

AGREEMENT BETWEEN THE BOARD OF EDUCATION  
WEST ESSEX REGIONAL SCHOOL DISTRICT  
AND THE  
WEST ESSEX SECRETARIES ASSOCIATION

July 1, 2004 through June 30, 2007

## Table of Contents

	Page No.
Preamble .....	1
Article 1 – Recognition .....	1
Article 2 - Negotiation of Successor Agreement .....	2
Article 3 - Grievance Procedure .....	3,4,5
Article 4 - Employee Rights and Board Rights .....	6
Article 5 - Association Rights and Privileges .....	7
Article 6 - Vacations and Holidays .....	8
Article 7 - Daily Work Week and Overtime .....	9
Article 8 - Salary Provisions .....	10
Article 9 - Transfer and Reassignments .....	11
Article 10 - Job Posting .....	12
Article 11 - Secretary Evaluation .....	13
Article 12 - Personal Leave .....	14
Article 13 - Sick Leave .....	15
Article 14 - Extended Leave of Absence .....	16
Article 15 - Agency Shop .....	17,18
Article 16 - Miscellaneous Provisions .....	19
Article 17 - Professional Development .....	20
Article 18 - Duration of Agreement .....	21
Salary Guides .....	22,23,24

## PREAMBLE

This agreement is entered into by and between the Board of Education of the West Essex Regional School District, hereinafter called the "Board" and the West Essex Secretaries Association hereinafter called the "Association".

The Board and the Association have an obligation, pursuant to N.J.S.A. 34:13A to negotiate.

The Board and Association agree as follows:

## ARTICLE 1

### RECOGNITION

- A. The Board hereby recognizes the Association as the exclusive and sole representative for collective negotiations concerning grievances and terms and conditions of employment for all full time and part time contractual employees who are secretarial, clerical or other office staff members who will comprise the unit as follows:

Secretaries to Superintendent's and Board Secretary's Office  
Secretaries to Directors  
Secretary to Principals  
Secretaries assigned to Principals' Offices  
Secretaries assigned to Assistant Principals  
Part time Secretaries  
Switchboard Operator  
Accounts Payable Secretary  
Copy Machine Operator  
Attendance Aide  
Library Aide

- B. Unless otherwise indicated, the terms "secretaries" and "members of the bargaining unit", when used hereinafter in this Agreement, shall refer to all employees in the groups represented by the Association in the negotiating unit as above defined, and reference to female employees shall include male employees.

## ARTICLE 2

### NEGOTIATION OF SUCCESSOR AGREEMENT

- A. The Parties agree to enter into collective negotiation over a successor Agreement in accordance with N.J.S.A. 34:13A. Negotiations shall begin at a mutually agreeable date, not later than April 15<sup>th</sup>, of the year in which the contract expires. Any Agreement so negotiated shall apply to all secretaries, be reduced to writing, and be signed by the Board and the Association.
- B. The Parties mutually pledge that their representatives shall be clothed with all the necessary power and authority to make proposals, consider proposals and make counter-proposals in the course of negotiations.
- C. This Agreement shall not be modified in whole or in part by the Parties except by an instrument in writing duly executed by both parties.

## ARTICLE 3

### GRIEVANCE PROCEDURE

#### A. Definitions

1. A "grievance" is a claim by an employee or the Association based upon the interpretation, application or violation of this Agreement, policies or an employee or group of employees.
2. An "aggrieved person" is the person or persons making the claim.
3. The "parties of the grievance" are:
  - a. the person or persons making the grievance
  - b. the person or persons representing the aggrieved individual or individuals
  - c. the person or persons to whom the grievance applies
  - d. the person or persons who are representing the individual or individuals against whom the grievance is presented
  - e. No reprisals of any kind shall be taken by the Board or by any administrator 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.

#### 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 secretaries. 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. a. Since it is important that grievances be processed as rapidly as possible, 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
- b. Grievances which have not been resolved before the end of the school year should be resolved as quickly as possible and time limits may therefore be reduced or waived by mutual consent.

2. **Level One:** An employee submitting a grievance shall first discuss it with his/her principal or subordinate administrator, either directly or through the Association's designated representative, with the objective of resolving the matter informally. If the person or persons to whom the grievance applies is an administrator above the Principal level, the employee should discuss the grievance with such administrator.
3. **Level Two:** If the aggrieved person or persons is not satisfied with the disposition of his/ her grievance at Level One, or if no decision has been rendered within five (5) work days after presentation of the grievance, he/she may file the grievance in writing with the Chairperson of the Association's Committee on Professional Rights and Responsibilities (hereinafter referred to as the PR&R Committee) within five (5) work days after receiving the written grievance, the chairperson of the PR&R Committee shall refer it to the Superintendent.
4. **Level Three:** If the grievance has not been resolved at Level Two, or within ten (10) work days after such grievance was delivered to the Superintendent, the aggrieved person, or persons may within five (5) work days thereafter request in writing that the Chairperson of the PR&R Committee submit his/her grievance to the Board of Education. If the grievance is not settled at Level Three within twenty (20) work days thereafter, the matter may be referred by either party in the form of a written request to **Public Employment Relations Commission (PERC)**. PERC shall submit a list of ten names to the parties, and if agreement is not reached on an arbitrator, a second list shall be obtained. If agreement is not reached on the second list, PERC shall appoint an arbitrator for the parties. However, the Board's decision shall be final and binding on the grievance concerning:
  - a. Any matter for which a specific method of review is prescribed and expressly set forth by law or any rule or regulation of the State Commissioner of Education, or
  - b. A complaint of a non-tenured secretary which arises by reason of his/her not being re-employed.

The decision of the arbitrator shall be advisory in nature. Costs of arbitration shall be borne equally by both parties.

5. Time limits at any level of procedure may be waived by mutual consent.

D. Miscellaneous

All meetings and hearings under this grievance procedure shall not be conducted in public and shall include only such parties in

interest, and their designated or selected representatives, as herein above referred to. All parties to this Agreement do hereby solemnly covenant and agree to observe any grievance procedure as confidential.

## ARTICLE 4

### EMPLOYEE RIGHTS AND BOARD RIGHTS

#### A. Employee Rights

1. Pursuant to N.J.S.A. 34:13A. the Board hereby agrees that those employees of the Board who are covered shall have the right freely to organize, join and support the Association and its affiliates for the purpose of engaging in collective negotiations. The Board understands and agrees that it shall not directly or indirectly discourage or deprive or coerce any secretary in the enjoyment of any rights conferred by N.J.S.A. 34:13A.
2. No secretary shall be disciplined, reprimanded or reduced in rank or compensation, or given an adverse evaluation of his/her professional services arbitrarily or capriciously.
3. Whenever any secretary is required to appear before the Superintendent, Board or any committee thereof concerning any matter which could adversely affect the continuation of that secretary in his/her office, position, or employment or the salary or any increment pertaining thereto, he/she shall be given prior written notice of the reasons for such meeting or interview and an Association representative shall be present to advise him/her and represent him/her during such meeting to interview.
4. No secretary shall be prevented from wearing pins signifying membership in the Association or its affiliates.
5. All health care protection as defined in Article 8, Salary Provisions, Section C of this Agreement, shall commence on the Secretary's sixtieth day of employment.
6. The Board shall provide computer in-service training equally for all secretaries within budgetary constraints.
7. Part-time secretaries are entitled to all benefits and rights of full time secretaries when any required eligibility criteria existing for those benefits can be met by the part-time secretary.
8. Any question, criticism or directive by an administrator or supervisors shall be made in private.
9. Any secretary reporting an absence shall call a designated person to be determined by the Board.

#### B. Board Rights

1. The Board, on its own behalf and on behalf of the electors of the District hereby retains and reserves unto itself all powers, rights, duties and responsibilities conferred and vested in it by the laws of the Constitution of the State of New Jersey and the United States.
2. The provisions of this Agreement shall be construed in the light of the management prerogatives vested in the Board by the foregoing legal authorities.



## ARTICLE 5

### ASSOCIATION RIGHTS AND PRIVILEGES

- A. The Board, upon written request, agrees to furnish to the Association, within a reasonable time, a current directory of all persons in the unit and such public information which may be necessary for the Association to process any grievance.
- B. Whenever any representative of the Association or any secretary is mutually scheduled by the parties to participate during working hours in negotiations, or grievance proceedings, he/she 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 and hours, provided that this shall not interfere with or interrupt normal school operations, and in the case of meetings, advanced notice of the time and place, and the approval of the Superintendent or his designee is required, and such approval shall not be unreasonably withheld.
- D. The Association may be permitted to use school facilities and office equipment at reasonable times, when such equipment is not otherwise in use, with prior approval of the Superintendent or his designee, with the understanding that no such equipment shall be removed from the building and that all expendables so used will be at Association expense. Approval shall not be unreasonably withheld.
- E. The Association shall have the right to use inter-school mail facilities and school mail boxes.
- F. The Board shall provide release time for two designated Association members to attend WEEA meetings.
- G. The Board upon hiring a new secretary, shall provide the Association with the new secretary's salary and position within eight (8) days of the date of hire.
- H. Association meetings shall be held at 3:00 p.m. three days per year for the General Membership and at 3:30 p.m. three days per year for the Executive Committee. The Superintendent shall be given reasonable notice in advance of all said meetings.
- I. The Rights and Privileges of the Association and representatives as set forth in this agreement shall be granted only to the Association as the exclusive representative of members of this unit and to no other organization.

ARTICLE 6

VACATIONS AND HOLIDAYS

A. The following days shall be considered holidays for twelve month secretaries:

Independence Day

Labor Day

Rosh Hashanah (if school is not in session)

Yom Kippur (if school is not in session)

Half-Day Before Thanksgiving (if school is not in session)

Thanksgiving Day

Friday After Thanksgiving

Half-Day Preceding Christmas Vacation (if school is not in session)

Christmas - Two Days

New Year's Day

Presidents Day

Good Friday, as long as school is not in session

Memorial Day

B. Ten month secretaries shall not report for work on days when school is not in session, except that they will be required to report one week prior to the first day of school for teachers and they must remain one week after teachers leave.

C. The following schedule shall be used in determining vacation for twelve month secretaries:

0-1	Year	-	1 ¼ days per month up to 15 days
1-10	Years	-	15 days
10 or more	years	-	20 days

Effective July 1, 1998 employees must "use or lose" vacation during each year. Days earned through June 30, 1998 are frozen in bank at June 30, 1998 value.

D. Vacation days accumulated in the initial year of employment shall be deemed earned and may be taken after the start of the next fiscal school year (July 1). Vacation schedules are subject to the approval of the Superintendent.

## ARTICLE 7

### DAILY WORK WEEK AND OVERTIME

- A. The work week when school is in session, shall consist of thirty-five (35) hours, exclusive of lunch hour and including a break as follows:  
Breaks shall be taken in the morning; not to exceed fifteen (15) minutes, inclusive of the time spent going to the break area.
- B. Summer hours (8:30 a.m. - 3:30 p.m.- exclusive of lunch hour) shall be in effect from July 1 until one (1) week prior to the return of students.
- C. All secretaries working over their week's limitation, when directed by an administrator, shall be paid wages at the rate of time and a half for overtime worked or shall receive compensatory time for overtime worked as predetermined by the administrator.
- D. If teachers are dismissed prior to their normal time due to inclement weather, or other emergency situation, secretaries shall also be dismissed at the same time.
- E. When school is in session, secretaries shall be dismissed with teachers the day prior to the following holidays or school vacation periods:  
Labor Day, Thanksgiving, Christmas, President's Day, Good Friday, Memorial Day

## ARTICLE 8

### SALARY PROVISIONS

- A. The salaries of all employees covered by this Agreement are set forth in Schedule A which is attached hereto and made a part hereof.
- B.
  - 1. Secretaries employed on a ten (10) month basis shall be paid in twenty (20) equal semi-monthly installments.
  - 2. Secretaries employed on a twelve (12) month basis shall be paid in twenty-four (24) equal semi-monthly installments.
  - 3. When a pay day falls on or during a school holiday, vacation or weekend, the secretaries shall receive their pay checks on the last preceding work day.
  - 4. The Board shall provide direct deposit.
- C. The Board shall provide health care protection as designated:
  - 1. The State Health Benefits Plan.
  - 2. The Board shall pay the full single coverage premium or 100% family coverage premium.
  - 3. The Board reserves the right to elect participation in any other equal to or better health care insurance program.
  - 4. The Board agrees to provide prescription drug coverage (including oral contraceptives) as follows:
    - a. Co-pay provision of \$5.00 for mail-in and generic brand drugs and \$10.00 for specific named drugs; and
    - b. The Board shall pay 100% of the cost of prescription drug coverage.
  - 5. For the duration of this contract the Board shall continue the present dental coverage at no cost to the secretaries.
- D. For each group of nine (9) approved credits a stipend of two hundred fifty dollars (\$250.00) will be added to the employee's regular salary.

## ARTICLE 9

### TRANSFER AND REASSIGNMENTS

#### A. Voluntary Transfers

1. Secretaries who desire a change in assignment or who desire to transfer to another building may request such consideration by writing a letter, which must be updated annually, to the Superintendent with a copy to the Building Principal.
2. In the determination of requests for reassignments and/or transfers, the wish of the individual secretary shall be honored to the extent that the transfer does not conflict with the best interests of the school system. No such request shall be denied arbitrarily or capriciously.

#### B. Involuntary Transfers

1. No vacancy shall be filled by means of involuntary transfer or reassignment if there is a qualified volunteer available to fill said position.
2. Notice of an involuntary transfer or reassignment shall be given to secretaries as soon as possible.
3. When an involuntary transfer or reassignment is necessary, a secretary's area of competence, length of service in the West Essex School District, length of service in a particular school building, and other relevant factors, including, among other things, state and/or federal laws, rules regulations or administrative directives, shall be considered in determining which secretary is to be transferred or reassigned.
4. An involuntary transfer or reassignment shall be made only after a meeting between the secretary involved and the supervisor, at which time the secretary shall be notified of the reason therefore. In the event that a secretary objects to the transfer or reassignment at this meeting, upon the request of the secretary, the Superintendent shall meet with him/ her. The secretary, at his/her option, may have an Association representative present at such meeting.

- #### C. Ten month secretaries being assigned to a twelve month work year shall move laterally on the salary guide.

## ARTICLE 10

### JOB POSTING

- A. All secretarial positions, whether for ten (10) or twelve (12) month work year, shall be posted with job descriptions in both schools for a period of five (5) days during the school year and ten (10) days during the summer. Employees who desire to apply for such vacancies shall submit their applications in writing to the Superintendent or appropriate administrator within the time limit specified in the notice, and the Superintendent or appropriate administrator shall acknowledge promptly, in writing the receipt of all such applications.
- B. Notice of employee interests in any vacancy which may occur during the summer months must be filed by June 15. The whereabouts of the employee during such period will be included in the letter of interest.
- C. Presently employed personnel who apply for job openings should be given consideration, provided they are qualified and, then by seniority.
- D. Ten month secretaries shall be given first consideration for any temporary summer positions at the fixed rate of pay established for the temporary summer positions which may become available provided the applicant is qualified to fill the vacancy.

## ARTICLE 11

### SECRETARY EVALUATION

- A. Secretaries shall be evaluated twice each year by their immediate professional supervisor, followed in each instance by a written evaluation report and a conference between the employee and his/her immediate supervisor. Each employee shall be given a copy of the evaluation form within a reasonable time prior to the evaluation, and shall receive a copy of each evaluation.
- B. No materials derogatory to a secretary's conduct, service, character or personality shall be placed in their personnel file, unless they first have had an opportunity to review the material. Should they disagree, they shall have an opportunity to respond in writing.
- C. Secretaries shall have the right, upon request, to review the contents of their personnel file, provided an administrator or designee is present.
- D. Copy of the evaluation report shall be reviewed by the board secretary/business administrator who is in overall charge of secretaries.

## ARTICLE 12

### PERSONAL LEAVE

- A. It is recognized that emergency situations arising from personal legal, business, household or family matters do occur and require the absence of the secretary during school hours. Application to the secretary's immediate supervisor for personal leave should, when possible, be made at least one (1) day in advance of the day needed. Up to three (3) days with pay may be granted for this purpose within one school year. These days are not vacation days but are intended to cover emergency situations which can arise.
- B. The Board shall grant up to a maximum of four (4) days with pay at any one time to a secretary due to the death of a member of his/her immediate family. For the purpose of this clause, a member of the immediate family shall be limited to the secretary's spouse, child, parent, brother, sister, and also grandfather, grandmother, father-in-law, mother-in-law, grandchild and significant other.
- C. In other special situations created by serious illness or death involving a hardship, temporary additional leaves of absences up to two (2) days with full pay may be granted upon approval of the Superintendent of School.
- D. Such days of leave may not be accumulated from year to year. All unused personal days may be accumulated as sick days.
- E. No personal leave days shall be granted immediately before, or immediately after, any vacation or holiday without prior written approval of the superintendent.



## ARTICLE 13

### SICK LEAVE

- A. Secretaries employed by the Board shall be entitled to twelve (12) sick leave days if employed for twelve (12) months. Unused sick days shall be accumulated from year to year with no maximum limit. The secretary may be required to produce evidence of illness at the request of the Superintendent. In the event a secretary used more than his/her allotted sick leave during the school year, the three (3) personal days can be used for this purpose providing they have not been used for an emergency situation. Up to three (3) unused personal days may be accumulated as sick days.
- B. Secretaries shall be given a written account of accumulated leave days for the prior school years, no later than November 1 of each school year.
- C. In the event a secretary has exhausted his/her total number of sick leave days, such individual case may be brought to the attention of the Board, and the Board shall judge it on its individual merit.
- D. Any secretary retiring from employment while still working for the school district shall receive fifty dollars (\$50) for all accumulated days prior to July 1, 2004; fifty two dollars (\$52.00) for all accumulated days from July 1, 2004 through June 30, 2005; fifty three dollars (\$53.00) for all accumulated days from July 1, 2005 through June 30, 2006; and fifty four dollars (\$54.00) for all accumulated days from July 1, 2006 through June 30, 2007; each day of accumulated unused sick leave up to a maximum of one hundred fifty (150) days.
- E. In the event that the employee dies while employed in the district, his/her estate shall be paid the terminal pay as though the employee terminated employment.
- F. A secretary may be required to produce a doctor's note verifying the illness with respect to any sick day taken on a day immediately prior to and/or immediately following any school holiday or vacation day, provided that the request for the doctor's note is made on the date of the absence due to illness. A secretary also may be required to provide such a note at the request of the superintendent with respect to any other sick day taken, provided that the request for the doctor's note is made on the date of the absence due to illness.

## ARTICLE 14

### EXTENDED LEAVE OF ABSENCE

- A. An employee on tenure may be granted a leave of absence without pay for up to one (1) year. All extensions or renewals of leave shall be applied for in writing by March 1 of the calendar year in which the leave is requested and may be granted in writing at the Board's discretion. An employee's unused accumulated sick leave and his/her position on the salary guide to which he/ she was entitled at the time of his/her leave of absence commenced shall be restored to him/her upon his/her return.
- B. An employee shall, within reasonable time, notify the superintendent of the condition of her pregnancy and of the anticipated date of delivery of her child. The employee shall set forth the date on which she wishes to commence a pregnancy leave. The Board may request the employee to present a statement from her physician certifying that she is physically capable of continuing her employment. Should the Board question the statement of the employee's physician, it may require the employee to submit to an examination by a physician to be designated by it. If there is a difference of opinion between the employee's attending physician and the physician designated by the Board as to the ability of the employee to continue her employment, the Essex County Medical Society shall designate an impartial third physician to make an examination and his/her determination shall be conclusive and binding on the parties. The expense of the examination by the third physician shall be borne by the Board.
- a. Typically, the leave of absence in such cases may not exceed two (2) academic years. However, upon written application to the Superintendent, an employee may be permitted at the discretion of the Board, to extend the date of his/her return to a later date than provided herein.
  - b. The employee must submit a written application for reinstatement to the Superintendent no later than April first of the year of return.
  - c. Prior to his/her return to active duty, the Board may request the employee to submit a statement from his/her physician verifying that he/she is physically able to return to his/her employment. Should the Board question the statement of the employee's physician, it may require the employee to submit to an examination by a physician designated by it. Disagreements as to the employee's condition shall be resolved in the manner described in Section B of this article.

## ARTICLE 15

### AGENCY SHOP

- A. Effective school year 1982-1983, and pursuant to N.J.S.A. 34:13A-5-5 et seq., all non-member employees of the Association in the unit covered by this Agreement are required to pay a representation fee in lieu of dues for services rendered by the Association. The Association shall be entitled to a representation fee in lieu of dues as established by the Association in accordance with N.J.S.A. 34:13A-5.5(b) by a payroll deduction provided, however, that before such deductions are made, the Association shall assure the Board in writing that it has informed each employee in the unit who is not a member of the Association of the establishment of the demand and return system and his or/ her right to demand and receive a return of any part of the fee paid by the non-member for any of the reasons set forth in N.J.S.A. 34:13A-5.6(c).
- B. The Association shall indemnify and hold the Board harmless against any and all claims, demands, suits and other forms of liability, including 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 Board in conformance with this Article.
- C. Prior to the beginning of each school year, the Association will notify the Board in writing of the amount of regular membership dues, initiation fees and assessment charged by the Association to its own members for that membership year and the amount of the representation fee to be paid by non-members.
- D. Deduction and Transmission of Fee
  1. Notification

Once during each school year covered in whole or in part by this Agreement, the Association will submit to the Board a list of those employees who have not become members of the Association for the then current school year. The Board will deduct from the salaries of such employees, in accordance with Paragraph 2 below, the full amount of the representation fee and promptly will transmit the amount so deducted to the Association.
  2. Payroll Deduction Schedule

The Board will deduct the representation fee in equal installments, as nearly as possible, from the paychecks paid to each employee on the aforesaid list during the remainder of the school year in question. The deduction being with the first paycheck paid:
    - (a) ten (10) days after receipt of the aforesaid list by the Board: or
    - (b) thirty (30) days after the employee begins his/her employment in a bargaining unit position, unless the employee previously served in a bargaining unit position and continued in the employ of the Board in a non-bargaining unit position, in which event the deductions will begin with the first paycheck, paid ten (10) days

after the resumption of the employee's employment in a bargaining unit position, whichever is later.

3. Except as otherwise provided in the Article the mechanics for the deduction of representation fees and the transmission of such fees to the Association will as nearly as possible, be the same as those used for the deduction and transmission of regular membership dues to the Association.
4. The Association will notify the Board in writing of any change in the list provided for in Paragraph 1 above and/or the amount of the representation fee, and such changes will be reflected in any deductions made more than ten (10) days after the Board received said notice.
5. On or about the last day of each month, beginning with the month this Agreement becomes effective, the Board will submit to the Association a list of all employees who began their employment in a bargaining unit position during the preceding thirty (30) day period. The list will include names, job titles, and dates of employment for all such employees.

## ARTICLE 16

### MISCELLANEOUS PROVISIONS

- A. Nondiscrimination - The Board and the Association agree that there shall be no discrimination and that all parties, procedures and policies shall be in compliance with federal and New Jersey laws prohibiting discrimination, and under such laws in the hiring, training, assignment, promotion, transfers, salaries, discipline of secretaries, or in the application or administration of this Agreement on the basis of race, creed, color, religion, national origin, sex domicile, age, ancestry, physical disability or material or draft status.
- B. Savings Clause - Except as this Agreement shall otherwise provide, all terms and conditions of employment applicable on the signing date of this Agreement to secretaries 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, nothing contained herein shall be interpreted and/or applied so as to eliminate, reduce nor otherwise detract from any secretary's benefit existing prior to its effective date.
- C. Separability - If any provision of this Agreement or any application of this Agreement to any secretary or group of secretaries is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force.
- D. Compliance between individual Contract and Master Agreement - Any individual contract between the Board and an individual secretary, heretofore or hereafter executed, shall be subject to and consistent with the terms of this Agreement.
- E. Printing Agreement - Copies of this Agreement shall be reproduced at the expense of the Board within thirty (30) days after the Agreement is signed. The Agreement shall be presented to all secretaries now employed. All new members of the unit shall be provided with a copy of the Agreement by the Board upon hiring.
- F. When unsafe or unhealthy conditions exist, the Association shall report the unsafe or unhealthy condition to the Administration. If there is no resolution, the issue shall be subject to the grievance procedure.

## ARTICLE 17

### PROFESSIONAL DEVELOPMENT

- A. The Board recognizes that it shares with its secretarial staff responsibility for the upgrading and updating of secretary performance and aptitudes. The Board and the Association support the principle of training of secretaries.
- B. The Board shall pay for any courses of study or work-related programs which it requires any secretary to take. The secretary shall be paid at his/her overtime rate if attendance is required outside his/her regular working hours.
- C. The Board agrees to reimburse up to a maximum of two hundred fifty dollars (\$250.00) per secretary per year, from a pool of two thousand dollars (\$2000.00) to be renewed each year of the contract, the tuition and registration fees incurred by any secretary employed full time in the West Essex Regional School District who is not on any extended leave, provided that:
  1. Such courses shall not be taken at a time that will conflict with the secretary's employment duties or hours, except as designated in this Article 17, Par. B.
  2. Such courses shall be related to the employee's function as a secretary in the school system or will provide an opportunity for the individual to improve or change positions.
  3. No reimbursement will be permitted under this Article without the Superintendent's prior written approval.
  4. To be fully reimbursed under this Article, the secretary must provide satisfactory evidence that he/she has completed the course(s) with a passing grade in a pass/fail grading system or a grade of "B" or better in a regular grading system, and must present receipts for tuition and fees. If a grade of "C" is earned in the course, the payment will be made at one half the amount due for a grade of "B".
  5. There shall be no reimbursement for transportation or books or course related materials.
  6. If a secretary receives governmental or any other assistance for any course(s), the secretary will not be entitled to receive any amount permitted under this Article unless and to the extent that the amount of governmental or other assistance is insufficient to pay for the tuition and registration fees incurred.
- E. Secretaries shall be notified and be given the opportunity to attend in-service workshops subject to the discretion of the Superintendent.

ARTICLE 18

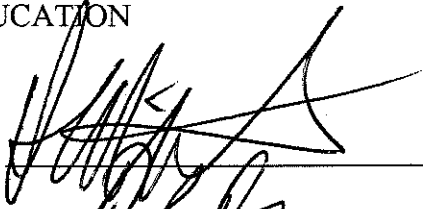
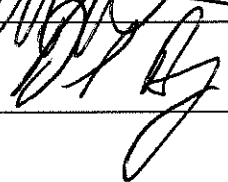
DURATION OF AGREEMENT

- A. This Agreement shall be in effect as of July 1, 2004, and shall continue until June 30, 2007.

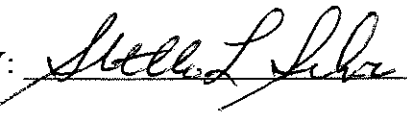
This Agreement shall contain the entire settlement of all negotiated terms and conditions of employment for the duration of the Agreement subject to the reopening of collective negotiations in accordance with Article 2 of this Agreement.

- B. In witness whereof the parties hereto have caused this Agreement to be signed by their respective presidents, attested by their secretaries, all on the day and year first written.

WEST ESSEX REGIONAL SCHOOL DISTRICT BOARD OF EDUCATION

BY:  DATE: 7-7-05  
BY:  DATE: 7-7-05

WEST ESSEX SECRETARIES ASSOCIATION, INC.

BY:  DATE: 7-7-05  
BY: \_\_\_\_\_ DATE: \_\_\_\_\_

SCHEDULE A

WEST ESSEX SECRETARIES ASSOCIATION  
SALARY GUIDES

Salary Guide 2004-2005		Salary Guide 2005-2006		Salary Guide 2006-2007	
Step	Amount	Step	Amount	Step	Amount
1	30700	1	31600	1	32500
2	31400	2	32350	2	33500
3	32125	3	33125	3	34500
4	32850	4	33925	4	35500
5	33600	5	34750	5	36600
6	34400	6	35625	6	37700
7	35225	7	36525	7	38800
8	36175	8	37525	8	39950
9	37150	9	38525	9	41150
10	38200	10	39625	10	42400
11	39350	11	40825	11	43905
12	40748	12	42277		

Note:

**movement 2003-2004  
to 2006-2007**

<b>NOTE:</b>	<b>03-4 step</b>	<b>new 04-5 step</b>	<b>new 05-6 step</b>	<b>new 06-7 step</b>
<b>2004-2005 people moved down 1 step from 2003-2004 eliminated step 1 guide renumbered</b>	1 2 3 4	1 2 3 4	2 3 4 5	2 3 4 5
<b>2005-2006 people moved down 1 step from 2004-2005 steps remain numbered 1-12</b>	5 6 7 8	5 6 7 8	6 7 8 9	6 7 8 9
<b>2006-2007 people moved down 1 step from 2005-2006 eliminated step 5 steps 1- 4 moved down guide renumbered</b>	9 10 11 12 13	9 10 11 12 12	10 11 12 12 12	10 11 11 11 11



<u>Longevity</u>	<u>15 Years</u>	<u>20 Years</u>	<u>25 Years</u>
2004-2005	\$520.00	\$1045.00	\$1570.00
2005-2006	\$540.00	\$1090.00	\$1640.00
2006-2007	\$560.00	\$1140.00	\$1720.00

Longevity will be abolished effective July 1, 1995 for all newly hired secretarial employees.

NOTES:

1. Ten-month employee's salaries are pro-rated at 85% of appropriate step.
2. Annual increment advancement on the Salary Guide is not automatic. It is predicated on satisfactory performance and evaluation. Secretaries hired prior to February 1 are entitled to an increment the following year.

3. Substitute Caller Stipend:

2004-2005	\$6340.00
2005-2006	\$6715.00
2006-2007	\$7000.00

4. The following formula will be used for determining placement on the Salary Guide relative to previous comparable work-related experience not to exceed Step 10 of Salary Guide.

5. Part-time and hourly wages:

Step	2004-2005	2005-2006	2006-2007
1	\$16.00	\$16.20	\$16.40
2	\$16.30	\$16.50	\$16.70
3	\$16.60	\$16.80	\$17.00
4	\$16.90	\$17.10	\$17.30

Note: Current personnel will move to step 2 in 2004 -2005 and move 1 step each subsequent year.

6. Copy Machine Operator hourly wages:

Step	2004-2005	2005-2006	2006-2007
1	\$12.25	\$12.60	\$12.80
2	\$12.50	\$12.85	\$13.10
3	\$12.75	\$13.10	\$13.40
4	\$13.00	\$13.35	\$13.70

Note: Current personnel will move to step 2 in 2004 -2005 and move 1 step each subsequent year.

7. Attendance Aide and Library Aide hourly wages:

Step	2004-2005	2005-2006	2006-2007
1	\$11.47	\$12.04	\$12.55
2	\$11.72	\$12.29	\$12.85
3	\$11.97	\$12.54	\$13.15
4	\$12.22	\$12.79	\$13.45

Note: Current personnel will move to step 2 in 2004 -2005 and move 1 step each subsequent year.