND OVER YEARS SERVICE ONE (1) DAY'S PAY FOR EVERY THREE (3) DAYS ACCUMULATED UNUSED SICK LEAVE. TOTAL NOT TO EXCEED \$5,000.

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.

- D. ON DAYS/WEEKS THAT SCHOOL IS NOT IN SESSION AND STUDENTS ARE NOT PRESENT AND THERE IS AN EMERGENCY (INCLUDING WEATHER) ALL OFFICE WORKERS SHALL BE CALLED AND INFORMED WHEN THEY ARE TO REPORT TO WORK.

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. 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.
- C. FOR THE PURPOSE OF DETERMINING THE PREMIUM WAGE TIME, ALL HOLIDAYS, SICK DAYS AND ANY OTHER PAID LEAVES SHALL COUNT AS REGULAR WORKDAYS.
- D. ALL OVERTIME WORK SHALL BE VOLUNTARY.
- E. OFFICE WORKERS SHALL LEAVE THIRTY (30) MINUTES EARLY MONDAY THROUGH FRIDAY BETWEEN JULY 1 AND AUGUST 31, AND CHRISTMAS BREAK, WINTER BREAK AND SPRING BREAK.

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 ON A MONTHLY BASIS.

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

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

IF CHRISTMAS DAY FALLS ON A SATURDAY OR SUNDAY, OFFICE WORKERS WILL HAVE THE FOLLOWING MONDAY AS A HOLIDAY, PROVIDED SCHOOLS ARE CLOSED TO STUDENTS. IF NEW YEAR'S DAY FALLS ON A SATURDAY OR SUNDAY, OFFICE WORKERS WILL HAVE THE PRECEDING FRIDAY AS A HOLIDAY, PROVIDED SCHOOLS ARE CLOSED TO STUDENTS.

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, WHICHEVER COMES FIRST.

- B. ON THE DAY PRECEDING THANKSGIVING, 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

MILEAGE EXPENSES

OFFICE WORKERS SHALL BE REIMBURSED FOR PERSONAL USE OF AUTOMOBILE WHEN USING VEHICLE FOR SCHOOL BUSINESS AT THE DIRECTION OF PRINCIPAL. REIMBURSEMENT SHALL BE AS FOLLOWS:

1989-90 .23 per mile

1990-92 Rate paid by district to all employees

ARTICLE XII

CONFERENCE, WORKSHOP, SCHOOL REIMBURSEMENT

OFFICE WORKERS SHALL BE REIMBURSED FOR ATTENDANCE AT CONFERENCES, WORKSHOPS AND TUITION WHEN SUCH ATTENDANCE IS DIRECTLY RELATED TO THE OFFICE WORKERS POSITION AND IS APPROVED BY THE SUPERINTENDENT PRIOR TO REGISTRATION OR ENROLLING IN COURSES.

ARTICLE XIII

SALARIES

A. POSITION SALARY CLASSIFICATION

SECRETARY TO HIGH SCHOOL PRINCIPAL	GRADE 6
ACCOUNTING SPECIALIST, PAYROLL SPECIALIST	GRADE 5
SECRETARY TO GUIDANCE DIRECTOR, SECRETARY FOR DIRECTOR OF STUDENT PERSONNEL SERVICES, SECRETARY TO DISTRICT DIRECTOR OF INTERSCHOLASTIC SPORTS, SECRETARY TO ADULT SCHOOL DIRECTOR, SECRETARY TO DIRECTOR OF LOCAL AREA VOCATIONAL/TECHNICAL SCHOOL	GRADE 4
ASSISTANT ACCOUNTING SPECIALIST, STENO TYPIST, DATA PROCESSING ASSISTANT	GRADE 3
SECRETARY TO TRANSPORTATION COORDINATOR, STENO TYPIST II, CLERK TYPIST	GRADE 2
CLERK TYPIST II	GRADE 1

B. SALARY DETERMINATION

1. THE OFFICE WORKER'S SALARY SHALL BE DETERMINED BY THE BOARD AS A RESULT OF THE OFFICE WORKER'S YEARLY PERFORMANCE EVALUATION IN ACCORDANCE WITH THE DUTIES AS PRESCRIBED IN THE OFFICE WORKER'S JOB DESCRIPTION. SALARY STEP ADVANCEMENT IS ACHIEVED BY A SATISFACTORY EVALUATION.
2. IT IS UNDERSTOOD THAT, AS ALWAYS, THE BOARD HAS THE RIGHT, BY STATUTE, TO WITHHOLD AN INCREMENT AND/OR SALARY ADJUSTMENT FOR UNSATISFACTORY PERFORMANCE.

SALARY GUIDE - 1989-90

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9
1	15,800	16,300	16,800	17,300	17,800	18,300	18,800	19,300	19,800
2	16,950	17,575	18,100	18,625	19,150	19,675	20,200	20,725	21,250
3	17,775	18,325	18,875	19,425	19,975	20,525	21,075	21,625	22,175
4	18,975	19,600	20,225	20,850	21,475	22,100	22,725	23,350	23,975
5	19,950	20,625	21,300	21,975	22,650	23,325	24,000	24,675	25,350
6	20,440	21,260	22,080	22,900	23,720	24,540	25,360	26,180	27,000

LONGEVITY: A \$500 STIPEND IS GRANTED ON THE FOLLOWING JULY 1, WHENEVER AN EMPLOYEE COMPLETES THE THIRTEENTH YEAR OF EMPLOYMENT IN THE DISTRICT.

SALARY GUIDE - 1990-91

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9
1	17,100	17,600	18,100	18,600	19,100	19,600	20,100	20,600	21,100
2	18,500	19,025	19,550	20,075	20,600	21,125	21,650	22,175	22,700
3	19,450	20,000	20,550	21,100	21,650	22,200	22,750	23,300	23,850
4	20,650	21,275	21,900	22,525	23,150	23,875	24,500	25,125	25,750
5	21,750	22,425	23,100	23,775	24,450	25,125	25,800	26,475	27,150
6	22,440	23,260	24,080	24,900	25,720	26,540	27,360	28,180	29,000

LONGEVITY: A \$500 STIPEND IS GRANTED ON THE FOLLOWING JULY 1, WHENEVER AN EMPLOYEE COMPLETES THE THIRTEENTH YEAR OF EMPLOYMENT IN THE DISTRICT.

SALARY GUIDE - 1991-92

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9
1	18,500	19,000	19,500	20,000	20,500	21,000	21,500	22,000	22,500
2	20,100	20,625	21,150	21,675	22,200	22,725	23,250	23,775	24,300
3	21,150	21,700	22,250	22,800	23,350	23,900	24,450	25,000	25,550
4	22,550	23,175	23,800	24,425	25,050	25,675	26,300	26,925	27,550
5	23,600	24,275	24,950	25,625	26,300	26,975	27,650	28,325	29,000
6	24,300	25,150	26,000	26,850	27,700	28,550	29,400	30,250	31,100

LONGEVITY: A \$500 STIPEND IS GRANTED ON THE FOLLOWING JULY 1, WHENEVER AN EMPLOYEE COMPLETES THE THIRTIETH YEAR OF EMPLOYMENT IN THE DISTRICT.

ARTICLE XIV

HEALTH AND DENTAL INSURANCE

MEDICAL COVERAGE PROVIDED THROUGH THE NEW JERSEY STATE HEALTH BENEFITS PLANS WHICH INCLUDE FULL FAMILY COVERAGE WILL BE AVAILABLE FOR EACH OFFICE WORKER WHO INDICATES A DESIRE TO ENROLL. THE BOARD OF EDUCATION PAYMENT FOR THESE PLANS WILL BE LIMITED TO THE COST OF THE BASIC PLAN. ANY H.M.O. PLAN'S COST WHICH EXCEEDS THE BASIC PLAN'S COST WILL BE PAID BY THE EMPLOYEE. WORKERS MUST DECLARE THEIR INTENTION TO PARTICIPATE IMMEDIATELY UPON EMPLOYMENT OR DURING THE OPEN ENROLLMENT PERIOD IN JANUARY. FORMS WILL BE AVAILABLE IN THE BUSINESS OFFICE.

SINGLE DENTAL INSURANCE PREMIUM SHALL BE PAID FOR A SINGLE OFFICE WORKER OR FAMILY DENTAL INSURANCE PREMIUM SHALL BE PAID FOR A MARRIED PERSON. PREMIUMS SHALL BE PAID ANNUALLY BY THE BOARD AND NOT TO EXCEED THE FOLLOWING RATES:

1989-90

Single up to \$16.41 per month
Family up to \$49.98 per month

1990-91

To be Determined

1991-92

To be Determined

ARTICLE XV

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 PROCEEDING, THAT OFFICE WORKER OR REPRESENTATIVE SHALL SUFFER NO LOSS OF PAY.

ARTICLE XVI

VACANCIES

- A. ALL VACANCIES 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 GIVEN 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 XVII

MISCELLANEOUS

1. 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.
2. 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 ALL OFFICE WORKERS EMPLOYED DURING THE TERM OF THIS AGREEMENT.
3. ANY OFFICE WORKER, UPON PRESENTATION OF REASONABLE ADVANCED WRITTEN NOTICE TO THE CHIEF SCHOOL ADMINISTRATOR, MAY INSPECT HER PERSONNEL FILE.
4. OFFICE WORKERS SHALL NOT BE RESPONSIBLE FOR STUDENTS THAT ARE PLACED IN OFFICES.
5. BY DECEMBER 1, 1989, A COMMITTEE COMPOSED OF ADMINISTRATORS AND OFFICE WORKERS SHALL MAKE RECOMMENDATIONS TO UPDATE JOB CLASSIFICATIONS, AND DESCRIPTIONS OF ALL OFFICE WORKERS. IF THE BOARD OF EDUCATION ACCEPTS THE REORGANIZATION, THEN SAID REORGANIZATION SHALL BECOME EFFECTIVE JULY 1, 1990.
6. BY DECEMBER 1, 1990, A COMMITTEE COMPOSED OF ADMINISTRATORS AND OFFICE WORKERS SHALL SUBMIT A PROPOSAL TO PROVIDE A FORMULA FOR COMPENSATION FOR SECRETARIAL SKILLS AND RECOMMENDATIONS FOR AN EDUCATIONAL IN-SERVICE PLAN. IF THE BOARD OF EDUCATION ACCEPTS PROPOSAL, COMPENSATION SHALL BECOME EFFECTIVE JULY 1, 1991.

ARTICLE XVIII

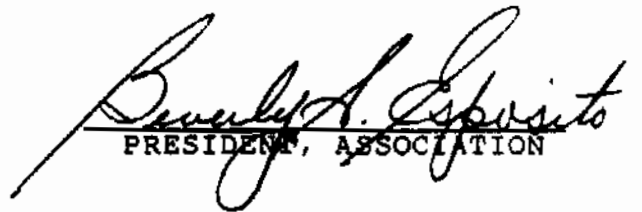
DURATION OF AGREEMENT

- A. THIS AGREEMENT SHALL BECOME EFFECTIVE JULY 1, 1989 AND SHALL CONTINUE IN EFFECT UNTIL JUNE 30, 1992, SUBJECT TO THE BOARD'S AND ASSOCIATION'S 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