

4. 30/7

A G R E E M E N T

BETWEEN

BOARD OF EDUCATION  
RAMAPO INDIAN HILLS REGIONAL HIGH SCHOOL DISTRICT

AND

RAMAPO INDIAN HILLS CUSTODIANS ASSOCIATION

FOR PERIOD FROM JULY 1, 1971 TO JUNE 30, 1972

PREAMBLE

THIS AGREEMENT IS MADE AND ENTERED INTO on this  
\_\_\_\_\_ day of \_\_\_\_\_, 1971, by and between  
the RAMAPO INDIAN HILLS REGIONAL HIGH SCHOOL DISTRICT BOARD OF  
EDUCATION, (hereinafter referred to as the "Board") and the  
RAMAPO-INDIAN HILLS CUSTODIANS ASSOCIATION (hereinafter referred  
to as the "Association").

ARTICLE I

PRINCIPLES

- Section 1     Attainment of the objectives of the custodial and maintenance programs conducted in the schools of the district requires mutual understanding and cooperation among the Board, the Superintendent, the professional personnel, the other personnel, and citizens of the community. To this end, free and open exchange of views is desirable, proper and necessary.
- Section 2     This agreement is negotiated in order to establish for its term the terms and conditions of employment of all members of the staff employed in the classifications set forth in Appendix "A" attached hereto and made a part hereof.
- Section 3     The Board and the Association recognize the importance of orderly, just and expeditious resolution of disputes which may arise as to proper interpretation or implementation of this agreement and accordingly herein agree upon a grievance procedure for the effective processing of such disputes.
- Section 4     The Board and the Association, the parties to the Agreement, accept the provisions of this Agreement as commitments which they will cooperatively and in good faith honor, support, and seek to fulfill.
- Section 5     Despite reference herein to the Board or Association as such, each reserves the right to act hereunder by committee, individual member, or designated representative, professional or lay, whether or not a member. Each party will provide to the other, upon request, satisfactory evidence (such as official minutes or certificate of resolutions) of authority to act.
- Section 6     The provisions of this Agreement will constitute a binding obligation of the parties for the duration hereof or until sooner changed by mutual consent in writing. Any previously adopted policy, rule or regulation of the parties which is in conflict with a provision of this Agreement shall be superseded and replaced by this Agreement. Nothing in this Agreement which changes preexisting policy, rules, or regulations of the parties will operate retroactively unless expressly so stated.

ARTICLE II

RECOGNITION

- Section 1     The Board agrees to and hereby does recognize the Association as the sole and exclusive negotiating agent for the purpose of collective negotiations of terms and conditions of employment of all employees in the classifications set forth in Appendix "A" attached hereto and made a part hereof.

## ARTICLE III

### GRIEVANCE PROCEDURE

#### A. Definitions

1. A grievance is a claim based upon an alleged misrepresentation, misapplication, or violation of this agreement, or of any Board policy or State administrative decision concerning working conditions or terms of employment of persons in the negotiating unit.

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

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

#### B. Procedure

1. The employee shall first discuss his grievance orally with his immediate supervisor with the objective of resolving the matter informally.

2. Step 1 - In the event the grievance is not resolved informally, the Association Representative and/or the employee shall present the grievance, in writing, to the Supervisor of Buildings and Grounds, within one calendar week following the attempt at informal resolution. Within one calendar week, the Supervisor of Buildings and Grounds shall meet with the Representative and/or the employee involved, in an effort to resolve the grievance. Within one calendar week after the grievance meeting, said Supervisor of Buildings and Grounds shall communicate his decision in writing to the Association Representative and/or the employee involved.

3. Step 2 - The Association may appeal the decision of the Supervisor of Buildings and Grounds to the Superintendent or his designee within one calendar week after receiving the decision of the supervisor. The appeal shall be in writing and shall be accompanied by a copy of the supervisor's decision. Within two calendar weeks, the Superintendent or his designee shall use his good offices to adjust or resolve the grievance amicably.

If the efforts toward amicable adjustment do not resolve the grievance, the Superintendent or his designee shall hold a hearing on the grievance appeal. He may hear witnesses or employees who participated in the first step of the grievance or any other participants and evidence relevant to the issues involved. Within two calendar weeks after the hearing, the Superintendent or his designee shall communicate his decision in writing, together with the supporting reason, to the aggrieved employee, the Association, the supervisor of the department involved, and the Principal of the school.

4. Step 3 - The Association may appeal the decision of the Superintendent or his designee within two calendar weeks after receipt of his decision to the Board of Education. A hearing shall be held by the Board within two calendar weeks after receipt of the appeal by the Board's Secretary. The appeal shall be in writing and shall state the nature of the grievance; the factual allegations of the grievant and of other parties in interest; the Association's opinion as to whether or not the grievance is meritorious;

and the Association's recommendations, including but not in limitation, an appropriate remedy. The Board's decision shall be made in writing not later than two calendar weeks after conclusion of the hearing and shall set forth the Board's findings of fact, reasoning and conclusions on the issue submitted.

5. Step 4 -

(a) If the Association is not satisfied with the disposition of the grievance by the Board, and the grievance is an arbitrable grievance as hereafter defined, the Association may submit the matter to arbitration in the manner hereafter provided, by serving a written notice upon the Board of the Association's intention to arbitrate within two calendar weeks after decision by the Board.

(b) Within two calendar weeks after such written notice of submission to arbitration, the Board and the Association shall attempt to agree upon a mutually acceptable arbitrator and shall obtain a commitment from said arbitrator to serve. If the parties are unable to agree upon an arbitrator or to obtain such a commitment within the specified period, a request for a list of arbitrators may be made to American Arbitration by either party. The parties shall then be bound by the rules and procedures of the American Association in the selection of an arbitrator.

(c) The arbitrator so selected shall confer with the representatives of the Board and the Association and hold hearings promptly and shall issue his decision not later than twenty (20) calendar days from the date of the close of the hearings or, if oral hearings have been waived, then from the date the final statements and proofs on the issues are submitted to him. The arbitrator's decision shall be in writing and shall set forth his findings of fact, reasoning and conclusions on the issues submitted. The arbitrator shall be without power or authority to make any decision which requires the commission of an act prohibited by law or which is violative of the terms of this agreement. The decision of the arbitrator shall be submitted to the Board and the Association shall be final and binding on the parties.

(d) The costs for the services of the arbitrator, including per diem expenses, if any, and actual and necessary travel, subsistence expenses and the cost of the hearing room shall be borne equally by the Board and the Association. Any other expenses incurred shall be paid by the party incurring same.

(e) Binding arbitration under this article shall apply only to administrative decisions which contravene or misapply Board policy or the provisions of the agreement, and to any other misinterpretation, misapplication or violation of Board policy or this agreement; and no grievance shall be arbitrable that involves the discipline of any employee, the non-renewal of non-tenure employees, or any other matter for which a method of review is provided in the Division of Controversies and Disputes under the Commissioner of Education.

### C. Miscellaneous

1. The employee and the Association shall be given at least four calendar days notice, in writing, of the time and place of each hearing, at each step.

2. Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the Association to lodge an appeal at the next step of this procedure.

3. The time limits specified in this procedure may be extended, in any specific instance, by mutual agreement.

4. If a grievance arises from an action of authority higher than the immediate supervisor, the Association may present the grievance at Step 2 of this procedure without Step 1 thereof.

5. At each of the first two steps of this Grievance Procedure, the Board and the Association shall have the opportunity and duty to present all documentary evidence and witnesses on which each relies in support of its position. At Steps 3 and 4 of the Grievance Procedure, each of said parties shall be given the opportunity to present documentary evidence and witnesses on which it relies but shall not be permitted to present any evidence or witnesses not presented at either Step 1 or Step 2, unless such evidence or witnesses were not known to exist and could not, by reasonable diligence, have been discovered prior to the hearing at Step 3.

6. No officer or Executive Board member, delegate, representative, or agent of a minority organization shall represent the aggrieved employee in this procedure.

7. An employee who is not an Association representative or such representative's designee shall not accompany or act on behalf of an aggrieved employee in this procedure in more than two (2) grievances during a calendar year.

8. No reprisals of any kind shall be taken by the Board or by any member of the administrative staff against any party in interest, any Association Representative, or any other participant in the Grievance Procedure by reason of such participation.

### D. Limitation

Any grievance not presented in writing to the Supervisor of Buildings and Grounds within thirty (30) days after the grievant knew or should have known of the event or events upon which the claim is based, shall conclusively be deemed waived by the grievant or grievants.

ARTICLE IV

RIGHTS OF THE ASSOCIATION

Section 1 Meetings at Work Location - On three (3) days notice to the Principal of the school and the Board Secretary, the Association shall have the right to schedule meetings in the buildings at a place designated for such meetings before or after regular duty hours of the employees involved, provided the building is not then otherwise in use or scheduled to be used.

ARTICLE V

SALARIES AND HOURS OF WORK

Section 1 The salaries of all employees covered by this Agreement are set forth in Appendix "C". This Appendix "C" also includes all extra bonuses.

Section 2 The regular work week shall be forty (40) hours. All work over eight (8) hours in any one day, including all school activities, shall be paid at the rate of time and one-half, except on Sundays and Holidays, which shall be paid at the rate of double time.

ARTICLE VI

SENIORITY AND JOB SECURITY

Section 1 School District Seniority is defined as service by appointed employees in the School District in the collective bargaining unit covered by this Agreement. An appointed employee shall lose all accumulated School District Seniority only if he:

(a) resigns or is discharged, irrespective of whether he is subsequently rehired by the School District.

(b) is laid off for more than six (6) consecutive calendar months.

Section 2 In the event of a reduction in force, including reductions caused by the discontinuance of a facility or its relocation, the employees shall be laid off in the inverse order of School District Seniority.

ARTICLE VII

TENURE

Section 1        After three (3) years and one (1) day of uninterrupted, continuous service each custodian employee shall be appointed for an unfixed term so as to provide the tenure protection available to such employees under the provisions of Chapter 137, Public Laws of 1960 (18A:17-3 and 18A:17-4).

ARTICLE VIII

INSURANCE PROTECTION

- A.        Effective July 1, 1971 and through June 30, 1972, the Board shall provide the following health-care insurance protection and pay the full premium for individual employees and full family coverage:
  - 1.        Connecticut General Life Insurance Company Full Hospitalization - Medical-Surgical, Major Medical and Prescription Drugs Plan.
- B.        If available from the insurance carrier, the Board shall provide to each custodian a description of the health-care insurance provided under this article, same to be provided at the beginning of the school year.

ARTICLE IX

VACATION

- A.        Each employee in the negotiating unit covered by the Agreement shall be entitled to the following vacation with pay at the annual rate of pay such employees are receiving at the time such vacation is actually taken:

<u>Length of Uninterrupted Service to July 1st</u>	<u>Vacation Time</u>
Less than six (6) months	
Six (6) months or more but less than eight (8) years	2 weeks
Eight (8) years or more but less than ten (10) years	3 weeks



- B. Each employee in the negotiating unit covered by the Agreement shall be entitled to the following fourteen (14) holidays, with pay:

Fourth of July  
Labor Day  
Veterans' Day  
NJEA Convention (2 days)  
Thanksgiving Day Weekend (2)  
Christmas Eve  
Christmas Day  
New Year's Eve  
New Year's Day  
Washington's Birthday  
Good Friday  
Memorial Day

#### ARTICLE X

##### ABSENCES AND LEAVES

1. An employee who is going to be absent from work will call his immediate supervisor as early as possible in order that proper coverage may be given. Upon return to work the absence form is to be filled out and turned in to the immediate supervisor promptly.
2. Employees will be notified of any pay deductions made in keeping with the Board's policy.
3. All employees in the system shall be allowed sick leave days with full pay, in accordance with N.J.S.A. 18A:30-1, et seq., for twelve (12) school days in any school year, ALL of which are to be cumulative.
4. Other Allowable Absences:
  - A. Definition of Terms:
    1. By "immediate family" is meant any relative residing in the same household as that of the employee.
    2. By "the family" is meant any relative not residing in the same household as that of the employee.
  - B. Absence for reasons given below, not allowable as sick leave, will be granted as follows:
    1. Up to five (5) days per contract year for death in the "immediate family" without deduction of pay.
    2. Up to three (3) days per school year for death in "the family" without deduction of pay.

3. Up to two (2) days per school year with full pay for any of the following reasons:
  - a. Illness in the "immediate family".
  - b. Attendance at a funeral not covered in items 1 and 2 above if approved by the immediate supervisor.
  - c. Absence in a case of an emergency or other urgent reason not given above, if approved by the Supervisor of Buildings and Grounds and/or the Board Secretary.
4. Full deduction (1/260th) of the annual contract salary if absence is in excess of the specified days for reasons given in items 1, 2 and 3 above.
5. Up to two (2) days for any legal proceeding if the employee is required by law to attend.
6. Time necessary for jury duty.

#### ARTICLE XI

##### MODIFICATION OF AGREEMENT AND NEGOTIATION OF SUCCESSOR AGREEMENT

- Section 1 Before the Board adopts a change in policy on terms and conditions of employment, the Board will notify the Association in writing that it is considering such a change. The Association shall have the right to negotiate with the Board for a mutually acceptable change in said policy. Any agreement reached with the Board shall be reduced in writing, signed by the Board and the Association, and become an addendum to this Agreement.
- Section 2 Not later than October 15, 1971, the Board agrees to initiate negotiations with the Association over a Successor Agreement in accordance with the procedure set forth herein in a good-faith effort on both sides to reach continuing agreement on salaries and other terms and 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 negotiating unit and shall be reduced in writing and signed by all parties.

APPENDIX A

Positions covered by the Agreement

Listed below are all the job titles and classifications held per persons in the negotiating unit:

Head Custodian

Custodian

Custodian-Maintenance

Custodian-Sewage Plant Attendant

Custodian-Bus Driver

APPENDIX B

Supervision - Report Table

Submitted herewith is a table showing the flow of administrative responsibility to implement the Grievance Procedure set forth in this Agreement:

<u>Title</u>	<u>Immediate Supervisor</u>	<u>Step 1 in Grievance Procedure</u>
Custodian	Head Custodian	Supervisor of Buildings & Grounds
Custodian- Maintenance	-	Supervisor of Buildings & Grounds

APPENDIX C

SALARY GUIDE  
1971-1972

CUSTODIAN  
CUSTODIAN-BUS DRIVER

Step 1	\$6,500.
Step 2	\$6,700.
Step 3	\$6,900.
Step 4	\$7,100.
Step 5	\$7,300.
Step 6	\$7,500.
Step 7	\$7,700.
Step 8	\$7,900.

CUSTODIAN-MAINTENANCE  
CUSTODIAN-SEWAGE PLANT ATTENDANT

Step 1	\$6,900.
Step 2	\$7,150.
Step 3	\$7,400.
Step 4	\$7,650.
Step 5	\$7,900.
Step 6	\$8,150.
Step 7	\$8,400.
Step 8	\$8,650.

HEAD CUSTODIAN

Step 1	\$7,100.
Step 2	\$7,400.
Step 3	\$7,700.
Step 4	\$8,000.
Step 5	\$8,300.
Step 6	\$8,600.
Step 7	\$8,900.

EXTRA COMPENSATION

A. Night Bonuses:

Second Shift	\$100.
Third Shift	\$200.

ARTICLE XII

SAVING CLAUSE

Section 1 If any provisions of this Agreement is, or shall at any time be, contrary to law, then such provision shall not be applicable, performed or enforced. In such event, all other provisions of this Agreement shall continue in effect.

ARTICLE XIII

DURATION

Section 1 The provisions of the agreement shall be effective as of July 1, 1971, and shall remain in full force and effect until June 30, 1972, subject to the right of the Board and Association to negotiate for a modification of this agreement as provided in Article XI of said agreement.

Attest:

C. Clarke Folsom  
C. Clarke Folsom,  
Business-Secretary Admin.

BOARD OF EDUCATION  
RAMAPO INDIAN HILLS REGIONAL  
HIGH SCHOOL DISTRICT

by [Signature]  
(President)

Attest:

John F. Terrence  
Secretary

RAMAPO INDIAN HILLS  
CUSTODIANS ASSOCIATION

by [Signature]  
President