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RUTGERS UNIVERSITY

C O N T R A C T

NEW MILFORD BOARD OF EDUCATION

AND

NEW MILFORD ASSOCIATION OF EDUCATIONAL SECRETARIES

~~X~~ JULY 1, 1987 THROUGH JUNE 30, 1989

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ARTICLE I = RECOGNITION

The New Milford Board of Education recognizes the New Milford Education Association, hereinafter referred to as the Association, as the exclusive representative for collective negotiations concerning the terms and conditions of employment during the term of this Agreement for the Secretarial/Clerical personnel, other than Confidential Employees, employed by the Board of Education, hereinafter referred to as the Board.

ARTICLE II = NEGOTIATIONS PROCEDURE

- A. The Board and the Association agree to enter into collective negotiations for the purpose of concluding an agreement in accordance with Chapter 123, Public Laws 1974 on matters concerning the terms and conditions of employment. The Association shall submit its proposals to the Board no later than December 1 of the calendar year preceding the calendar year in which this Agreement expires or no later than four (4) weeks prior to the date of the first meeting of the parties for negotiations whichever shall be sooner. The Board shall submit their proposals within three (3) weeks of the receipt of the Association's proposal. Any final agreement so negotiated shall apply to all members of the appropriate unit, as set forth in Article I, reduced to writing, and be signed by the Board and the Association.
- B. The parties and their representatives shall be clothed with all necessary power and authority to conduct negotiations so as to effect a final agreement as established in paragraph A. of this ARTICLE.
- C. It is understood that both the Board and the Association must approve the final agreement between the parties before that agreement becomes final and binding upon the respective parties.
- D. 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.

ARTICLE III-GRIEVANCE PROCEDURE

A. Definitions:

A grievance shall mean that employees or representative of employees may appeal the interpretation, application or alleged violation of this agreement, and administrative decisions affecting them.

A grievance to be considered under this procedure must be initiated in writing, within fifteen (15) school days from the time when the employee knew or should have known of its occurrence.

B. Procedure:

The Grievance Procedure shall consist of five (5) Levels.

1. Level One:

The employee with a grievance shall first discuss it with his immediate supervisor, with the objective of resolving the matter informally.

2. Level Two:

If, within five (5) school days thereafter, a problem remains unresolved, the grievant shall set forth his grievance in writing to his immediate supervisor stating:

- a. The date of the occurrence that caused the grievance.
- b. The nature of the grievance and specific request for relief.
- c. The nature of the loss, injury or inconvenience.

The supervisor shall communicate his decision to the grievant in writing, with copies to the Association within five (5) school days of receipt of the written complaint.

Grievance Procedure

3. Level Three:

The grievant may appeal the immediate supervisor's decision to the Business Administrator. The appeal to the Business Administrator must be made in writing and must set forth the grounds upon which the grievance is based. It should also contain copies of all material relating to the previous actions taken on it. The Business Administrator, in consultation with the Superintendent of Schools, shall attempt to resolve the matter as quickly as possible, but within a period not to exceed ten (10) school days. The Business Administrator shall communicate his decision in writing to the grievant with a copy to the Association.

4. Level Four:

If the grievance is not resolved to the grievant's satisfaction, he may request a review by the Board. The request shall be submitted in writing through the Business Administrator who shall attach all related papers and forward the request to the Board. The Board, or a committee thereof, shall review the grievance, hold a hearing with the grievant, and render a decision in writing to the grievant, with copies to the Association, within fifteen (15) school days.

5. Level Five:

If the grievant is not satisfied with the disposition of his grievance at Level Four, within five (5) days of the response in Level Four, the following procedures shall be

Grievance Procedure

used to secure the services of an arbitrator:

- (a) A joint request shall be made to the American Arbitration Association to submit a roster of persons qualified to function as an arbitrator in the dispute in question not later than ten (10) school days after the decision by the Board.
- (b) If the parties are unable to determine a mutually satisfactory arbitrator from the submitted list, they will request the American Arbitration Association to submit a second roster of names not later than ten (10) days from the receipt of the first list.
- (c) If the parties are unable to determine a mutually satisfactory arbitrator from the second list submitted, the American Arbitration Association may be requested by either party to designate an arbitrator.
- (d) In deciding grievances, the arbitrator shall be without power or authority to make any decisions contrary to, or inconsistent with, or modifying or varying in any way, the terms of this Agreement or of applicable law or rules or regulations having the force and effect of law.
- (e) The arbitrator shall confer with the representatives of the Board and of the Association and shall proceed with a hearing and submit a written report within thirty (30) days of the close of the record setting forth his findings of fact, reasoning and conclusions on the issue submitted.

Grievance Procedure

- (f) The costs for the services of the arbitrator, including per diem expenses 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.
- (g) If time lost by the grievant due to arbitration proceedings necessitating the retention of a substitute, the Board of Education will pay only the cost of the substitute and the time lost by the grievant must either be without pay or charged to personal time if the grievant is denied. If the grievant is sustained, the grievant shall not suffer loss in pay. If the arbitrator subpoenas an employee to attend the arbitration proceedings as a witness, this employee shall not suffer loss of pay.

Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the grievant to proceed to the next step.

Failure at any step of this procedure to appeal a grievance to the next step, within the same time limit prescribed for a decision, shall be deemed to be acceptance of the decision rendered at that step.

- C. In all matters relating to the handling of grievances, employees shall be assured freedom from reprisal, restraint, interference, coercion, and discrimination

Grievance Procedure

during and after the presentation of the matter. During the time that the grievance is being reviewed the employees, including the grievant, will continue to follow the established administrative rules and regulations, and Board Policies regarding the subject matter of the grievance, until such grievance is properly determined.

- D. Nothing herein contained shall be construed as limiting the right of any employee having a grievance to discuss the matter informally with any appropriate member of the Administration, and having the grievance adjusted without intervention of the Association, providing the adjustment is not inconsistent with the terms of this agreement and that the Association has been given the opportunity to be present at such adjustment.
- E. Any employee may be represented at all stages of the grievance procedure by himself, a person of his choosing, or by the Association's Representative. When an employee is not represented by the Association, the Association shall have the right to be present at all stages of the grievance procedure and may state its view.
- F. In case of a grievance affecting a group or class of employees, the person or persons involved may submit such grievance to their immediate supervisor and follow the procedures starting with Level One. The Association may process such a class or group grievance through all subsequent levels of the Grievance Procedure.

Grievance Procedure

- G. Meetings and hearings under this procedure shall not be conducted in public unless a public meeting is requested by the grievant.
- H. It is the responsibility of personnel covered in Article I to carry out administrative directions and regulations required by Board policy subject to the understanding that the Grievance Procedure shall be available under the terms specified in Article III, if it is felt any such regulation is in conflict with the express terms of this Agreement.

ARTICLE IV = MANAGEMENT PREROGATIVES

- A. The Board, on its own behalf and on behalf of the electors of the District, hereby retains and reserves unto itself, the rights, duties and responsibilities conferred upon and vested in it by the law and the Constitution of the State of New Jersey, including the right to exercise the executive management and administrative control of the school system and its property and facilities.
- B. As listed in Title 18A:-11-1 New Jersey Statutes Annotated 1968, The Board shall:
1. Make, amend and repeal rules, not inconsistent with this title, or with the rules of the State Board, for its own government and the transaction of its business and for the government and management of the public schools and public school property of the district and for the employment, regulation of the conduct and discharge of its employees, subject, where applicable, to the provisions of Title II, Civil Service, of the Revised Statutes; and
 2. Perform all acts and do all the things, consistent with law and the rules of the State Board, necessary for the lawful and proper conduct, equipment and maintenance of the public schools of the district.

ARTICLE V = WORK SCHEDULE

- A. All employees covered by the Agreement shall work an eight-hour day, which includes one (1) hour for lunch or dinner.
- B. The hours of work for employees shall be determined and established by the Business Administrator in consultation with the immediate Supervisor(s). Nominally the day shift hours will occur between 6:00 A.M. and 6:00 P.M.
- C. All employees will be off on the days listed on the Holiday Schedule established annually by the Board, attached hereto and known as SCHEDULE B, except that each employee may be scheduled to work for two days, at their individual daily rate of pay, during the Christmas Week, the Spring Recess, and Winter Recess when required by the Business Administrator and will be notified a two weeks prior to the scheduled recess.
- D. In the event it is necessary for any employee to work on days off as established by SCHEDULE B in excess of the on-call days, and still have worked less than forty hours in a week, they will be compensated at the rate of 1/240 of their annual salary per day or given compensatory time off.
- E. In the event it is necessary for any employee to work in excess of forty (40) hours in any one week, overtime shall be paid at the rate of time and one-half.
- F. Employees who are placed in a temporary employment category that is higher than their normal employment category shall receive the appropriate salary of the higher level after working two (2) full days in the higher category.

ARTICLE VI = SALARY GUIDE PROVISIONS

- A. The Salary Guide for all employees covered by this Agreement are set forth in SCHEDULE A and SCHEDULE A1 attached hereto and made part thereof.
- B. All new employees will be employed at a base pay not to exceed the base salary adopted by the Board of Education in the approved budget for the school calendar year, plus full credit, as full steps of the salary guide, for each year of recognized experience as evaluated and determined by the Business Administrator.
- C. All personnel employed on or before January 31st of any year shall be eligible for a full increment. All personnel employed February 1st or after shall not be eligible for an increment unless granted the increment by the Board.
- D. All advancement on the Salary Guide shall be made at full steps so that all full-time personnel will be on a specific step on the guide and not between steps.
- E. Annual increments, salary adjustments, or both, may be withheld if the work of the individual is below acceptance standards as determined by the Business Administrator in consultation with the employee's immediate Supervisor(s).
- F. Employees will be hired on a sixty (60) day trial basis.
- G. When a pay day falls on or during a school holiday, vacation or week end, employees shall receive their pay checks on the last previous working day.
- H. The night shift shall receive a differential of Two Hundred Dollars (\$200.00) per annum.

ARTICLE VII = HEALTH INSURANCE PROVISIONS

The Board shall provide health care insurance protection designated below, paying the full premium for each secretary's individual coverage or full family coverage, if applicable.

- A. Provisions of the New Jersey Health Benefits Program shall be detailed in the master policies and contracts agreed upon by the Board and the Association, and shall include:
 - 1. Hospital room and board and miscellaneous costs
 - 2. Out-patient benefits
 - 3. Laboratory fees, diagnostic expenses and therapy treatments
 - 4. Maternity costs
 - 5. Surgical costs
 - 6. Major Medical coverage
- B. The Health Care Insurance Coverage will also include the following:
 - 1. Dental Plan
 - 2. Prescription Drug Plan
 - 3. Vision Care Plan
- C. For each secretary who remains in the employ of the Board for the full school year, the Board shall make payment of health insurance premiums to provide coverage for the full twelve (12) month period commencing September 1st and ending August 31st, provided the carrier's contract provisions are met.

Health Insurance Provisions

- D. When necessary, payment of the premiums in behalf of the secretary shall be made retroactively or prospectively to assure uninterrupted participation and coverage.
- E. The Board shall provide to each secretary a description of the health care insurance coverage, as provided by the carrier, no later than the beginning of the school year, which shall include a clear description of conditions and limits of coverage as listed.
- F. To be eligible for health insurance coverage under the provisions of this Article, an employee must be regularly employed no less than twenty (20) hours per week.
- G. The Board agrees to adopt the provisions of Chapter 88 Public Laws of 1974 as amended by Chapter 436 PL 1981. This law provides for full premium payment of Health Benefits for certain retired employees and their spouses as specified in Chapter 88 as amended.

ARTICLE VIII = SICK LEAVE

- A. All twelve month employees employed by the Board shall be entitled to twelve (12) sick leave days each school year pursuant to NJSA 18A: 30-2. All ten month employees employed by the Board shall be entitled to ten (10) sick leave days each school year pursuant to NJSA 18A: 30-2. When an employee works less than a full contractual year the number of sick days will be prorated accordingly. Unused sick leave days shall be accumulated from year to year, with no maximum limit. For accumulation purposes the Board will consider that employees earn one sick day for each month worked.
- B. Non-accumulative additional sick leave benefits may be allowed to employees upon application to and approval by the Board in each individual case.
- C. Sick days taken in excess of the accumulated total and non-accumulative benefits will result in a reduction in pay. This reduction will be taken at the rate of $\frac{1}{240}$ of annual salary for twelve month employees and $\frac{1}{200}$ of annual salary for ten month employees.
- D. All employees covered by this contract shall be entitled to receive payment for their accumulated sick leave upon retirement provided they meet the criteria set forth below.
1. A minimum of ten (10) years of continuing employment for the New Milford Board of Education is required.
 2. The employee must be retiring or leaving the system.
 3. In the event of the death of an employee who has otherwise fulfilled the requirements of this Article, the benefit noted in Section D shall be paid to the secretary's designated beneficiary or estate.

Sick Leave

- E. The amount of sick leave benefit shall be determined by the sick leave time balance, at the effective date of retirement, accumulated since the beginning date of employment, but not earlier than September 1, 1954.
- F. The sick leave benefit for 1987-89 shall be computed by multiplying the first 75 days of accumulated sick leave by \$18.00 per day. All accumulated sick leave days in excess of the first 75 days shall be multiplied by \$22.00 per sick day. The total sick leave benefit payable shall not exceed \$5,000.00 per individual.

ARTICLE IX = TEMPORARY LEAVE OF ABSENCE

A. As of the beginning of each school year, employees shall be entitled to the following temporary leave of absence as follows:

1. Death in the Immediate Family

Leave of absence without loss of pay following death in the immediate family (wife, husband, son, daughter, mother, mother-in-law, father, father-in-law, sister, brother, grandparents) shall be granted for five (5) consecutive calendar days, one of which is the day of death or the day of burial inclusive.

2. Death of Other Relatives

In case of the death of any relative not listed in Part 1. above, the employee shall be granted a one (1) working day leave of absence, without loss of pay, to attend the funeral.

3. Legal Process

Time necessary for appearance in any legal proceeding connected with a staff member's employment or in any other legal proceeding that the staff member is required by law to attend, shall be granted without loss of pay.

4. Personal Leave

(a) Non-accumulative personal leave up to two (2) days total per school year without loss of pay under the circumstances noted below in subsection 4.b and 4.c. One of these two days can be taken without providing a reason. However, a personal day without a reason given can not be taken the day prior to or the day after a holiday or weekend.

Temporary Leave of Absence

- (b) Leave for illness in the immediate family shall be granted by the Business Administrator within the aforementioned two (2) day limitation.
- (c) Requests for personal leave for personal business (within the aforementioned two (2) day limitation) will be granted by the Business Administrator provided all of the provisions below are met:
 - (1) All applications for leave under this section shall, except in cases of emergency, be made at least (5) five school days prior to the requested leave.
 - (2) The employee making application for leave under this section must indicate under which reason the leave is being requested.
 - (3) The form requesting such leave shall contain a list of possible reasons for which such leave may be taken as follows:
 - a Religious ceremony involving child or grandchild.
 - b Marriage of a member of employee's immediate family.
 - c Graduation of a member of the employee's immediate family.
 - d House closing.
 - e Religious holiday.
 - f Birth of a child to a spouse or to a child of employee.
 - g Comprehensive examination for a degree.
 - h Visitation at a college to which an employee or child of the employee is contemplating attendance.
 - i Emergency, such as fire, flood or robbery at home.
 - j Death other than immediate family.
 - k Other for which a specific reason must be given and which shall be subject to approval at the sole discretion of the Business Administrator.
 - (4) The Business Administrator, at his option, may require more detailed and specific designation of the reasons for the requested leave.

Temporary Leave of Absence

B. Leaves taken pursuant to Section A shall be allowed with the following stipulations:

1. They shall be in addition to any sick leave to which the staff member is entitled.
2. No leave shall be permitted the day prior to, nor the day following, a school holiday or holiday weekend, except at the discretion of the Business Administrator.
3. Except in emergency, all requests for leave shall be in writing stating the reason for the request. After approval by the immediate supervisor and the Business Administrator, the request shall be filed in the Business Administrator's Office. If an emergency situation arises, the employee will submit, in writing, following the above procedure, a form covering her absence from work when she returns to work.
4. Leave under this provision shall not be cumulative.

C. Jury Duty

1. A regular employee who loses time from his job because of jury duty as certified by the Clerk of the Court shall be paid by the Board his daily rate of pay. The employee agrees to turn over the jury duty check to the Board.
 - a. The employee must notify his supervisor immediately upon receipt of a summons for jury duty.
 - b. The employee must not have voluntarily sought jury service.

Temporary Leave of Absence

- c. The employee must submit adequate proof of the time served on the jury duty.
2. If, on any given day an employee is attending jury duty, he or she is released by the Court prior to twelve o'clock noon, that employee shall be required to return to work by one o'clock p.m. that day in order to receive pay for that day.

ARTICLE X = EXTENDED LEAVES OF ABSENCE

A. Maternity Leave of Absence

1. All pregnant employees may apply for a leave of absence without pay. Upon request, such leave shall be granted at any time before the anticipated date of birth to continue for the balance of the school year in which said leave begins.
2. Tenured employees who have been granted maternity leave may annually apply for additional maternity leave. The total maternity leave granted can not exceed twenty-four (24) consecutive months, except as noted in paragraphs 3 & 4.
3. The return of an employee from maternity leave of absence must coincide with the beginning of the school year in September or the start of the second semester in January. Employees on maternity leave may apply for leave beyond twenty-four months only if their scheduled return does not coincide with the start of the school year or the beginning of the second semester.
4. Additional maternity leave beyond twenty-four months will not be extended beyond either; the start of a school year, or the beginning of the second semester following the employees' scheduled date of return.
5. Maternity leave shall be granted subject to the following conditions.

Extended Leaves of Absence

- a. An employee shall notify the Superintendent of her pregnancy as soon as it is medically confirmed.
 - b. A request for maternity leave shall include a statement from a physician confirming the pregnancy and anticipated date of birth.
 - c. A statement from a physician certifying that the employee is physically able to return to duty shall be furnished to the Board before a employee is permitted to return from maternity leave.
6. Except as provided above, no employee shall be barred from returning to duty after the birth of her child solely on the ground that there has not been a time lapse between the birth and her desired date of return.
7. Employees desiring to return from leave of absence shall notify the Board in writing of their intent to return to employment in New Milford on or before March 1 for a return date at the beginning of the school year and on or before August 1 for a return date at the beginning of the second semester. Failure to so notify the Board will be deemed to be a waiver by the employee of her right to return from maternity leave for that year or semester.
8. No employee shall be removed from her duties during pregnancy, except upon one of the following:
 - a. The Board has found that her work performance has noticeably declined.

Extended Leaves of Absence

- b. The pregnant employee is found to be medically unable to continue working by her own physician and the Board's physician, or where these physicians disagree, by a physician jointly selected by the Board and the employee, whose opinion on medical capacity shall be final and binding.
 - c. Any other just cause.
 - 9. The time spent on maternity leave shall not count for placement on the salary guide.
 - 10. All provisions of paragraph A shall also apply to maternity leave of absence for adoption except that leave shall become effective on the date of receipt of the adopted child.
 - 11. If any employee desires, she may use her accumulated sick leave for the period of her disability related to her pregnancy and childbirth and receive full pay and benefits for said period or until she has exhausted her sick leave. The period of disability for the purpose of this Section shall be defined as the period commencing thirty (30) calendar days before the anticipated delivery date and ending thirty (30) calendar days after the actual delivery or such other period of actual disability as shall be certified to the Board by the employee's physician.
- B. At the discretion of the Business Administrator, absence without pay of up to one (1) year shall be granted for the purpose of caring for a sick husband, wife, child, or parent of the employee.

Extended Leaves of Absence

- C. All accumulated benefits to which an employee was entitled at the time his leave commenced, including unused accumulated sick leave, shall be restored upon return.
- D. In accordance with the Rules and Regulations of the State Health Benefits Plan at the prerogative of the employee on leave, insurance will be paid for by the employee in order that such coverage be maintained.

ARTICLE XI = VACATION POLICY

- A. All full time twelve-month employees with five (5) or less years of service as of July 1st each year shall be entitled to ten (10) working days vacation per year. Vacation shall be earned at the rate of one (1) day per month by all twelve month employees with five (5) or less years of service. A maximum of ten (10) working days vacation may be earned in any single fiscal year. No employee shall be entitled to any vacation time until he or she has completed six months of employment with the New Milford School System.
- B. All full time twelve-month employees with more than five (5) years of service as of July 1st each year, having started between June 15th and September 5th, shall be entitled to fifteen (15) working days vacation per year. Vacation shall be earned at the rate of one and one-half (1 1/2) days per month by all twelve-month personnel with six (6) or more years of service. A maximum of fifteen (15) working days vacation may be earned in any single fiscal year.
- C. Ten-month employees do not receive vacation time.
- D. All requests for vacation time will be submitted in writing to the employee's immediate Supervisor for approval. After approval by the immediate Supervisor, in consultation with the Business Administrator, a copy will be returned to the employee.
- E. Seniority will be the determining factor in scheduling vacation periods when conflicts occur.

Vacation Policy

- F. All vacation periods, as stated above, are subject to change or alteration dictated by the needs of the system. The final determination of the total vacation schedule rests with the Business Administrator.
- G. Vacation is to be taken in the fiscal year following the fiscal year it is earned - as the needs of the system permits. Unused vacation days will be reimbursed by the Board annually at the salary received during the fiscal year the days were unused.
- H. Vacation days should not accumulate from year to year. The Business Administrator may permit an accumulation of no more than five days in a year. A request to accumulate days beyond five is subject to Board approval.

ARTICLE XII = MISCELLANEOUS PROVISIONS

- A. Copies of this Agreement shall be prepared and reproduced. The expense shall be shared equally by the Board and the Association and presented to all employees now employed or hereafter employed, and made available to prospective candidates for employment by the Board.
- B. Whenever any notice is required to be given by either of the parties to this Agreement to the other, pursuant to the provisions of the Agreement, either party shall do so in writing at the following addresses:
1. If by Association, to Board in care of the Secretary of the Board.
 2. If by Board, to the President of the Association at the building to which she/he is regularly assigned for his employment.
- C. 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/she shall suffer no loss in pay.
- D. Representatives of the Association may 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. Prior requests shall be submitted to the building principal for his approval.
- E. The Association shall have, in each school building, the use of a bulletin board. The Association shall also be assigned adequate space on the bulletin board in the central office for Association notices. Copies of all such notices to be

Miscellaneous Provisions

posted shall be given to the immediate Supervisor(s) for his approval prior to its being posted.

- F. The Association shall have the right to use the inter-school mail facilities and school mail boxes as it deems necessary. However, the Board will not be responsible for any delay or problems in delivery.
- G. All job openings shall be advertised to the staff two weeks prior to filling the position.
- H. For the purposes of layoff and recall of employees covered by this Agreement:
 - 1. Seniority will apply provided the employee has the ability and qualifications to do the work as determined by Central Administration.
 - 2. Recall rights shall be effective for a maximum period of two (2) years provided the employee on layoff continues to provide the Board offices with a current address and telephone number.

ARTICLE XIII = FULLY BARGAINED PROVISIONS

This Agreement incorporates the entire understanding of the parties on all matters which were or could have been the subject of negotiations for the current Agreement. During the term of this Agreement, or any extensions thereof, neither party shall be required to negotiate with respect to any other matter, whether or not covered by this Agreement or whether or not within the knowledge or contemplation of either or both of the parties at the time they negotiated or executed this Agreement, except as required by Chapter 303 Public Laws, 1968 and Chapter 175 Public Laws, 1974.

ARTICLE XIV = SEPARABILITY AND SAVINGS

If any provision of the Agreement or any application of this Agreement to any employee or group of employees is held invalid by operation of law, or by a court or other tribunal of competent jurisdiction, such provision shall be inoperative, but all other provisions shall not be affected thereby and shall continue in full force and effect.

ARTICLE XV = DURATION OF AGREEMENT

A. DURATION PERIOD

This Agreement shall be effective as of July 1, 1987, and shall continue in effect until June 30, 1989 subject to the Association's right to negotiate over a Successor Agreement as provided in ARTICLE II. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated.

B. In witness whereof the parties hereto have caused this Agreement to be signed by their respective presidents or representative and attested to by their respective secretary or representative.

Attested to this Seventh day of March, 1988.

New Milford Association of
Educational Secretaries

By:

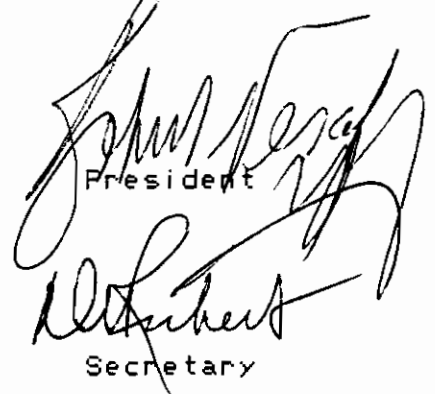

Representative

By:


Representative

New Milford Board of Education

By:


President

By:


Secretary

SCHEDULE A

SECRETARIAL-CLERICAL SALARY GUIDE

1987 = 1988

Step	10 Months	12 Months
1	8,700.	10,500.
2	9,500.	11,500.
3	10,350.	12,500.
4	11,250.	13,581.
5	12,208.	14,650.
6	13,050.	15,696.

Stipends

Computer Operator	12 mos.	Guide + 1,831.
H.S. Principal's Secretary	12 mos.	Guide + 794.
Data Input Clerk	12 mos.	Guide + 658.
M.S. Principal's Secretary	12 mos.	Guide + 564.
Steno Secretary	12 mos.	Guide + 540.
Steno/Principal's Secretary	10 mos.	Guide + 471.

12 Month Longevity 800. in 13th, 16th, 20th and 25th year
 10 Month Longevity 667. in 13th, 16th, 20th and 25th year

All personnel at or over the top step on the guide will receive an increase of 9% over their 1986-87 guide salary.

SCHEDULE A.1

SECRETARIAL-CLERICAL SALARY GUIDE

1988 = 1989

Step	10 Months	12 Months
1	9,800.	11,800.
2	10,600.	12,800.
3	11,450.	13,800.
4	12,335.	14,803.
5	13,307.	15,969.

Stipends

Computer Operator	12 mos.	Guide +	1,996.
H.S. Principal's Secretary	12 mos.	Guide +	865.
Data Input Clerk	12 mos.	Guide +	717.
M.S. Principal's Secretary	12 mos.	Guide +	615.
Steno Secretary	12 mos.	Guide +	589.
Steno/Principal's Secretary	10 mos.	Guide +	513.

12 Month Longevity 800. in 13th, 16th, 20th and 25th year
 10 Month Longevity 667. in 13th, 16th, 20th and 25th year

All personnel at or over the top step on the guide will receive an increase of 9% over their 1987-88 guide salary.

