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A G R E E M E N T

Between:

THE BOARD OF EDUCATION OF THE TOWNSHIP
OF MILLBURN, NEW JERSEY,

and

COMMUNICATIONS WORKERS OF AMERICA, AFL-CIO

July 1, 1970 - June 30, 1971

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A G R E E M E N T

THIS AGREEMENT, made and entered into this 25th day of February 1970, between THE BOARD OF EDUCATION OF THE TOWNSHIP OF MILLBURN (hereinafter called the "Board") and COMMUNICATIONS WORKERS OF AMERICA, AFL-CIO (hereinafter called the "Union"):

ARTICLE I- PURPOSE

The Board and the Union have entered into this Agreement for the purpose of establishing conditions under which employees, as hereinafter defined, shall be employed to work for the Board and procedures for the presentation and resolution of grievances, and for the purpose of regulating the mutual relations between the Board and said employees with a view to promoting and insuring harmonious relations and cooperation.

ARTICLE II - RECOGNITION

The Board recognizes the Union as the exclusive bargaining agent within the purview of Chapter 303 of the Laws of 1968 with respect to the terms and conditions of employment for a unit of non-professional employees consisting of custodians, groundsmen, maintenance employees and matrons, exclusive of the head groundsmen, the head maintenance man, the head custodian in the senior high school and the head custodian in the junior high school and such other supervisory personnel as may be employed by the Board.

ARTICLE III - DUES CHECK-OFF

The Board agrees to deduct from the pay of each employee who furnishes a written authorization for such deduction on a form acceptable to the Board, during each calendar month, the amount of monthly Union dues. Dues shall be Four Dollars per month, or such other amount as may be certified to the Board by the Union at least thirty (30) days prior to the date on which the deduction of Union dues is to be made. Deduction of the Union dues made pursuant hereto shall be remitted by the Board to the Union, c/o Secretary- Treasurer, Communications Workers of America, AFL-CIO, 1925 K Street, N.W., Washington, D.C. 20006, prior to the end of the calendar month for which such deductions are made, together with a list of employees from whose pay such deductions were made.

ARTICLE IV - GRIEVANCE PROCEDURE

A. 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 employees as a result of the interpretation, application or violation of this Agreement between the Board and the Union.

B. 1. A "grievance" shall mean a complaint by an employee that there has been as to him a violation, misinterpretation, or inequitable application of any of the provisions of this Agreement between the Board and the Union.

2. The term "grievance", and the procedure relevant thereto, shall not be deemed applicable in the following instances:

(a) The dismissal by the Board of a probationary employee;

(b) In matters where a method of review is exclusively mandated by law, or by any rule, regulation or by-law of the State Commissioner of Education or the State Board of Education;

(c) In matters where the Board is without authority to act; and

(d) In matters involving the sole and unlimited discretion of the Board as set forth in Article XII hereof.

C. 1. An employee having a grievance shall present it, either orally or in writing, to his immediate supervisor within ten (10) working days after the occurrence of the event from which the grievance arises. An answer shall be submitted in writing within five (5) working days of the presentation of the grievance. The answer shall be submitted to the employee and to the Union.

2. If the employee or the Union is not satisfied with the answer received or if an answer is not received, the grievance shall be put in writing, signed by the employee, and presented to the Secretary of the Board within five (5) working days from the expiration of the time period provided in paragraph 1 hereof. The Secretary of the Board shall, within five (5) working days of the receipt of the written grievance, arrange a

meeting with the employee and the Union. The Secretary of the Board shall give to the employee and the Union a written answer to the grievance within five (5) working days after the date of such meeting.

3. If the employee or the Union is not satisfied with the written answer resulting from the preceding step or if no answer is received, the Union shall within five (5) working days following the expiration of the time period provided in the preceding step submit a written request to the Secretary of the Board for a hearing of the grievance by the Board at its next scheduled meeting following the receipt of the request or, in any case, not later than fifteen (15) working days following the receipt of the request by the Secretary of the Board. The Secretary of the Board shall schedule a meeting for the hearing of the grievance and shall advise the employee and the Union of the time, date and place of the meeting not less than five (5) days prior to the scheduled meeting date. The President of the Board, or such person as may be acting as President, shall within five (5) working days following the hearing submit an answer to the employee and to the Union.

4. (a) If the employee or the Union is not satisfied with the written answer resulting from the preceding step or if no answer is received, the Union may within five (5) working days following the expiration of the time period set forth in the preceding section submit a written request to the Secretary of the Board to refer the grievance to advisory arbitration before an arbitrator, mutually agreeable to the Board and to the

Union, who shall be selected from the list of the American Arbitration Association.

(b) In the event that a grievance is taken to arbitration, the compensation and expenses of the arbitrator shall be shared equally by the Board and the Union. The cost of any transcript shall be borne solely by the party requesting it. The arbitrator shall not have the power to alter, amend, add to or revise any provision of this Agreement.

D. Saturdays, Sundays and holidays shall not be considered working days in the computing of the time provided for in the foregoing. Any written decision or written answer to a grievance made at any step which is not appealed to the succeeding step within the time limits provided, or within such additional period of time as may be mutually agreed upon in writing, shall be considered final settlement and such settlement shall be binding upon all parties.

E. Any employee shall be entitled to the assistance of a Union officer or representative in all steps of the foregoing grievance procedure. An employee shall not lose pay for time spent during his regular working hours at the foregoing steps of the grievance procedure. In the event that it is necessary to require the attendance of other employees during any of the above steps, such employees shall not lose pay for such time.

F. The number of days indicated at each level of the grievance procedure shall be considered as a maximum and every effort should be made to expedite the process.

G. Nothing herein contained shall be construed as limiting the right of an employee having a grievance to discuss the matter informally with his immediate supervisor.

ARTICLE V - SENIORITY

A. Seniority for the purpose of this Article shall be based upon an employee's continuous length of service with the Board.

B. All employees shall be considered probationary employees for the first year of their employment. Probationary employees may be disciplined or terminated at any time for any reason whatsoever at the sole discretion of the Board and they shall not be entitled to utilize the provisions of the Grievance Procedure. Upon completion of such probationary period, their seniority will be dated as of the date of the commencement of their employment. In the event that two (2) employees commence their employment on the same date, their respective seniority shall be determined by the alphabetical order of their last names.

C. The Board shall maintain a seniority list of employees, copies of which shall be furnished to the Union. The Board shall furnish to the Union the names of new employees hired not later than fifteen (15) days following the date of their employment.

D. An employee's seniority shall cease and its employee status shall terminate for any of the following reasons:

1. Resignation or retirement.
2. Discharge for cause.
3. Continuous layoff for a period exceeding six (6) months.
4. Failure to report to work for a period of three (3) consecutive scheduled working days without notification to the Secretary of the Board of a justifiable excuse for such absence.
5. Failure to report back to work immediately upon expiration of vacation, leave of absence or any renewal thereof unless return to work is excused.

E. When the Board decides to reduce the number of employees in any particular job title, the employee or employees in such job title with the least seniority shall be laid off first.

F. Employees shall be recalled to work from layoff in the order of their seniority, provided that they have the requisite qualifications and ability to perform the work available.

G. 1. As a matter of policy, the Board will endeavor to fill permanent job openings by promoting employees from the next lower rated job title in the bargaining unit where such employees have the requisite qualifications and ability to perform the work. Where there are two or more employees with equal requisite qualifications and ability to perform the work, the employee with the greatest seniority in the bargaining unit will be promoted.

2. Permanent job openings shall not be deemed to occur when a vacancy exists at a particular job level until all employees at that job level have had the opportunity to transfer to fill that vacancy within five (5) days following the posting of notice of vacancy.

3. A permanent job opening or vacancy in the bargaining unit shall be posted on appropriate bulletin boards for a period of five (5) calendar days.

4. Each employee who is promoted shall serve a probationary period of six (6) months in his new post. The probationary period shall be extended so as to include the summer months in each case wherein the summer months are not included within the six (6) month probationary period. The probationary period for the purposes of this paragraph shall relate solely to the performance of the employee in the position to which he is promoted; in all other respects the employee shall retain all rights accrued under this agreement.

H. Overtime at each school and the Education Center shall be assigned in accordance with a seniority list which shall set forth the names of the employees at each particular school and the Education Center in the order of their seniority. The first overtime assignment at any particular location shall be assigned to the most senior employee on the seniority list for that location. If the most senior employee is unwilling to accept the overtime assignment, the next most senior employee shall have the opportunity to accept that assignment. Overtime assignments will proceed down the seniority list. If an employee

to whom an overtime assignment has been offered shall decline to accept that assignment, he will be passed and will not be offered any other overtime assignment until his turn is again reached. If an employee is offered an overtime assignment and is unable to perform the assignment because he is unqualified to do the work assigned, he will be offered the next overtime assignment. Groundsmen and maintenance men will maintain their own seniority lists to which the above rules will also apply.

I. Temporary or part time help employed by the Board shall not be subject to the provisions of this Agreement, and shall not acquire any rights hereunder. Temporary employees shall be those who work less than four (4) continuous months during any calendar year. Part time employees shall be those who work less than an average of twenty (20) hours per week.

ARTICLE VI - WAGES

A. Effective July 1, 1970, the wages for the various job categories shall be set and paid in accordance with the following schedule:

	<u>SCHEDULE</u> <u>WAGE SCALE</u>		
	CLASS B ¹	CLASS C ²	MATRONS ³ 12 mo. 10 mo.
Start	6,200	5,500	3,400 2,833
1	6,400	5,700	3,600 3,000
2	6,600	5,900	3,800 3,167
3	6,800	6,100	4,000 3,333
4	7,000	6,300	4,200 3,500
5	7,200	6,500	4,400 3,667

Note 1. Class B includes head custodians of all elementary schools and of the Education Center, assistant head custodians of the senior high school and the junior high school and the head painter. No employee in Class B shall receive an increase of less than \$600. for the term of this Agreement.

Note 2. Class C shall include all custodians, groundsmen, painters and maintenance men not enumerated in Class B above. No employee in Class C shall receive an increase of less than \$550. for the term of this Agreement.

Note 3. For the first year of this Agreement, it has been determined to be unfeasible to place all matrons directly on the wage scale outlined above. Increases in salary paid to matrons range from a minimum of \$340. to a maximum of \$525. for the term of this Agreement.

B. When an employee is temporarily transferred to a job in a higher classification for a period of eight (8) or more hours, he shall be paid the rate of pay for that classification if higher than his normal pay rate for all work done on such job. When an employee is temporarily transferred to a job calling for a lower rate of pay, he shall be paid the rate of his regular job.

ARTICLE VII - HOLIDAYS AND VACATIONS

A. The Board's existing policy with regard to vacations shall continue in effect for the term of this Agreement, i.e., each employee who has been continuously employed for six months shall receive one day of vacation for each month of continuous employment provided that the total number of vacation days shall not exceed ten; employees who have been continuously employed for not less than one year and for not more than ten years shall receive ten working days of paid vacation; employees who have been continuously employed for more than 10 years shall receive fifteen working days of paid vacation.

B. Seniority shall prevail in the selection of vacation time off when practicable.

C. Employees shall be paid vacation pay before the start of their vacations.

D. 1. During the term of this Agreement, the designated paid holidays shall be July 4th, Labor Day, Thanksgiving, the day after Thanksgiving, Christmas Eve, Christmas, New Years' (January 1), Washington's Birthday, Good Friday and Memorial Day. In addition, each employee shall be granted one additional holiday to be selected by the employee, subject to the approval of the Secretary of the Board. Each employee shall give not less than five (5) working days notice of his selection of the additional holiday to his immediate supervisor.

2. Should a holiday fall on a Saturday, it will be celebrated on the preceding Friday. Should a holiday fall on a Sunday, it will be celebrated on either the preceding Friday or the succeeding Monday, as determined by the Secretary of the Board.

VIII - OVERTIME AND CALL-IN PAY

A. The regular work week for employees shall be forty (40) hours. All hours worked in excess of forty (40) hours in any one week shall be paid at overtime rates. The hours of any excused absence with pay under the terms of this Agreement shall be counted as hours worked.

B. Overtime rates shall be as follows: hours of overtime worked, except on Sundays and holidays, shall be paid at one and one-half (1-1/2) times an employee's regular pay rate; hours of overtime worked on Sunday shall be paid at two (2) times an employee's regular pay rate; hours of overtime worked

on holidays will be paid at one and one-half (1-1/2) times an employee's regular pay rate plus a day's pay for the holiday.

C. Whenever an employee is required to report to work after having discharged his duties during the normal working day, the employee shall be guaranteed a minimum of two hours of work at overtime rates. This provision shall not apply when the overtime hours worked are an extension of the normal work day.

ARTICLE IX -HEALTH CARE BENEFITS

Not later than July 1, 1970, the Board at its sole cost and expense, will provide the following health care benefits: Blue Cross, Blue Shield, Major Medical and Rider J health insurance on a family plan basis.

ARTICLE X - LEAVES OF ABSENCE

A. Sick Leave

1. Each employee shall accumulate one (1) day of sick leave for each month of his scheduled employment within the calendar year. The number of unused days in any year shall be accumulated from year to year, as long as employment is continuous.

2. Extra sick leave in cases of extended illness when all accumulated sick leave has been exhausted shall be as follows: 5 days for each year of service after the fourth year and continuing through the twentieth year; 100 days for the first twenty years of service plus 10 days for each of the next ten years of service through the thirtieth year; 200 days for employees having thirty-one years or more of service. The Board may exceed these amounts depending upon the circumstances in

a specific case.

3. The purpose of sick leave is to provide relief in cases of personal sickness, personal accident, illness in the immediate family and quarantine. Any other use of sick leave shall be a violation of this Agreement.

4. Continuous personal illness absence of five (5) days or more must be certified by a properly licensed physician.

5. All sick leave days used in accordance with the provisions of this Agreement shall be paid at the employee's normal wage rates.

B. Maternity Leave

1. As soon as any female employee shall become aware of her pregnancy, she shall immediately notify her immediate supervisor. Arrangements shall be made for a maternity leave of absence, without pay, which will be for a minimum period of six (6) months and a maximum period of one (1) year, with termination of work normally to be no later than four (4) months prior to the estimated date of arrival.

2. Any such employee who has been granted a maternity leave of absence, may be required, before she is permitted to return to active duty, to undergo an examination by a physician mutually agreeable to the Board and the employee, and any other examination deemed necessary by the Board, so that it might satisfy itself that the employee is able to perform her duties in a proper manner.

C. Jury Duty and Court Appearance

1. Any employee who is required by law to serve on a jury in a court of record, upon satisfactory proof to the Board of such service rendered, shall be reimbursed by the Board for and during the time he is required to be in attendance in Court in an amount equal to the difference between his regular pay and his jury pay.

2. When an employee is called for jury service, he shall be excused from work on the days when he is required to be in court, provided, however, that if the time required for jury service in any one day does not extend beyond 12 o'clock noon, the employee will be required to report for work for the remainder of the day.

3. In the event an employee is required to appear in a court of law in a matter which does not involve moral turpitude on the part of the employee, he shall receive his regular pay for time so spent in court.

4. Each employee requiring time off for jury duty or court appearance shall notify his immediate supervisor as soon as possible of the day or days involved.

D. Personal Absences

Absence for personal reasons will be allowed with pay provided the absence is approved, in advance, by the Secretary of the Board.

ARTICLE XI - JOB DESCRIPTIONS

Work assignments shall be made in accordance with job descriptions set forth in Schedule A annexed hereto.

ARTICLE XII - MANAGEMENT RIGHTS

The Board reserves to itself sole jurisdiction and authority over matters of policy and retains the right, subject only to the limitations imposed by the language of this Agreement, in accordance with applicable rules and regulations:

- (a) To direct the members of the bargaining unit;
- (b) To hire, promote, transfer, assign and retain employees in positions in the school district;
- (c) To suspend, demote, discharge or take other disciplinary action against members of the unit in appropriate cases, subject to an employee's right to resort to the grievance procedure;
- (d) To relieve members of the bargaining unit from duty because of lack of work or for other legitimate reasons;
- (e) To maintain the efficiency of the school district operations entrusted to the Board;
- (f) To determine the methods, means and personnel by which such operations are to be conducted and
- (g) To take whatever action may be necessary to carry out the mission of the school district in emergency situations.

ARTICLE XIII - EXHAUSTION OF REMEDIES

The procedures set forth in this Agreement for the resolution of controversies, disputes, questions and proposals shall

be exclusive and no other procedures shall be employed until the procedures set forth herein are fully exhausted.

ARTICLE XIV - EFFECTIVE LAWS

The Board and the Union understand and agree that all provisions of this Agreement are subject to law. In the event that any provision of this Agreement shall be rendered illegal or invalid under any applicable law or regulation, such illegality or invalidity shall effect only the particular provision which shall be deemed of no force and effect, but it shall not affect the remaining provisions of this Agreement.

ARTICLE XV - TERM OF CONTRACT

This Agreement shall become effective July 1, 1970, and continue in effect until June 30, 1971, and from year to year thereafter unless and until either of the parties desire to change or terminate the same. The party desiring such change or changes or termination shall notify the other party in writing of that fact prior to October 1 in the year prior to the proposed date of change or termination, and after notification negotiations shall commence.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed on their behalf.

The Board of Education of the
Township of Millburn

By:

R. Queen President

Communications Workers of America,
AFL-CIO

By:

Edward A. Schaff

James J. Hamilton

SUPPLEMENTAL AGREEMENT

This Supplemental Agreement made and entered into this 25th day of February 1970, between The Board of Education of the Township of Millburn (hereinafter called the "Board") and The Communications Workers of America, AFL-CIO (hereinafter called the "Union"):

WHEREAS, the Board and the Union have this day executed a certain Agreement respecting the terms and conditions of employment of the custodians, groundsmen, maintenance employees and matrons, exclusive of certain supervisory personnel, and

WHEREAS, said Agreement is, by its terms, effective July 1, 1970, and it is the mutual desire of the Board and the Union to carry certain provisions of said Agreement into effect immediately:

IT IS HEREBY AGREED that said Agreement, exclusive of ARTICLE VI - Wages, ARTICLE VII - Holidays and Vacations, ARTICLE VIII - Overtime and Call-in Pay, and ARTICLE X - Leaves of Absence, shall be in full force and effect immediately. Wages presently being paid by the Board shall remain in effect until July 1, 1970. The Board's present policies on holidays and vacations, overtime, call-in pay and leaves of absence will remain in effect until July 1, 1970.

The Board of Education of the
Township of Millburn

By: John J. Green President

Communications Workers of America, AFL-CIO

By: Edward A. Schuyf

James J. Hunter

SCHEDULE A

MILLBURN TOWNSHIP PUBLIC SCHOOLS Millburn, New Jersey

JOB DESCRIPTION: OPERATIONS AND MAINTENANCE PERSONNEL

Class B - Elementary Head Custodian and Head Custodian Education Center

Qualifications:

1. Must be able to read and write and follow written and verbal instruction.
2. Must possess New Jersey State fireman's license of at least black seal grade.
3. Must be familiar with and capable of operating any machine or tools associated with janitorial and minor maintenance work.
4. Must be able to work with a minimum of supervision.

Supervision:

Day to day evaluation of performance and responsibility for overseeing the effectiveness of head custodian shall be responsibility of the building principal. The head custodian shall respond to the direction of the principal in scheduling work and meeting the needs of the students, teachers, and school.

General supervision in use of tools and materials of this activity shall be Assistant Superintendent for Business or his designated representative.

Duties and Responsibilities:

1. Must recognize that the school and adjacent grounds for which he assumes responsibility become his plant. The cleanliness, appearance and safety of the building and grounds is a reflection of his efficiency.
2. Shall be a working supervisor of the custodians in his school.
3. Shall perform as required, in addition to the supervision, operation and maintenance of boiler room and heating system in an efficient and safe manner the custodial tasks scheduled under class "C".
4. Shall be responsible for making minor repairs and assisting in making major repairs as the need arises.
5. Shall receive and distribute or have distributed school supplies as required by the building principal.

6. Shall assume responsibility for performing and supervising grounds maintenance activities, snow and ice removal from walks, etc., not handled by grounds maintenance department.
7. Shall be available or see that a custodian is available when extra activities beyond the regular school day(s) take place. He shall be available to assist the using group as needed.
8. Shall be responsible for the proper use of custodial supplies and equipment and will prepare an annual order.
9. Shall be familiar with the fire detection system, assist with fire drills, and be alert to report any deficiencies in the fire detection or fire alarm systems.
10. Shall make written requests to principal for maintenance service on items not capable of being handled at the local level.

Class B - Assistant Head Custodians Junior and Senior High School

Qualifications:

1. Must be capable of receiving and giving written and verbal instructions related to area of assignment.
2. Must have knowledge and capability of performing all activities listed under Class "C" Custodians.
3. Shall possess New Jersey State Fireman's license of at least black seal grade.
4. Must be able to work with a minimum of supervision.

Supervision:

1. Shall be directly responsible to head custodian.

Duties and Responsibilities:

1. Shall be working member of custodial staff.
2. Shall receive instructions from head custodian and supervise implementation of same on the shift or working unit assigned.
3. Shall be man in charge on shift or working unit assigned.
4. Shall assume duties of head custodian in his absence.

Class C - Custodians

Qualifications:

1. Must have knowledge of tools, materials and standard practices necessary to maintain his assigned area in a clean, orderly manner as outlined herein and hereafter.
2. Must be able to follow verbal and written instructions.
3. Must meet standard physical qualifications.
4. Must be able to make minor repairs.

Supervision:

1. Responsible to Head Custodian at all times.

Duties and Responsibilities:

The tasks listed below are primarily those related to the cleaning activities and are not exclusive. The custodian shall be expected to perform all tasks assigned by his principal or supervisor. These would include among others: putting up and taking down the flag; preparation of auditorium, multi-purpose or other rooms for meetings, assemblies, lunch periods, etc; unloading, storing and distribution of supplies and materials; emergency classroom cleanups, etc.

A. Daily Tasks in Rooms - including office and special areas.

1. Sweep entire floor area.
2. Spot mop and mop heavy traffic lanes as necessary.
3. Dust and clean all furniture, window sills, cabinet tops, chair rails, floor moldings, doors, venetian blinds and all other exposed surfaces as necessary.
4. Clean sinks, drainboards, fountains and other plumbing fixtures.
5. Remove pencil, ink, crayons, chalk and any other writings or marks from walls, doors, and other surfaces.
6. Empty wastebaskets.
7. Clean chalkboards and chalk trays and chalkboard erasers in accordance with proper procedure. (Jr. and Sr. High.)
8. Replace burned out light bulbs and/or tubes.
9. Adjust shades.

A. Daily Tasks in Rooms (continued)

10. Arrange all furniture.
11. Report on all items in need of repair. This includes hardware, shades, desks, chairs, glass, locks, electrical fixtures, plumbing, water leaks, gas leaks, and any or all other fixtures or equipment observed.
12. Before leaving room make certain that everything is in order. Be sure to lock all windows and doors as required.

B. Daily Tasks in Washrooms and Lavatories:

1. Remove all trash.
2. Sweep floor area and wet mop.
3. Wash walls and partitions to remove any writing, obscenities, and/or pornographic drawings.
4. Clean urinals, toilet bowls, toilet seats, toilet bases and toilet hardware. These must meet high standards of cleanliness.
5. Clean sinks and mirrors.
6. Refill towel, toilet tissue and soap dispensers.
7. Clean door handles and/or door pushers.

C. Daily Tasks in Hallways:

1. Clean all hallway areas with treated dust mops.
2. Wet mop spotted and/or otherwise soiled areas.
3. Empty all trash cans.
4. Clean fountains.
5. Dust or damp wipe moldings, lockers, window wells, radiators, etc.
6. Remove all writing or markings from walls, lockers, etc.

D. Daily Tasks in Stairway Areas:

1. Sweep stairs and landing areas.
2. Spot mop stairs and landing areas as required.
3. Dust or damp wipe hand rails, moldings, etc.
4. Remove writing from walls.
5. Clean door pushers and handles and glass.

E. Daily Tasks in Cafeterias and Lunchrooms.

1. In addition to the usual cleaning routine an effort must be maintained to keep the floors, tables and chairs in an especially clean and sanitary conditions.

F. Daily Tasks Outside.

1. Maintain a safe and presentable appearance of the building and adjacent grounds.

G. Tasks to be done when necessary.

1. Scrubbing or stripping and waxing of floors.
2. Clean light fixtures in all areas.
3. Clean inside windows in all areas.
4. Wash out waste baskets.
5. Such other tasks as the Board of Education, School Principal or supervisor shall deem advisable from time to time.

H. Repairs:

1. Make necessary repairs or adjustments, tightening of loose screws, etc. that can be done with simple tools such as screw-driver, pliers or adjustable wrench, including the replacement of broken glass, unless an extension ladder is required.

I. Emergencies:

1. Shall respond to emergencies dictated by conditions of an unusual nature such as shoveling snow, spreading de-icing pellets, mopping or picking up water, etc.

J. Summers:

1. During summer months, custodians shall perform tasks assigned by head custodian that are necessary to prepare school buildings for fall opening of school. These tasks shall include, but not be limited to:
 - a. Boiler and heating system cleaning.
 - b. Floor stripping and waxing.
 - c. Cleaning and relamping of lighting fixtures.
 - d. Cleaning and polishing all desks, chairs, and furniture.
 - e. Cleaning and checking of all univents.
 - f. Cleaning and repairing all window blinds.

Class C - Groundsman

Qualifications:

1. Must have knowledge of simple tools.
2. Must be able to follow verbal and written instructions.

Supervision:

1. During growing season and at time when there is work to be done on grounds, shall be directly responsible to head groundsman.
2. When it is impossible or impractical to work on grounds or grounds equipment work, other assignments will be made.

Duties and Responsibilities:

1. Perform tasks related to upkeep of grounds, such as:
 - a. Grass cutting and edging
 - b. Shrubbery trimming
 - c. Planting
 - d. Weeding and mulching
 - e. Leaf raking
 - f. Athletic field maintenance and upkeep
 - g. Snow removal
 - h. Any other tasks associated with grounds upkeep including, if capable, operation of mowers, tractors, etc.
2. Perform tasks assigned in off season which may include custodian assignment or maintenance helper assignment. Under such circumstances, job description for assignment prevails.

Page 8. JOB DESCRIPTION: OPERATIONS AND MAINTENANCE PERSONNEL.

Class C - Maintenance

Qualifications:

1. Must be able to follow verbal and written instructions.
2. Must be able to identify tools and materials of construction.

Supervision:

1. Directly responsible to head of maintenance.

Duties and Responsibilities

1. Shall perform maintenance tasks assigned.

Class D - MATRON.

Qualifications:

1. Must have knowledge of materials and standard practices necessary to maintain assigned areas in a clean, orderly manner.
2. Must be able to follow verbal and written instructions.

Supervision:

1. Responsible to Head Custodian at all times.

Duties and Responsibilities:

A. Daily Tasks in offices and special areas.

1. Dust all furniture and counter tops.
2. Dust, wipe clean or wash all window sills, chair rails, moldings, partitions, picture frames, telephones, intercom phones and speakers.
3. Dust all walls below six feet in height. Wipe clean and/or wash as necessary. Remove all writing and markings from walls.
4. Vacuum all carpeted areas.
5. Empty pencil sharpeners.
6. Empty wastebaskets.
7. Spot clean all glass on entrances to rooms.

B. Daily Tasks in Washrooms, Lavatories and Locker Rooms:

1. Remove all trash.
2. Sweep floor area and wet mop.
3. Wash walls and partitions to remove any writing, obscenities, and/or pornographic drawings.
4. Clean toilet bowls, toilet seats, toilet bases and toilet hardware. These must meet high standards of cleanliness.
5. Clean sinks and mirrors.
6. Refill towel and toilet tissue and other dispensers.
7. Clean door handles and/or door pushers.

C. Daily Tasks in Halls and Stairways.

1. Thoroughly clean all drinking fountains.
2. Dust or damp wipe handrails, moldings, etc.
3. Remove writing or marks from walls, lockers, or other surfaces.
4. Spot clean all glass on entrance doors.

D. Daily Tasks in Cafeteria.

1. Assist in maintaining the clean and sanitary condition of the cafeteria as directed by the head custodian.
2. Assume responsibility for the clean and sanitary condition of the teacher's dining area.

E. Tasks to be done when necessary.

1. Clean the trophy cases.
2. Assist in emergency clean-up.
3. Clean erasers and refill chalk.
4. Dust and damp wipe auditorium chairs.
5. Polish furniture, pianos, etc.
6. Assist in delivery of teaching supplies.
7. Assist in cleaning of regular classrooms

F. Limitations:

1. A matron shall not be required to operate any floor machine, polisher, or mechanical device of a nature that exceeds the size of a home unit. Vacuum cleaners for office cleaning shall be on wheels and capable of being rolled from place to place.
2. A matron shall not be required to use a stepladder or step stool higher than is necessary to extend her reach beyond 8 feet.
3. A matron shall not be required to lift heavy items. Maximum weight shall be that of a 10 quart pail of water.