

AGREEMENT

between

MILLVILLE SUPPORT STAFF

and

MILLVILLE BOARD OF EDUCATION (Employer)

(Secretaries, Clerks
and Aides)

July 1, 1985

X to

June 30, 1988

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Article I

RECOGNITION

The Board agrees to and hereby does recognize the Association as the sole and exclusive negotiating agent for the purpose of collective negotiations in matters relating to terms and conditions of employment on behalf of all full time:

A. Aides

1. Security Aides
2. Library Aides
3. Classroom Aides

B. Secretaries

1. Principal Clerk w/knowledge of Typing
2. Principal Clerk w/knowledge of Shorthand
3. Senior Accounting Clerk
4. Senior Clerk Typist
5. Computer Operator
6. Clerk Stenographer
7. Accounts Clerk
8. Register Clerk
9. General Office Personnel
10. Administrative Clerk Data Processing

The Millville Board of Education has the right to refuse recognition in the aforementioned unit at any time to the following:

1. Secretary to the Superintendent (1)
2. Secretary to the Assistant Superintendent and Secretary to Director of Personnel (2)
3. Secretary to the Board Secretary (1)
4. Secretary in charge of District Payroll (1)

Article II

NEGOTIATION OF SUCCESSOR AGREEMENT

A. Policy Changes

Consistent with Chapter 123, P.L. of N. J. 1975, the Board shall not affect any change in Policy concerning terms and conditions of employment except those so negotiated and included as part of this Agreement and contained herein.

- B. Not later than October 30, of the year of expiration, the Board agrees to initiate negotiations with the Association over a Successor Agreement in accordance with the procedure set forth herein in good-faith effort on both sides to reach continuing agreement on salaries and other conditions of employment. By the same date, the Association agrees to present to the Board its proposals for the successor agreement. Any agreement so negotiated shall apply to all members of the negotiation unit and shall be reduced to writing and signed by all the parties.
- C. Negotiations shall commence with a meeting at a mutually satisfactory place within 15 days after receipt of a proposal, unless the Board and the Association mutually agree to an extension of time. During negotiations, the Board and the Association shall present relevant data exchange points of view, and make proposals and counterproposals. Each party shall promptly make available to the other upon request, information within its possession which is not privileged under law and which is relevant to the subject under discussion. Either party may, if it so desires, utilize the services of outside consultants and may call upon professional and lay representatives to assist in the negotiations.
- D. Whenever members of the bargaining unit are mutually scheduled by the parties hereto to participate during working hours in conferences, meetings or in negotiations respecting the collective bargaining agreement, they will suffer no loss in pay.
- E. Modification
- 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.
- F. Except as this Agreement shall hereinafter otherwise provide, all terms and conditions of employment applicable on the effective date of this Agreement to employees covered by this Agreement as established by the rules, regulations and/or policies of the Board in force on said date, shall continue to be so applicable during the term of this Agreement. Unless otherwise provided in this Agreement, nothing contained herein shall be interpreted and/or applied so as to eliminate, reduce or otherwise detract from any employee benefit existing prior to its effective date.
- G. The Board agrees not to negotiate concerning said employees in the negotiating unit as defined in ARTICLE I of this Agreement, with any organization other than the Association for the duration of this Agreement.

Article III

GRIEVANCE PROCEDURE

A. Definitions

1. Grievance

A "grievance" is a claim by an employee or the Association based upon the interpretation, application, or violation of this Agreement, policies or administrative decisions affecting an employee or a group of employees.

2. Aggrieved Person

An "aggrieved person" is the person or persons or the Association making the claim.

3. Party in Interest

A "party in interest" is the person or persons making the claim and any person including the Association or the Board, who might be required to take action or against whom action might be taken in order to resolve the claim.

B. Purpose

The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems which may from time to time arise affecting employees. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

C. Procedure

1. Time Limits

The number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement.

2. Year-End Grievances

In the event a grievance is filed at such time that it cannot be processed through all the steps in this grievance procedure by the end of the school year, and, if left unresolved until the beginning of the following school year, could result in irreparable harm to a party in interest the time limits set forth herein shall be reduced so that the grievance procedure may be exhausted prior to the end of the school year or as soon thereafter as practicable.

Article III - Grievance Procedure cont'd.

3. Level One - Principal or Immediate Supervisor

- a. A grievance, to be considered under this procedure, must be initiated by the employee within thirty (30) calendar days of the time the employee knew or should know of its occurrence.
- b. An employee with a grievance shall first discuss it with the principal or immediate supervisor, either directly or through the Association's designated representative, with the objective of resolving the matter informally.

4. Level Two - Assistant Superintendent

If the aggrieved person is not satisfied with the disposition of the grievance at Level One, or if no decision has been rendered within five (5) school days after the presentation of the grievance, the employee may file the grievance in writing with the Assistant Superintendent within five (5) school days after the decision at Level One or ten (10) school days after the grievance was presented, whichever is sooner. Within five (5) school days after receiving the written grievance, the Assistant Superintendent shall render a decision.

5. Level Three - Superintendent

If the aggrieved person is not satisfied with the disposition of the grievance at Level Two, or if no decision has been rendered within five (5) school days after the presentation of the grievance, the employee may file the grievance in writing with the Superintendent within five (5) school days after the decision at Level Two or ten (10) school days after the grievance was presented, whichever is sooner. Within five (5) school days after receiving the written grievance, the Superintendent shall render a decision.

6. Level Four - Board of Education

If the grievance is not resolved at Level Three, or if no decision has been rendered within the five (5) day period, it may be appealed to the Board directly.

- a. Any appeal to the Board shall be within fifteen (15) school days after the decision in Level Three is rendered and shall be in writing, stating the grievance and the reasons for not accepting the decision rendered in Level Three.
- b. Within fifteen (15) days after receipt of the written appeal, the Board shall hear the grievance.
- c. Within fifteen (15) days after hearing the grievance, the Board shall communicate its decision in writing to the employee, giving reasons for its decision. A copy of the decision shall be sent to the President of the Association.

Article III - Grievance Procedure cont'd.

7. Level Five - Arbitration

- a. If the employee is dissatisfied with the decision of the Board of Education and only if the grievance pertains to a violation of this Agreement between the Board and the Association, the employee may request the appointment of an arbitrator. Such request to be made known to the Superintendent by certified mail, receipt returnable, no later than fifteen (15) calendar days after the decision, in writing, of the Board.
- b. Such request can be honored only if the grievant or grievants and the organization representing them waive the right, if any, in writing of said grievant or grievants and the organization representing them to submit the underlying dispute to any other administrative or judicial tribunal until after the grievance procedure had been exhausted. This paragraph is not to be construed as a waiver of entitled legal rights.
- c. Within fourteen (14) calendar days after such written notice of submission to arbitration, the Board and the Association shall attempt to agree upon a mutually acceptable arbitrator. The following procedure will be used to secure the services of an arbitrator:
 - (1) A joint request shall be made to the American Arbitration Association, to submit a roster of persons qualified to function as arbitrator in the dispute in question.
 - (2) If the parties are unable to agree upon a mutually satisfactory arbitrator from the list submitted, they will request the American Arbitration Association to submit a second list.
 - (3) If the parties are unable to agree, within fourteen (14) calendar days of the initial request for arbitration, upon a mutually satisfactory arbitrator from the second submitted list, the American Arbitration Association may be requested by either party to designate an arbitrator. The arbitrator shall limit himself to the issues submitted to him and shall consider nothing else. He can add nothing to, nor subtract anything from the agreement between the parties or any policy of the Board. The findings of the arbitrator shall be binding upon the parties.

8. Cost of Arbitration

- a. Each party shall bear the total cost incurred by themselves.
- b. The fees and expenses of the arbitrator are the only costs which shall be shared by the two parties and such costs will be shared equally.
- c. Where grievance proceedings are mutually scheduled by the parties during school time, persons proper to be present shall suffer no loss of pay.

Article III - Grievance Procedure cont'd.

D. Rights of Employee to Representation

1. Employee and Association

Any aggrieved person may be represented at all stages of the grievance procedure by himself, or, at his option, by a representative(s) selected or approved by the Association. When an employee is not represented by the Association, the Association shall have the right to be present and to state its views at all stages of the grievance procedure.

3. Reprisals

No reprisals of any kind shall be taken by the Board of by any member of the administration against any party in interest, any representative, any member of the Association, or any other participant in the grievance procedure by reason of such participation.

E. Miscellaneous

1. Group Grievance

If, in the judgment of the Association, a grievance affects a group or class of employees, the Association may submit such grievance in writing to the Assistant Superintendent directly and the processing of such grievance shall be commenced at Level Two. The Association may process such a grievance through all levels of the grievance procedure even though the aggrieved person does not wish to do so.

2. Written Decisions

Decisions rendered at Level Two which are unsatisfactory to the aggrieved person and all decisions rendered at Level Three of the grievance procedure shall be in writing, setting forth the decision and the reasons therefore and shall be transmitted promptly to all parties in interest and to the Association. Decisions rendered at Level Two shall be in accordance with the procedures set forth herewith.

3. Separate Grievance File

All documents, communications and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any of the participants.

4. Forms

Forms for filing grievances, serving notices, taking appeals, making reports and recommendations, and other necessary documents shall be prepared jointly by the Superintendent and the Association and given appropriate distribution so as to facilitate operation of the grievance procedure.

Article III - Grievance Procedure Cont'd.

5. Meetings and Hearings

All meetings and hearings under this procedure shall not be conducted in public and shall include only such parties in interest and their designated or selected representatives, heretofore referred to in this article.

Article IV

EMPLOYEE RIGHTS AND PRIVILEGES

- A. Pursuant to Chapter 123, Public Laws 1975, the Board hereby agrees that every employee of the Board shall have the right freely to organize, join and support the Association and its affiliates for the purpose of engaging in collective negotiations and other concerted activities for mutual aid and protection. As a duly selected body exercising governmental power under the law of the State of New Jersey, the Board undertakes and agrees that it shall not directly or indirectly discourage or deprive or coerce any employee in the enjoyment of any rights conferred by Chapter 123, Public Laws of 1975 or other laws of New Jersey or the Constitution of New Jersey and the United States; that it shall not discriminate against any employee with respect to hours, wages, or any terms or conditions of employment by reason of his membership in the Association and its affiliates, his participation in any activities of the Association and its affiliates, collective negotiations with the Board, or his institution of any grievance, complaint or proceeding under this Agreement or otherwise with respect to any terms or conditions of employment.
- B. Nothing contained herein shall be construed to deny or restrict to any employee such rights as he may have under New Jersey School Laws or other applicable laws and regulations. The rights granted to employees hereunder shall be deemed to be in addition to those provided elsewhere.
- C. No employee shall be disciplined, reprimanded, reduced in rank or compensation or deprived of any professional advantage without just cause. Any such action asserted by the Board, or any agent or representative thereof, shall not be made public and shall be subject to the grievance procedure herein set forth.
- D. Whenever any employee is required to appear before any administrator or supervisor, Board, or any committee or member thereof concerning any matter which could adversely affect the continuation of that employee in his position, employment, or the salary or any increments pertaining thereto, then he shall be given prior written notice of the reasons for such meeting or interview and shall be entitled to have a representative(s) of the Association present to advise him and represent him during such meeting or interview. Any suspension of any employee pending charges shall be with pay.
- E. No employee shall be prevented from wearing pins or other identification of membership in the Association or its affiliates.

Article V

ASSOCIATION RIGHTS AND PRIVILEGES

- A. The Board agrees to furnish to the Association in response to reasonable requests from time to time all available information concerning the financial resources of the district, including but not limited to: annual financial reports and audits, directory of all personnel in the unit and all changes that may arise, tentative budgetary requirements and allocations, agendas, and minutes of all Board meetings, census data, and such other information that shall assist the Association in developing intelligent, accurate, informed and constructive programs on behalf of the employees together with information which may be necessary for the Association to process any grievance or complaint.
- B. 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 shall suffer no loss in pay.
- C. Representatives of the Association, shall 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.
- D. The Association and its representatives shall have the right to use school buildings and all reasonable hours for meetings. The principal of the building in question, shall be notified in advance of the time and place of all such meetings.
- E. The Association shall have the right to use school facilities and equipment, including typewriters, mimeographing machines, other duplicating equipment, calculating machines, and all types of audio-visual equipment at reasonable times, when such equipment is not otherwise in use. The Association shall pay for the reasonable cost of all materials and supplies incident to such use.
- F. The Association shall have the right to use the inter-school mail facilities and school mail boxes as it deems necessary and without approval of the building principals or other members of the administration.
- G. The rights and privileges of the Association and its representatives as set forth in this Agreement shall be granted only to the Association as the exclusive representative of the employees, and to no other organization(s) representing any portion of the unit or potential member of the unit.
- H. The Board shall permit a designated regular member of the Association to visit the schools to investigate working conditions, employee complaints or problems, or for any other purposes relating to the terms and conditions of this Agreement. Where one representative visits the school for such purposes, no advance notice need be given; however, the representative shall notify the principal immediately upon arrival in the building. In cases where two representatives visit a school for any of the aforementioned purposes, the principal shall be notified at least one school day in advance of the visit. Such advance notification may be waived with the express consent of the principal. In the event of emergency circumstances or prearranged special event, more than two representatives shall be permitted to visit a school.

Article VI
JOB SECURITY

- A. Should a Reduction in Force (R.I.F.) occur - said employees shall have seniority rights according to years service in their specific work category as determined by the individual job description up to a period of two (2) years.

Article VII

WORK YEAR

- A. The work year for Aides covered under this Agreement shall work a year coinciding with the teachers' work year.
- B. The work year for 10-months secretaries is two (2) full weeks prior to the first teacher day and ending one (1) week after the last teacher's day.
- C. The work year for 12-months secretaries will be the full year less scheduled vacations and school holidays.
- D. Twelve-months (12) secretarial/clerical employees will be granted four (4) days compensatory time in lieu of previous days off for spring break.

(Note: Ten-months (10) secretaries will not be granted these days off in view of the fact that their work year will be shortened four (4) days.)

Article VIII

WORK SCHEDULES

The work schedules for Support Staff covered in this Agreement shall be as follows:

- A. Classroom aides' work day shall be the same as the teachers' work day.
- B. Security aides' and library aides' work day shall be eight (8) hours/day plus a one-half ($\frac{1}{2}$) hour lunch period.
- C. All clerical members of the unit shall work a thirty-five (35) hour week at places and times determined by the Board.
- D. Summer hours in school offices are from 8:30 am to 4 pm, with one (1) hour for lunch. Summer hours are in effect one (1) week after the closing of school and continuous until two (2) weeks prior to the opening of school.
- E. In the event of emergency closings (snow days), 10-month secretaries and aides covered by this Agreement shall not report to work. All twelve (12) month employees will report to work during inclement weather when it is safe to come in. Those wishing not to report to work may take a vacation, comp or personal day.

Article IX

SALARIES

A. Salary Schedule

The salary of each employee covered by this Agreement is set forth in Schedule A (for Aides) and Schedule B (for Secretaries) which is attached hereto and made a part hereof.

B. Method of Payment

1. Pay dates for all Support Staff members shall be semi-monthly and consistent with other bargaining units.

2. Summer Payment Plan

Each 10-months employee may individually elect to have ten (10%) percent of his monthly salary deducted from his pay. These funds shall be paid to the employee or his estate on the final pay day in June, according to a schedule of payment throughout the summer as requested by the employee, or upon death or termination of employment, if earlier.

3. Final Pay

Each 10-months employee shall receive his final pay on his last working day in June.

4. Secretaries shall advance one (1) step on the guide for each year of service.
5. New secretarial employees may be granted up to three (3) years of out of district comparable work experience credit, granting one-half ($\frac{1}{2}$) year's credit for each such year up to six (6) years.
6. Any employee who is required to work beyond the normal work day for his/her classification, by the Superintendent of Schools, shall be compensated by compensatory time off or cash at the regular rate between 35 and 40 hours and time-and-one-half for all time over 40 hours.
7. Ten-months secretaries are paid for forty-five (45) weeks. However, should they be required to work beyond the normal contracted period, with the Superintendent's approval, they shall be paid on a pro-rated basis of their annual salary.

SALARY SCHEDULES

- A. Salary Schedule A (Aides) - See Addendum #1 page 15.
- B. Salary Schedule B (Secretaries) - See Addendum #2 pages 16 & 17.
- C. All employees covered under this Agreement shall be enrolled in the P.E.R.S.
- D. Longevity Pay for Secretaries Only.

Longevity pay for in-district service to the Board for Secretaries will be added to base salary annually as follows:

	<u>1982-85</u>
After 10 years through 14 years	\$170.00
After 15 years through 19 years	\$270.00
After 20 years	\$370.00

No longevity credit shall be granted for service outside the Millville School District.

Employees employed before January 1st, in any given year, shall be granted one (1) full year of experience. No other part-time credit will be granted.

SALARY SCHEDULE A

Addendum #1

AIDES SALARY GUIDE
7/1/85 - 6/30/88

SALARY 1985-86	1986-87	1987-88
10,433	11,267	12,100

- 1 - 85-86 salary + 10/12 of \$1,000 or 8% whichever is larger
- 2 - 86-87 " " " 7½% " "
- 3 - 87-88 " " " 7% " "

SALARY SCHEDULE B - Section 1
*12 month employees

CLASSIFICATION: Aa

ADMINISTRATIVE CLERK
DATA PROCESSING

STEP	SALARY 85-86	SALARY 86-87	SALARY 87-88
1	13,500	14,580	15,746
2	13,900	15,012	16,213
3	14,300	15,444	16,680
4	14,700	15,876	17,146
5	15,100	16,308	17,613
6	15,500	16,740	18,079
7	16,000	17,280	18,662
8	16,500	17,820	19,246
9	17,000	18,360	19,829
10	17,500	18,900	20,412
11	18,000	19,440	20,995
12	18,500	19,980	21,578
13	19,100	20,628	22,278
14	19,700	21,276	22,978
15	20,400	22,032	23,795
16	21,100	22,788	24,611
17	21,800	23,544	25,428
18	22,500	24,300	26,244

SALARY SCHEDULE B - Section 1
*12 month employees

CLASSIFICATION: A

PRINCIPAL CLERK-TYPING
PRINCIPAL CLERK-STENO
SENIOR ACCOUNTS CLERK
COMPUTER OPERATOR

STEP	SALARY 85-86	SALARY 86-87	SALARY 87-88
1	10,560	11,560	12,560
2	11,150	12,150	13,150
3	11,564	12,564	13,569
4	12,017	13,017	14,058
5	12,431	13,431	14,505
6	12,851	13,879	14,989
7	13,283	14,346	15,494
8	13,765	14,866	16,055
9	14,256	15,396	16,628
10	14,786	15,969	17,247
11	15,321	16,547	17,871
12	15,870	17,140	18,511
13	16,420	17,734	19,153
14	16,967	18,324	19,790
15	17,510	18,911	20,424
16	18,050	19,494	21,053
17	18,592	20,079	21,685
18	19,133	20,664	22,317

SALARY SCHEDULE B - Section 1
*12 month employees

CLASSIFICATION: B

SENIOR CLERK TYPIST
ACCOUNTS CLERK
CLERK STENOGRAPHER

STEP	SALARY 85-86	SALARY 86-87	SALARY 87-88
1	10,515	11,515	12,515
2	10,905	11,905	12,905
3	11,295	12,295	13,295
4	11,702	12,702	13,718
5	12,122	13,122	14,172
6	12,536	13,539	14,622
7	12,956	13,992	15,111
8	13,398	14,470	15,628
9	13,882	14,993	16,192
10	14,375	15,525	16,767
11	14,916	16,109	17,398
12	15,459	16,696	18,032
13	16,014	17,295	18,679
14	16,556	17,880	19,310
15	17,105	18,473	19,951
16	17,646	19,058	20,583
17	18,188	19,643	21,214
18	18,729	20,227	21,845

SALARY SCHEDULE B - Section 1
*12 month employees

CLASSIFICATION: C

SCHOOL CLERK

STEP	SALARY 85-86	SALARY 86-87	SALARY 87-88
1	10,270	11,270	12,270
2	10,635	11,635	12,635
3	11,000	12,000	13,000
4	11,370	12,370	13,370
5	11,745	12,745	13,765
6	12,188	13,188	14,243
7	12,603	13,611	14,700
8	13,022	14,064	15,189
9	13,466	14,543	15,706
10	13,961	15,078	16,284
11	14,455	15,611	16,860
12	15,003	16,203	17,499
13	15,546	16,790	18,133
14	16,102	17,390	18,781
15	16,643	17,974	19,412
16	17,184	18,559	20,044
17	17,726	19,144	20,676
18	18,267	19,728	21,306

SALARY SCHEDULE B - Section 2
*10 month employees

CLASSIFICATION: A

PRINCIPAL CLERK - TYPING
PRINCIPAL CLERK - STENO
SENIOR ACCOUNTS CLERK
COMPUTER OPERATOR

STEP	SALARY 85-86	SALARY 86-87	SALARY 87-88
1	9,138	10,003	10,868
2	9,649	10,514	11,379
3	10,007	10,872	11,742
4	10,339	11,264	12,165
5	10,757	11,622	12,552
6	11,121	12,010	12,971
7	11,494	12,414	13,407
8	11,911	12,864	13,893
9	12,337	13,324	14,390
10	12,795	13,819	14,925
11	13,258	14,319	15,465
12	13,733	14,832	16,019
13	14,208	15,345	16,573
14	14,683	15,858	17,127
15	15,151	16,363	17,672
16	15,620	16,870	18,220
17	16,089	17,376	18,766
18	16,557	17,882	19,313

SALARY SCHEDULE B - Section 2
*10 month employees

CLASSIFICATION: B

SENIOR CLERK TYPIST
ACCOUNTS CLERK
CLERK STENOGRAPHER

STEP	SALARY 85-86	SALARY 86-87	SALARY 87-88
1	9,099	9,965	10,830
2	9,436	10,301	11,166
3	9,774	10,639	11,504
4	10,126	10,991	11,870
5	10,490	11,355	12,263
6	10,848	11,716	12,653
7	11,211	12,108	13,077
8	11,594	12,522	13,524
9	12,014	12,975	14,013
10	12,439	13,434	14,509
11	12,908	13,941	15,056
12	13,377	14,447	15,603
13	13,859	14,968	16,165
14	14,327	15,473	16,711
15	14,801	15,985	17,264
16	15,270	16,492	17,811
17	15,739	16,998	18,358
18	16,208	17,505	18,905

SALARY SCHEDULE B - Section 2
*10 month employees

CLASSIFICATION: C

SCHOOL CLERK

STEP	SALARY 85-86	SALARY 86-87	SALARY 87-88
1	8,887	9,752	10,617
2	9,203	10,068	10,933
3	9,519	10,384	11,249
4	9,839	10,704	11,569
5	10,163	11,028	11,910
6	10,547	11,412	12,325
7	10,906	11,778	12,720
8	11,269	12,170	13,144
9	11,653	12,585	13,591
10	12,082	13,049	14,093
11	12,509	13,510	14,591
12	12,982	14,021	15,143
13	13,452	14,528	15,690
14	13,934	15,049	16,252
15	14,402	15,554	16,798
16	14,871	16,061	17,346
17	15,339	16,566	17,891
18	15,808	17,073	18,439

Article X

INSURANCE

- A. For each Support Staff member who remains in the employ of the Board for the full school year, the Board shall make payment of insurance premiums to provide insurance coverage for the full twelve (12) months period as follows:
1. The Board shall provide to each Support Staff member a Blue Cross of N.J. (or other carrier of Board's choice offering equal to, or better coverage) prescription drug plan (\$1.00 deductible, co-pay).
 2. The Board shall provide employee and dependent coverage at the rate of one hundred percent (100%) of the cost, Blue Cross, Blue Shield, Rider J, and Major Medical coverage for such staff who elect to have this coverage, as provided by the N.J. State Health Benefits Plan.

Article XI

LEAVE OF ABSENCE

A. Sick Leave

1. Each employee of permanent status is credited with one (1) working day for sick leave for each month of service, or major fraction thereof, during the first school year of employment and with twelve (12) days for 10 months employees, and fifteen (15) days for 12 months employees for each school year thereafter.
2. Any amount of sick leave allowance not used in any contract year shall accumulate to the employee's credit from year to year, to be used if and when needed for such purpose. (Civil Service Rules: 4:1-17.16)
3. Death in the immediate family shall be considered grandparent, parent, brother, sister, husband, wife, child, mother-in-law, father-in-law or other relative living with the family.
4. Immediate family same as "3" above. Maximum days that may be used for this are three (3) days in any one year.

B. Personal Leave

1. All employees who have not completed one (1) year's service with the Board will be granted one-half ($\frac{1}{2}$) day of personal leave after each full calendar month of employment to a maximum of two (2) days. After service of one (1) year or more, two (2) personal leave days in each fiscal year shall be granted.

Personal leave may be used for:

- (a) personal emergencies
 - (b) observation of religious or other days of celebration
 - (c) personal business
 - (d) death in the immediate family
 - (e) other personal affairs
2. Requests for personal leave must be approved, in advance, by the Administration. Personal leave may be scheduled in units of one-half ($\frac{1}{2}$) days or multiples thereof.

C. School Business

Permission may be granted by the Superintendent for Support Staff to attend meetings or conventions concerning school business.

F. Maternity Convenience and Child Rearing Leaves

An employee requesting such leave without pay shall make written application at least sixty (60) days prior to commencement of such leave and shall specify the anticipated return date on the initial application.

1. Advise the administration at least sixty (60) days prior to return of such intention, or submit notice of resignation at such time.
2. Prior to return from such leave supply district with medical certification of ability to resume job function.
3. Maximum time for such leave shall be one (1) year.

Article XII

RETIREMENT BONUS

Upon retirement from the Millville School System, each Support Staff member shall receive a payment for unused accumulated sick leave in accordance with the following formula:

- A. Employees who retire after working ten years (10) in the Millville School System will be compensated for one hundred (100%) percent of their accumulated sick leave at a rate of twenty-five (25%) percent of the per diem rate times the total number of accumulated sick leave days.
- B. In order to be eligible for the retirement bonus specified in the above, an employee must have acquired at least fifty (50) days minimum of accumulative sick leave.
- C. Payment of retirement bonus shall be made twelve (12) months after written notification of anticipated retirement.
- D. Sick Leave Pay To Members Estate - (In the event of the death of a unit member, the accumulated sick leave entitlement under point A shall be paid to the estate of the deceased.)

Article XIII

AGENCY SHOP

- A. In order to adequately offset the per capita cost of services rendered by the Millville Supportive Staff Association as majority representative, the representation fee shall be 85% of the amount charged for regular membership dues, initiation fees and assessments by the Association to its own members.
- B. The Board will deduct the representation fee in equal installments, as nearly as possible, from the paychecks paid to each employee who has chosen not to become a full dues paying member of the Millville Supportive Staff Association.
- C. Within 45 days of the onset of employment of any non-member, the 85% assessment fee shall be assessed retroactive to the first day of his or her employment.
- D. Any non-member leaving his or her position with the school system will be obligated to pay the representation fee only through the last day of the month for which he receives a salary.

Article XIV

VACATION SCHEDULES

A. Vacation allowances for 12 months employees shall be as follows:

Under 1 year	1 day per month
after 1 year up to 5 years	12 days
after 5 years up to 12 years	15 days
after 12 years up to 20 years	20 days
after 20 years	25 days

(Employment year is the fiscal year July 1 through June 30.)

- B. In lieu of required Civil Service vacations, 10 months secretaries are paid for 225 days, however, actual work year is 195 days (i.e., 45 weeks pay x 5 days/week = 225 days).
- C. All school offices close at 1:30 pm when schools operate one-half (½) day prior to vacations.

Article XV

VACANCIES

- A. All vacancies, including newly created positions, or those vacated due to promotions or resignations, are to be posted so that all support staff are aware of the openings. The President of the Association shall receive a copy of posted notices. Any Support Staff member who wishes the opportunity to apply for the open position should apply for said position within fifteen (15) days of the date of the announcement.
- B. Any secretary may apply for the open position, whether it be promotional or transfer from one position to another.

Article XVI

PROFESSIONAL IMPROVEMENT POLICY

- A. As a means of encouraging professional improvement on the part of staff members, the Board will reimburse staff members for tuition for courses taken beyond those required to meet employment requirements, to a maximum of six (6) points per year. Such courses shall have the prior approval of the Superintendent of Schools and their successful completion shall be attested to by submission of an official transcript accompanied by a receipted tuition voucher.
- B. To be eligible for reimbursement, courses taken must be related to the improvement of the employee's work skills.

Article XVII

DURATION

This Agreement shall be effective as of July 1, 1985, and shall continue in full force and effect until June 30, 1988.

For the Board _____

For the Association _____

Barbara Goranson
Barbara Goranson

Attest _____

William Puzak
William Puzak

Date _____

7/1/85

SIDEBAR AGREEMENT

This represents a Sidebar Agreement to negotiations that have concluded.

The Sidebar Agreement provides for the following: that the fringe benefit package including sick leave payout shall remain equal to that of the teacher unit.

That is to say, should the teacher unit receive a new benefit or an increase in existing benefits, said increase or addition shall be afforded the support staff.

For the Board:

David J. Cook

Date:

6/23/85

For the Association:

Barbara L. Grossman

Date:

June 26, 1985