

PREAMBLE

This Agreement entered into this _____ day of _____, 2005, by and between the Pittsgrove Township Board of Education, hereinafter called the "Board", and the Central Office Support Staff Unit, hereinafter called the "Unit." Except for the following provisions, the terms of the Agreement between the Pittsgrove Township Support Staff Association and the Pittsgrove Township Board of Education, July 1, 2005-June 30, 2008, apply:

ARTICLE I – RECOGNITION

Replace A.

The Board recognizes the Central Office Support Staff Unit as the sole and exclusive employee representative for the negotiations unit defined as follows:

Included: All Central Office Clerical/Secretarial/Support Staff Employees;

Excluded: All other employees of the Board, including: Business Office & Operations Employees and Professional Employees

Replace B.2.

The term "Association" shall mean the Central Office Support Staff Unit.

ARTICLE VI – SENIORITY/EMPLOYMENT STATUS

Delete G.

ARTICLE VII – LEAVES, HOLIDAYS, VACATIONS

A.1 b. – Sick Leave

Employees who are regularly scheduled to work less than a five day workweek shall be credited sick leave days on a prorated basis per the following equation:

$$\frac{\text{Days worked/week}}{5} \times \text{Months in work year}$$

Replace A. 1 g. – Sick Leave

All Unit employees who leave with ten (10) years of vested service in the school district shall receive a buyout of unused sick/personal days providing sixty (60) days advance notice is given. (Exceptions will be made in cases of approved disability. This buyout will be computed by taking two-thirds (2/3) of the total number of unused sick/personal days at \$50/day;

Replace A.1.h – Sick Leave

All Unit employees who retire after twenty (20) years of service in the school district shall receive a buyout of unused sick/personal days providing sixty (60) days advance notice is given. (Exceptions will be made in cases of approved disability.) This buyout will be computed by taking three-fourths (3/4) of the total number of unused sick/personal days x \$75/day.

Retirement and sick pay buyback will not preclude employee's payment for days upon retirement at age less than sixty (60) years.

Replace A.1.i – Sick Leave

Unit employees will give the Board of Education, in writing sixty (60) days notice of retirement or separation. (Exceptions may be made in cases of approved disability). Failure to provide notice will result in forfeiture of sick time reimbursement at retirement or separation. Otherwise, a thirty (30) day contract notice is required.

Replace A.1.j. Sick Leave:

Unit employees may convert up to 20 sick days yearly to lump sum payment, or annuity at the following rate:

@ 10 years: \$32.00/day

@ 20 years: \$45.00/day

Add A.3.d.

All Unit employees shall receive payment for unused personal days at \$100/day, with no sick day restriction.

Delete 4. Attendance Bonus

B. Holidays

Modify to include:

The Unit will be entitled to the benefit of the two (2) day NJEA convention in-service days.

If a holiday falls on a day that an employee is regularly scheduled off, the employee will be entitled to take either the workday immediately preceding the holiday or the work day immediately following the holiday. Any deviation from this shall require prior approval of the employee's immediate supervisor.

C. Vacations

Replace 3:

After the first year of employment, Unit employees who resign with at least thirty (30) days advance notice will be entitled to vacation pay as follows:

$$\frac{\text{Months Worked}}{12} \times \text{Annual Vacation Days} = \text{Vacation Entitlement}$$

Replace 5:

All Unit employees will be required to give the Superintendent's Office five (5) working days notice for use of a vacation day(s). Vacation days must be applied for each year by July 1. In the case of extenuating circumstances, additional vacation days may be granted upon at least two (2) weeks notice to the Superintendent for use of five (5) or more consecutive days. Vacation days may be taken as half-days.

Add:

8. Employees who are regularly scheduled to work less than a five day workweek shall be credited vacation days on a prorated basis per the following equation:

$$\frac{\text{Days worked/week}}{5} \times \text{Earned vacation}$$

9. At ten (10) years of service all Unit employees may convert up to five (5) vacation days to pensionable salary or annuity. Vacation payment will be at the per diem rate.

Replace D. Snow Days/Emergent Closings

The Superintendent will determine if the Central Office location will be open when schools are closed. All Unit employees are scheduled to report to work if Central Office location is open.

Article X - WORK DAY/WORK YEAR

Replace A: Reporting Procedures

All Unit employees will be required to sign-in and sign out on a daily basis.

Delete:

- B. Custodial and Maintenance Employees**
- D. Instructional Aides/Non-Instructional Aides**
- E. Library Technician**

Replace: C. Central Office Support Staff Unit Employees (Title Only)

Replace: G. 1. Overtime

All Unit employees will be available for overtime, not to exceed three (3) hours/day or twenty (20) hours/month on days when school is in session. If use of vacation and/or personal days previously approved by the Superintendent conflicts with overtime request, employee will not be required to work. Seventy-two (72) hours advance notice will be given to those employees required to work and all overtime will be paid at 1 ½ times the employee's hourly salary for hours worked beyond the standard 37.5 hours/week.

Delete:

G. 2., 3., 4.

H. In Service Training

Replace:

All Unit employees will complete required in-service training. The employee will be given at least 14 days notice of the in-service training time. This training may be held inside or outside the regular contracted day depending on the nature of training and provider. Failure to meet this requirement may result in disciplinary action.

Article XII - Insurance Benefits

Modify A. to include:

Blue Bank reimbursement (\$625) is eliminated and may be converted to non-pensionable salary or be paid two times per year, December 15th and June 15th. This sum can be used toward prescription/dental/life/disability or annuity contribution. The dental insurance cap and the prescription cap are eliminated. Unit members employed full time as of 6/30/02 are eligible for this benefit and Unit members employed part time as of 6/30/02 shall be eligible for this benefit upon acquiring full time status. The bargaining Unit will provide, by May 1 of the prior year, the distribution list for its members.

Replace C.1, 2, & 3:

Effective 7/1/2002, prescription card will only be available under the POS Plan with 90/10 co-pay option. Employees with traditional medical coverage will have to submit prescription for reimbursement (80/20), after deductible is met through their major medical plan.

All full time Unit members will continue to receive a \$600 sum annually, which will be paid two times per year, December 15th and June 15th. This sum can be used toward prescription/dental/life/disability or annuity contribution. The dental insurance cap and the prescription insurance cap are eliminated. Unit members employed full time as of 6/30/02 are eligible for this benefit and Unit members employed part time as of 6/30/02 shall be eligible for this benefit upon acquiring

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full time status. The bargaining Unit will provide, by May 1 of the prior year, the distribution list for its members.

As long as a prescription plan is provided to other district employees, Unit members can purchase coverage.

Modify E. to include:

Individuals who were eligible for CIGNA Traditional medical coverage upon date of full time employment can re-enter the program at the appropriate calendar time.

H. Long Term Disability Insurance

Replace 2.:

The Board of Education will contribute \$350 for each Unit full time employee (\$175 for each part time employee) to be used for the purchase of dental, prescription or disability insurance.

Add I. Payment in Lieu Of

Payment in lieu of health benefits for full-time Unit employees will be capped at the 1992-93 level. This benefit option will not be extended to any future employees and will cease except for those employees currently exercising their rights. Individuals will receive their reimbursements, as taxable income or as other Board of Education approved insurances. Payment in lieu of health benefits will cease if and when the Board of Education enters into the NJ State Health Benefits Plan.

Add J.

For the purpose of determining eligibility for the benefits outline in this Article, full time employment shall be defined as any employee who is contracted to regularly work twenty-five (25) or more hours per week, regardless of the number of days worked in a week. These benefits are only available to Unit members who were employed as of 6/30/2002.

ARTICLE XIII – CLOTHING/HAZARDS

Delete

ARTICLE XVI – WORK RULES

Delete B. & C.

Article XVII – DEDUCTIONS FROM WAGES

Delete A. C. & E.

Article XIX – NEW EMPLOYEES

Modify to include:

Probationary Period – 90 days.

Article XX – SALARIES

2005-2006: 4.0%
2006-2007: 4.25%
2007-2008: 4.25%

Central Office Clerk rate will be brought up \$.50 per year over the three year contract in addition to the percentage increase per year.

Technology Specialist will be brought up \$.10 per year over the three year contract in addition to the percentage increase per year.

Average hourly increase among six Central Office secretaries.

The salaries/rates listed below include the above adjustments.

POSITION	2005-2006	2006-2007	2007-2008
SUPT. SECRETARY	52,047.00	54,172.00	56,375.00
SECRETARY (1950 HRS)	49,337.00	51,462.00	53,665.00
SECRETARY (1840 HRS)	46,554.00	48,559.00	50,638.00
TECH SPECIALIST	40,755.00	42,674.00	44,666.00
CLERK (1950 HRS)	36,231.00	38,708.00	41,243.00
CLERK (Hourly Rate)	18.58	19.85	21.15

ARTICLE XXI – DURATION

A. This Agreement shall be in force and effect as of the 1st day of July, 2005, and shall remain in effect until June 30, 2008, at which time it shall expire.

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B. IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals this _____ day of _____, 2005.

**PITTSGROVE CENTRAL OFFICE
SUPPORT STAFF UNIT**

**PITTSGROVE TOWNSHIP
BOARD OF EDUCATION**

President

Board Secretary

File: Memorandum of Agreement 2005-2008