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AGREEMENT BETWEEN  
BOARD OF EDUCATION

TOWNSHIP OF WOODBIDGE Township Board of  
and Education

LOCAL 2293, AFSCME, COUNCIL 73  
(Sanitorial, Cafeteria, Drivers Unit)  
AFL - CIO

FOR THE SCHOOL YEARS

X JULY 1, 1982 to JUNE 30, 1985

I N D E X

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SECTION A.

ARTICLE I - XVII

ALL FULL-TIME PERSONNEL

Articles I through XVIII of this Agreement pertain to all full-time Janitorial, Attendance, Transportation and Cafeteria personnel, whether hourly rate or salaried.

ARTICLE I

AGREEMENT

This Agreement, entered into by the Woodbridge Township Board of Education, hereinafter referred to as the Employer, and Local 2293, Council No. 73, American Federation of State, County and Municipal Employees, AFL - CIO, hereinafter referred to as the Union, has as its purpose the promotion of harmonious relations between the Employer and the Union, the establishment of an equitable and peaceful procedure for the resolution of differences, and the establishment of rates of pay, hours of work and other conditions of employment. This agreement reached on May 27, 1982 shall be effective as of July 1, 1982 to June 30, 1985.

ARTICLE II

RECOGNITION

The Employer recognizes the Union as the sole and exclusive representative for the purpose of collective negotiations for all full-time Janitorial, Attendance, Transportation and Cafeteria personnel, excluding certified professional staff, clerks, secretaries, administrative assistants, supervisors, directors, coordinators, principals, vice-principals, assistant superintendents, and superintendent. For purposes of this Agreement, a full-time employee is defined as one who is regularly scheduled for 25 or more hours of work per week for either a ten or twelve month work year. All references to male shall be understood to include female; all references to female shall be understood to include male.

Article III, Agency Shop, continued

joined the union. The representation fee shall be in an amount equal to eighty-five percent (85%) of the regular union membership dues, fees and assessments as certified to the employer by the union. The union may revise its certification of the amount of the representation fee at any time to reflect changes in the regular union membership dues, fees and assessments. The union's entitlement to the representation fee shall continue beyond the termination date of this agreement so long as the union remains the majority representative of the employees in the unit, provided that no modification is made in this provision by a successor agreement between the union and the employer. For the purposes of this provision, employees employed on a ten (10) month basis or who are re-appointed from year to year shall be considered to be in continuous employment.

- b. The union shall indemnify and hold the employer harmless against any and all claims, demands, suits and other forms of liability, including liability for reasonable counsel fees and other legal costs and expenses, that may arise out of or by reason of any action taken or not taken by the employer in conformance with this provision.
- c. The Union shall maintain a demand and return system as required by law and, upon request, shall furnish the Board with evidence of same.

ARTICLE IV

UNION BUSINESS

- A. Leave of Absence - Any one (1) employee elected to any Union office or selected by the Union to do work which takes her/him

Article V, continued

D. Recall - Employees shall be recalled from layoff according to their seniority within the job classification being recalled. No substitute employees shall be hired until employees on layoff status have been given the opportunity to return to their job(s).

E. Reduction in Force - Any employee having suffered loss of employment in the district as a result of a reduction in force who is rehired on or before December 31 of the school year next succeeding the school year in which said employee was terminated as a result of such reduction in force, shall:

- 1) be placed on the step of the salary guide such employee would have occupied but for the reduction in force;
- 2) be credited with unused sick leave accumulated during pre-reduction in force service; and
- 3) be credited with such pre-reduction in force service for purpose of vacation benefits, if applicable.

The foregoing shall be applicable for employees rehired on and after July 1, 1981.

F. Bumping

1. Any twelve-month employee whose salary is paid in accordance with any salary guide other than Schedule I and whose job is eliminated due to a reduction in the work force, may exercise her/his seniority by bumping the least senior employee in the same job category. If no position is available in the same job category, the employee may bump the least senior employee in Schedule I.

Article V, Seniority, Continued

2. Said notice shall include job classification, location, hours of work and shift, and to specify "subject to change".
3. During this period, employees who wish to apply for the open position or job may do so.
4. The application shall be in writing and it shall be submitted to the employee's immediate supervisor.

ARTICLE VI  
DISCIPLINE AND DISCHARGE

- A. Discipline - Disciplinary action may be imposed upon an employee only for failing to fulfill his responsibilities as an employee. Any disciplinary action or measure imposed upon an employee may be processed as a grievance through the regular grievance procedure. If the employer has reason to reprimand an employee, it shall be done in a manner that will not embarrass the employee before other employees or the public.
- B. Discharge
  1. The employer shall not discharge any employee without just cause. If, in any case, the employer feels there is just cause for discharge, the employee involved may be suspended for five (5) days. The employee and her/his steward will be immediately notified in writing of the action being taken and that the employee is subject to discharge. The Union shall have the right to take up the suspension and/or discharge as a grievance at the second step of the grievance procedure and the matter shall be handled in accordance with Title 18A. Any employee found to be unjustly suspended or discharged shall be reinstated with full compensation for all



Article VII, EMPLOYMENT RELATIONSHIP, Continued

C. Enforcing, continued

procedure.

D. Reporting for Work

1. Report Unavailability - All first shift personnel shall call their supervisor or foreman prior to 7:30 a.m. to report their unavailability for work. Employees on all other shifts shall call two hours prior to the start of their shift to report their unavailability or as soon as possible in case of emergency. All unexpected tardiness shall be reported as soon as possible, prior to the beginning of the day.
2. Answering service that is provided for the employees in this unit shall be utilized for the purpose of reporting sickness.
3. If an employee has notified her/his supervisor of the number of days s/he expects to be out for illness, that employee will not have to call in daily thereafter during the course of that illness.
4. Anticipated Travel Time - Personnel who travel any distance from their homes to their assigned school shall be expected to anticipate an extended time for their travel when weather requires it so as to arrive at work at the prescribed time.

ARTICLE VIII

GRIEVANCE PROCEDURE

Grievances arising out of the provisions of this Agreement shall be governed by the following:

- A. Definitions - A grievance shall mean a complaint by any employee represented by this Agreement (1) that there has been as to him a violation, misinterpretation or inequitable application of any of the provisions of this Agreement between the Union and the Board of Education or (2) that insofar as matters covered by the

ARTICLE VIII - GRIEVANCE PROCEDURE, Continued

- C. Grievance Procedure - Step 2, continued  
Superintendent of Schools.
- D. Grievance Procedure - Step 3 - If the person submitting the grievance is not satisfied with the disposition of her/his grievance by the Superintendent, or if no decision has been rendered in writing within ten (10) school days after the grievance was delivered to the Superintendent, he or she may request in writing that the Union submit the grievance within fifteen (15) school days to the Board of Education. The Board, or a committee thereof, shall review the grievance and shall hold a hearing with the employee and render a decision in writing within fifteen (15) calendar days of receipt of the grievance by the Board or the date of the hearing with the employee, whichever comes later.
- E. Grievance Procedure - Step 4 - If the employee represented by this Agreement submitting the grievance is not satisfied with the decision of the Board, the employee represented by this Agreement may, if agreed by the Union, submit the grievance to arbitration, within forty-five (45) days from decision of the Board.
- F. Binding Arbitration - Binding arbitration shall take place when requested after action by the Board of Education. The following procedure will be used to secure the services of an arbitrator:
1. Request List of Arbitrators - Either party may request the Public Employment Relations Commission in accordance with its rules to submit a list of persons qualified to function as an arbitrator in the dispute in question.
  2. Designation of Arbitrator - Either party may request a second list of arbitrators if the first list is unsatisfactory to

ARTICLE VIII - GRIEVANCE PROCEDURE, Continued

H. Employee's Duty, Continued

means of resolution for any dispute arising under the terms of this Agreement, the Union and all recognized employees in this bargaining unit shall not cause, engage in, or sanction any strike, slow-down, or other concerted action for the duration of this Agreement because of any dispute or disagreement between the School District or its representatives, and the Union, or any and all employees, or between any other persons, or other employees or organizations who are not signatory to this Agreement.

- I. Confidentiality of Grievance - All personnel shall be expected to proceed through proper channels within the framework of the School District on any informal grievance and/or complaint before relating such complaint to any aspect of the community.

ARTICLE IX

LEAVES OF ABSENCE

A. Leave for Death in Family

Up to five (5) days absence, without pay deduction, will be allowed for death in the immediate family. Immediate family shall mean: husband, wife, children, father, mother, sister, brother, and any other member of the same household. Up to three (3) days absence, without pay deduction, will be allowed for death of near relative.

ARTICLE IX, LEAVES OF ABSENCE, continued

C. Anticipated Disability/Sick Leave of Absence, continued

3. Continued -

submitted as soon as possible. Such unpaid leaves are subject to the provisions on unpaid personal leave as set forth herein.

- a. In the case of pregnancy, the employee, if she so desires, will be granted an unpaid leave to prepare for the birth of her child.
- b. Employees whose expected date of onset of disability occurs during periods which would be disruptive to the continuity of the educational process, and who do not take unpaid personal leave prior to the disability, shall be subject to being transferred to alternative duty without loss of pay or benefits while so assigned until such time as the disability occurs.

4. The employee who anticipates a specific disabling event and who does not request unpaid leave of absence prior to the anticipated disabling event shall become entitled to applicable sick leave benefits. The Board may require certification of such disability.
  - a. Requests by employees for extension of sick leave benefits shall be governed by law under N.J.S.A. 18A:30-6.
  - b. If the anticipated disabling event is childbirth, the Board shall presume that the pregnant employee becomes disabled for work four weeks before the anticipated date of childbirth, at which time the pregnant employee shall become eligible for sick leave benefits if she does not

ARTICLE IX, LEAVES OF ABSENCE, Continued

C. Anticipated Disability/Sick Leave of Absence, continued

5. a. continued

on the issue of physical capacity to continue the performance of duties.

6. If the employee's disability is caused by childbirth and such employee is receiving disability/sick leave benefits, the employee is presumed to be disabled for a recuperative period of four weeks following childbirth, during which time such employee shall continue to receive sick leave pay to which she is entitled under sick leave policy. This applies only to those employees who have been actively employed prior to childbirth and not to those employees who have been out on unpaid personal leave.

a. If as a result of pregnancy, an employee continues to be disabled after this four-week period, said employee may use any sick leave benefits to which she is entitled providing that (1) the employee's physician provides the Board with a certificate attesting to her inability to resume working, and (2) the Board reserves the right to verify the employee's disability.

b. If the employee whose disability is caused by childbirth wishes to return to her duties prior to the expiration of the recuperative period, she must present medical certification of fitness to the Board. The Board reserves the right to verify her medical certification.

c. If the Board of Education's physician and the employee's physician disagree as to the employee's fitness, then

ARTICLE IX, LEAVES OF ABSENCE, Continued

C. Anticipated Disability/Sick Leave of Absence, Continued

9. Continued

pregnancy. The same rules which apply to personal leaves for pregnancy shall apply to the new request for leave of absence for pregnancy.

10. If any employee who has been granted leave of absence for pregnancy has lost her baby by reason of miscarriage, stillbirth or death of the infant before the expiration of her leave of absence, the employee shall be restored by the Board on her request, as soon as possible, to a position as nearly the same as the position she held when her leave was granted.

D. Unpaid Personal Leave

1. The Board recognizes that certain personal situations occasionally occur where an employee seeks absence from work without pay. Where it is administratively determined that this is not inconsistent with the best interests of the school district, the Board of Education may grant individual unpaid personal leave. Such leave will be granted within the following guidelines:

- a. Employees may apply for unpaid personal leave for such purposes as preparation for, or recovery from, an employee's physical disability, unique family situations, or the achievement of personal growth goals. Mere convenience or pleasure of the employee shall not be considered as valid reasons.
- b. Requests for personal leave shall be addressed in

ARTICLE IX, LEAVES OF ABSENCE, Continued

D. Unpaid Personal Leave, Continued

5. In no event shall the Board of Education be obligated to extend a non-tenured employee's unpaid personal leave of absence beyond the contract year for which the employee is employed.

E. Personal Days - Members of this collective negotiating unit shall be allowed up to a maximum of three (3) non-accumulative personal days with pay each year between July 1 and the following June 30 under the following conditions:

1. Personal days shall only be used for such personal business which can only be conducted during the normal business day.
2. Employees requesting personal leave shall do so on the form designated for this purpose (shown as Exhibit A.) and submit it to the principal of the building or the administrator to whom they are assigned at least two school days (except in case of emergency) in advance of the time they seek to be absent for personal reasons. Copies of the completed form requesting personal leave shall be forwarded to the Assistant Superintendent for Personnel and records of such requests shall be kept in each employee's central personnel file.
3. Approval by the administration, if granted, shall also be in writing.
4. No personal days absence with pay shall be allowed, unless for religious holidays, when such days are taken during the first or last five (5) days of the school year or on a day before or after a holiday, recess or vacation.

ARTICLE IX, LEAVES OF ABSENCE, Continued

F. Sick Leave, Continued

2. Continued

while steadily employed in the Woodbridge Township School District is unlimited, except that not more than twelve (12) sick leave days may be accumulated in any one year. For example, if a steadily employed individual is absent from employment due to personal illness for three (3) days in a given year, nine (9) days sick leave only will be added for that year to such individual's total accumulated sick leave days.

3. The term "steadily employed" as used in 1. and 2. above means regular, continuous employment for the entire school year. Individuals whose employment is regular and continuous for the entire school year, but whose employment is for less hours daily or for fewer days per week than would be required for full-time employment are deemed to be "steadily employed" and shall be entitled to pro-rata number of sick leave days for personal illness without pay deduction.

4. Each steadily employed individual who retires under a state administered retirement system after twenty (20) years of service in the Woodbridge Township School District shall be entitled, upon retirement, to a supplemental compensation payment of eleven percent (11%) of the unused portion of accumulated sick leave days credited to such employee as of the last day of employment which shall be known as "Paid Retirement Sick Days". Any such employee credited with "Paid Retirement Sick Days" shall receive, upon retire-



ARTICLE IX, LEAVES OF ABSENCE, Continued

F. Sick Leave, Continued

c. Continued,

is given to the Superintendent of Schools on or before December 1 of the school year in which the last day of employment is to be rendered. In the event that timely notice is not given, the lump sum supplemental compensation payment shall still be due and owing. If, however, payment of same presents a fiscal difficulty to the Board, then the Board may delay payment of the supplemental compensation, but in no event may payment be delayed later than August 1 of the year following the August 1 it would have been paid if timely notice had been given.

G. Requirement of Physician's Certificate - The Board reserves

the right to require a physical examination, paid for at Board expense, to certify ability or inability to perform required job functions. If an employee's record indicates possible abuse of sick leave, the Board may also require a physician's certificate for sick leave claimed, in accordance with Title 18A:30-4.

H. Injury to Employee - An employee injured during employment with her/his employer shall receive time off with pay for the period of such absence for up to one calendar year without having such absence charged to the annual sick leave as provided in sections 18A:30-2.1 and 18A:30-3.

ARTICLE X

HAZARDOUS JOBS

The Board will pay for all examinations where employees are required to take periodic examinations involving health hazards,

ARTICLE XI, Health Benefits Coverage, Continued

B. Dental Insurance, continued

dental fee coverage as per classification with no deductible for the individual employee and dependents.

C. Prescription Plan

The Board will provide a \$1.00 Deductible Prescription Plan.

D. Optical Plan

Effective July 1, 1982 the Board will provide the employee with a program of vision care with the Board paying 100% of the insurance premium. Commencing 1983-84, the Board will provide the employee with a Family Plan Program of vision care with the Board paying 75% of the cost of the insurance premium if the employee elects Family Plan coverage.

ARTICLE XII

EVALUATION PROCEDURES

- A. Annual Reports - All personnel shall be evaluated on prescribed forms at least once each school year by June 1st. A conference shall be held with each person prior to submission of the results of such evaluation to the Superintendent of Schools. If the employee is dissatisfied with the result of this conference, s/he shall be provided the opportunity for another conference accompanied by a Union representative, if s/he so desires. The employee must advise the Administration in writing of her/his desire for this second conference within five (5) days of the original conference.
- B. An employee has the right to write a rebuttal.

ARTICLE XIII

TRANSPORTATION ALLOWANCE

When Board supplied transportation is not available, and where

ARTICLE XIV, ASSIGNMENTS AND TRANSFERS, Continued

- F. Work Force Change - The employer has the right to transfer an employee where and when necessary providing there is no discrimination or personal animosity involved.
- G. Temporary Assignment - Any employee covered by this collectively negotiated agreement who, for more than five (5) consecutive days is assigned the responsibilities of a position which commands a higher rate of pay shall, effective the sixth day, receive the higher rate of pay applicable to such assignment, retroactive to the first day of such assignment.

ARTICLE XV  
MISCELLANEOUS

A. Physical Examinations

1. The Board may provide the following health examinations:

Physical examination every two years.

Chest X-ray every year.

Annual flu shots (if desired).

All personnel may be required to submit to a physical examination once every two years, by October 1 of the school year, such examination to include satisfactory chest X-ray. Examinations may be given by the District School Physician, but upon request the use of a personal physician must be approved by the Assistant Superintendent for Personnel. The District may require an examination by the District School Physician if in the best interests of the District.

2. New Personnel - All personnel new to the District shall be required to pass a physical examination and chest X-ray before they may begin employment. An additional examination

ARTICLE XVI, UNIFORMS, Continued

D. Chief Mechanic, Mechanics and Mechanic's Helper, Continued

the Board of Education for the chief mechanic, mechanics, and mechanic's helper.

E. Boiler Cleaning Detail - Up to four sets of coveralls per employee per year will be provided by the Board of Education for employees on the boiler cleaning detail.

F. Uniform-Wearing Requirements

1. All employees are required to wear the uniforms provided by the Board.
2. An employee reporting for work out of uniform shall report to the immediate supervisor and explain the reason for being out of uniform.
3. In the event this occurs more than once, after discussing the matter with the supervisor, the employee shall be sent home to change into uniform. The time away from work shall be unpaid.

G. Foul Weather Gear - The Board of Education agrees to provide two sets of foul weather gear for each building; three sets of foul weather gear for the garage.

ARTICLE XVII

DURATION OF AGREEMENT

A. Duration - This Agreement reached on May 27, 1982 shall be effective as of July 1, 1982 to June 30, 1985. The parties agree to enter into good faith collective negotiations over a successor Agreement in accordance with Chapter 123, Public Laws 1974, State of New Jersey. Unless specifically indicated in this Agreement to the contrary, all improvement in benefits are effective July 1, 1982 or later.

SECTION B

ARTICLE XVIII

JANITORS, TWELVE-MONTH PERSONNEL

ARTICLE XVIII

TERMS AND CONDITIONS OF EMPLOYMENT

A. Salaries - Twelve-Month Employees - 1982-83

Schedule I (See Section C. for Definition of Schedules)

<u>Step</u>	<u>Annual</u>	<u>Hourly</u>	<u>Schedule II</u>	<u>Schedule III</u>
*			*	*
1	14,449	6.95	14,681	15,029
2	15,316	7.36	15,548	15,895
3	15,753	7.57	15,985	16,333

<u>Schedule IV</u>	<u>Schedule V</u>	<u>Schedule VI</u>	<u>Schedule VII</u>
*	*	*	*
1	15,319	15,609	16,334
2	16,185	16,475	17,200
3	16,623	16,912	17,637

<u>Schedule VIII</u>	<u>Schedule IX</u>	<u>Schedule X</u>	<u>Bus Driver Group Leader</u>
*	*	*	
1	16,479	17,638	15,893
2	17,345	18,505	16,347
3	17,782	18,942	18,001

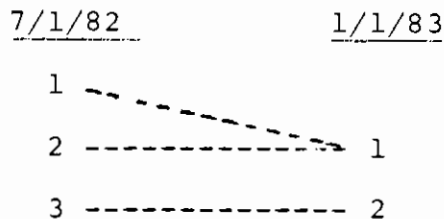
12-Mo. Cafeteria  
Driver

Mechanic's Helper - \$11,389

*	
1	11,993
2	12,289
3	12,742

\* See starting rate, Section D.

1. There will be no movement from step to step on this guide except as follows: Effective January 1, 1983, the first step will be eliminated. Those employees on the first step will move to the next step as shown below:



Article XVIII, Continued

C. Definition of Schedules

Schedule I	Annual - 40 hr. Janitors Hourly - 25 hr. Janitors Food Service Utility Person *
Schedule II	Janitor assigned to Boiler Room of a high school. (This schedule will remain in effect for the employees in this position so long as they remain employed in this position. Effective July 1, 1980, employees new to this position will be hired on the schedule set forth under Schedule I with a starting rate described in Section D. on pg.35.)
Schedule III	Vacant
Schedule IV	Janitor in charge of a one-janitor building Janitor assigned to a stadium Janitor-Driver
Schedule V	Mechanic Janitor-Heavy Equipment Operator Night Foreman - Secondary Schools
Schedule VI	Attendance Officer Janitor in charge of an elementary school with more than one and up to five employees
Schedule VII	Janitor in charge of Middle Schools Head Rover Janitor Head Rover Specialist
Schedule VIII	Boiler Specialist
Schedule IX	Janitor in charge of High Schools
Schedule X	Chief Mechanic

\* Placed on step 1 effective July 1, 1982.

1. Any janitorial employees who do welding work shall be compensated on their same step of Schedule III for all hours doing authorized welding work.

Article XVIII, Continued

G. Salaries - 1984-85 - A wage reopener will be in effect for 1984-85 at which time the parties to this Agreement shall negotiate wages.

H. Night Shift Differential

In addition to the established wage rates, the employer shall pay an hourly premium to janitorial employees for each hour worked on scheduled shifts as follows:

1. No premium shall be paid for first shift work: 7:30 a.m. to 4:30 p.m.
2. Shift 2: 3:00 p.m. to 11:00 p.m. and 4:00 p.m. to 12:00 midnight - \$.20/hour.
3. Shift 3: 11:00 p.m. to 7:00 a.m. and 12:00 midnight to 8:00 a.m. - \$.30/hour.
4. Hourly workers whose work shift commences between 3:00 p.m. and 12:00 midnight shall also receive \$.20/hour.

I. Call Time - Full-Time Twelve-Month Employees

1. Any employee called to work outside of her/his regular scheduled shift shall be paid for a minimum of two hours at the rate of time and one-half.
2. If the call time work assignment and the employee's regular shift overlap, the employee shall be paid the call time rate of time and one-half until s/he completes two hours work. The employee shall then be paid for the balance of her/his regular work shift at the appropriate rate.



ARTICLE XVIII - TERMS AND CONDITIONS OF EMPLOYMENT, Continued

J. Overtime - Full-Time Twelve-Month Employees, continued

3. Distribution, Continued

shall be equalized over each six month period beginning on the first day of the calendar month following the effective date of this Agreement, or on the first day of any calendar month after this Agreement becomes effective. On each occasion, the opportunity to work overtime shall be offered to the employee within the job classification who has the least number of overtime hours to his credit at the time. If this employee does not accept this assignment, the employee with the next fewest number of overtime hours to his or her credit shall be offered the assignment. This procedure shall be followed until the required employees have been selected for the overtime work. A record of the overtime hours worked by each employee shall be available on request of the Union president.

4. Overtime Assignment

- a. All janitorial overtime required for the use of a District facility shall be recommended by the Administrator in charge of such facility and subject to approval by the Assistant Superintendent for Business.
- b. Overtime work shall be voluntary except in emergencies. There shall be no discrimination against any employee who declines to work overtime.
- c. Approved overtime shall be authorized by the Superintendent or his appointed designee(s) in accordance with Board policy. Whenever possible, employees shall receive 48 hours' advance notice of scheduled overtime.
- d. All other necessary and emergency overtime shall be

ARTICLE XVIII - TERMS AND CONDITIONS OF EMPLOYMENT, Continued

K. Hours of Work - Full-time Twelve-Month Employees, continued

2. Work Week - The work week shall consist of five (5) consecutive eight (8) hour days, Monday through Friday inclusive, but third work shift(s) hours commencing before midnight on Sunday, or after midnight on Friday, shall be considered as part of the regular work week for purposes of this contract.
3. Work Days - Eight (8) consecutive hours of work within the 24 hour period shall constitute the regular work day. Some janitors may be assigned less than eight (8) hours per day per present practice.
4. Time Log - Each full-time twelve-month employee is to sign time-in and time-out at the designated time log in the principal's office or at the particular work site.
5. Work Shift - Eight (8) consecutive hours of work shall constitute a work shift. All employees shall be scheduled to work on a regular work shift and each work shift shall have a regular starting and quitting time.
6. Work Schedule - Work schedules showing the employee's shifts, work days, and hours shall be posted in his respective school.
7. Lunch - All employees shall be granted a lunch period during each work shift. Whenever possible, the lunch period shall be scheduled at the middle of each shift. Each school shall post a designated lunch period. It is understood by the parties to this Agreement that the lunch period in the second and third shifts shall be thirty minutes.
8. Wash-Up - All employees shall be granted a ten (10) minute personal cleanup period prior to the end of each work

ARTICLE XVIII, TERMS AND CONDITIONS OF EMPLOYMENT, Continued

M. Paid Holidays, Continued

1. Continued

janitors:

New Year's Day	Labor Day
Martin Luther King's Birthday	Columbus Day
Lincoln's Birthday	General Election Day
Washington's Birthday	Veterans Day
Good Friday	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Independence Day	Christmas Eve
	Christmas Day

2. If a paid holiday per Article XVIII, Section L.1. falls on a Saturday or Sunday, then the following Monday shall be recognized as a holiday if school is not in session. In cases where school is in session, compensatory time will be given during the school year as scheduled by the Administration.

N. Vacations - Full-time Twelve-Month Employees

1. Twelve-month employees with less than five (5) years of continuous service shall be granted ten (10) work days vacation per year with pay; employees in their first year of service shall have such vacation time prorated according to their amount of service time.
2. Three (3) weeks after five (5) years continuous service from date of hire.
3. Effective July 1, 1979, the following shall apply:
  - \* 11 years of employment. . . . One additional day.
  - \* 12 years of employment. . . . Two additional days.
  - \* 13 years of employment. . . . Three additional days.
  - \* 14 years of employment. . . . Four additional days.
  - \* 15 years of employment. . . . Five additional days.

\* From date of hire.
4. Four (4) weeks after fifteen (15) years of continuous service from date of hire.

ARTICLE XVIII - TERMS AND CONDITIONS OF EMPLOYMENT, Continued

N. Vacations, Continued

9. If a holiday occurs during the calendar week in which a vacation is taken by an employee, the employee's vacation period shall be extended one additional work day.

O. Promotions - It is important that individuals of this bargaining unit whose positions are improved should not suffer a reduction in salary as a result of that move. Therefore, when an individual is reassigned to a position at a higher salary level, the following guidelines shall be employed to determine placement on the salary guide for the new position.

a. An individual entering a higher salary guide shall receive a four percent increase, where possible, over her/his annual salary.

(1) In order to maintain the established salary maximums as set forth in Article XVIII, Section A., in the event that a 4% increase would result in a salary amount that exceeds the maximum salary within the new grade level, the person shall be placed at the maximum salary for that new grade level.

(2) In the event that a 4% increase would result in a salary amount that falls between two steps within the new grade level, the person shall be placed on the higher step.

SECTION C

ARTICLE XIX

CAFETERIA - HOURLY DRIVERS - TEN-MONTH PERSONNEL

ARTICLE XIX

SALARIES - TEN-MONTH EMPLOYEES

A. Salaries - Ten-Month Employees 1982-83 and 1983-84

1. Hourly Drivers - Hourly rates of pay

<u>Step</u> *	<u>1982-83</u>	<u>Step</u> *	<u>1983-84</u>
1	7.06		
2	7.28	1	7.90
3	8.08	2	8.77

2. Salaries - Cafeteria Drivers

<u>Step</u> *	<u>1982-83</u>	<u>Step</u> *	<u>1983-84</u>
1	5.77		
2	5.91	1	6.41
3	6.13	2	6.65

3. Salaries - Cafeteria Employees - Hourly Rate of Pay

Category I

Category II

Woodbridge High School  
 Colonia High School  
 J.F.K. High School  
 Woodbridge Middle School

Colonia Middle School  
 Fords Middle School  
 Iselin Middle School

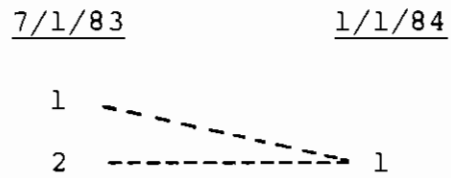
<u>I</u> Cafeteria Cook Manager				<u>II</u> Cafeteria Cook Manager			
<u>Step</u> *	<u>1982-83</u>	<u>Step</u> *	<u>1983-84</u>	<u>Step</u> *	<u>1982-83</u>	<u>Step</u> *	<u>1983-84</u>
1	6.75			1	6.42		
2	6.94	1	7.53	2	6.64	1	7.20
3	7.40	2	8.03	3	7.06	2	7.66

\* See Starting Rate - Article XIX, Section B.

ARTICLE XIX, Continued

5. Continued

Effective January 1, 1984, the first step will be eliminated. Those employees on the first step will move to the next step as shown below:



ARTICLE XIX, Continued

F. Promotion, continued

1. Continued

whose positions are improved should not suffer a reduction in salary as a result of that move. Therefore, when an individual is reassigned to a position at a higher salary level, the following guidelines shall be employed to determine placement on the salary guide for the new position.

a. An individual entering a higher salary guide shall receive a four percent increase, where possible, over her/his current annual salary.

(1) In order to maintain the established salary maximums as set forth in Article XIX, Sections 2 and 3, in the event that a 4% increase would result in a salary amount that exceeds the maximum salary within the new grade level, the person shall be placed at the maximum salary for that new grade level.

(2) In the event that a 4% increase would result in a salary amount that falls between two steps within the new grade level, the person shall be placed on the higher step.

G. Hours of Work

1. Work Week - The work week shall be scheduled between Monday and Friday inclusive.

2. Work Days - Eight (8) hours (or less, if scheduled) shall constitute the regular work day. Each hourly ten month employee is to sign time in and time out at the designated time log at the principal's office or at the particular work site.

a. The total number of hours of work per day per employee



ARTICLE XIX, Continued

H. Driver-Trainers Differential, continued

2. Continued

shall be paid for driver serving as trainer for work under any of the following conditions, but compensation shall not be paid twice for the same hours:

- a. All training given in excess of forty (40) hours in any work week.
- b. All training given before or after any scheduled work shift which is in excess of eight (8) hours in any work day.

I. Holidays

1. Ten-month hourly employees shall receive regular pay for twelve (12) holidays, this amount to be included in the last paycheck of the year. In the event that an employee leaves the district during the course of the work year, the holiday pay shall be based on the number of holidays which occurred during the period the employee worked.
2. In order to receive Labor Day as a 13th paid holiday, any ten-month employee should have worked at least 90 days in the school year preceding Labor Day.

J. Ten-Month Cafeteria Workers Pay Disbursement

1. First check in September to be for five work days pay and equal payments thereafter based on .180 work days except that the final pay in June will be computed as follows:
  - a. Total days worked in the year plus (+) 12 holidays.
  - b. Total days pay earned less (-) days paid through June 5.
  - c. Net days to be paid in final check.

In Witness Whereof, the parties hereto have caused this Agreement to be signed by their respective presidents; attested by their respective secretaries and their corporate seals to be placed thereon, all on the day and year written below.

BOARD OF EDUCATION, TOWNSHIP  
OF WOODBRIDGE, NEW JERSEY

By Thomas Pungers (President)

By J.C. Cadwalader (Secretary)

LOCAL #2293, COUNCIL NO. 73,  
AMERICAN FEDERATION OF STATE,  
COUNTY AND MUNICIPAL EMPLOYEES, AFL-CIO

By Frank Kaminsky (President)

By Thomas Korhick (Secretary)

Date: July 1, 1982

WOODBRIIDGE TOWNSHIP SCHOOL DISTRICT

WOODBRIIDGE, NEW JERSEY

LOCAL #2293, AFSCME, COUNCIL #73, PERSONAL DAY REQUEST FORM

School \_\_\_\_\_

Date \_\_\_\_\_

Dear Principal:

This letter is to request one day personal leave on

\_\_\_\_\_. My reason for requesting  
personal leave is:

\_\_\_\_\_ Personal  
\_\_\_\_\_ Religious  
\_\_\_\_\_ Legal (except  
court summons)

\_\_\_\_\_  
Employee

Personal Leave entitlement is based on Article IX, Section E. Please keep in mind that personal leave is essentially for religious, legal or other grave reasons, and may be used only in conformity with contract language.

\_\_\_\_\_  
Administrator