

4/15/82

15-55



BOARD OF EDUCATION
PINELANDS REGIONAL SCHOOL DISTRICT 12 *12*

A G R E E M E N T

with the

PINELANDS REGIONAL CUSTODIAL ASSOCIATION

REPRESENTING THE
CUSTODIAL EMPLOYEES

of the

PINELANDS REGIONAL SCHOOL DISTRICT

UNIVERSITY

AGREEMENT PERIOD

X July 1, 1982 - June 30, 1983

ARTICLE I

RECOGNITION

The Board of Education of the Pinelands Regional School District, hereinafter called the "Board", recognizes the Pinelands Regional Custodial Association, hereinafter called the "Association" as the majority representative for collective negotiation with the Board, pursuant to Chapter 123 of the Laws of 1975, concerning the terms and conditions of employment for employees identified within the classification of this contract. Individuals employed on a diem, per hour, or substitute basis shall *not* be represented by the Association.

Classification of employee within this contract shall include and be limited to:

Custodians
Custodial Foreman

The term "Employee" when used hereinafter in this Agreement shall refer to any employee in the above enumerated classification and who is represented by the Association.

The foregoing recognition shall continue in effect until the Public Employment Relations Commission shall have certified a new representative for a negotiating unit.

Specifically excluded from this agreement and any representation thereto shall be:

Maintenance Employees
Food Service Employees
Bus Drivers
Supervisory Personnel
Certificated Teaching Staff
White Collar Support Staff represented by
Pinelands Education Association
Confidential Employees

ARTICLE II
GRIEVANCE PROCEDURE

A. Definition

1. A "grievance is a claim by an employee covered by this Agreement or by the Association based upon the interpretation, application, or violation of this Agreement, policies or administrative decisions affecting the employee(s).
2. The "Grievant" is the person or persons making the claim.
3. "Working days" as used in this article means the days on which the "grievant" is normally expected to be at work.

B. Purpose

1. The purpose of this procedure is to secure, at the lowest possible level, resolve to the problems which may from time to time arise affecting the parties to this Agreement. The 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 grievance to be considered under this procedure must be initiated by the grievant within ten (10) working days from the time of its occurrence or the time when the aggrieved became aware, or should have become aware, of the alleged grievance.

Step 1: An employee shall first review any potential grievance with the Association's representative and then shall discuss his grievance with his immediate supervisor in an attempt to resolve the matter informally. The supervisor shall attempt to adjust the matter and shall respond orally to the grievant within five (5) working days.

Step 2: If the grievance has not been settled through discussions with the immediate supervisor, the grievant shall present the grievance in writing to the Supervisor of Buildings & Grounds within five (5) working days. The Supervisor of Buildings & Grounds shall communicate his decision in writing to the grievant and the Association representative within five (5) working days after he receives the written grievance.

Step 3. If the grievance is not settled at Step 2, the grievant shall have five (5) days after receipt of the Supervisor of Buildings and Grounds' written decision to appeal the decision to the Superintendent of Schools. The appeal to the Superintendent must be in writing and shall state (a) the nature of the grievance, (b) the nature and extent of the injury, loss, or inconvenience to the grievant, and (c) the dissatisfaction with decisions previously rendered. The Superintendent shall respond in writing to the grievant and the Association representative within ten (10) working days.

Step 4. If the grievance is not resolved at Step 3, the grievant or the Association representative may request, no later than five (5) working days after receipt of the Superintendent's decision, a review by the Board. The request shall be submitted in writing through the Superintendent, and the Board shall render a decision in writing within one (1) calendar month.

- D. No reprisals of any kind shall be taken by the Board, its administrators, or the Association against any grievant or his representatives by reason of his participation in the grievance procedure.
- E. 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.

ARTICLE III

EMPLOYMENT AND SALARIES

- A. The salaries of all employees covered by this Agreement are set forth in Schedule I which is attached hereto and made a part hereof.
- B. 1. Employees on a twelve (12) month basis shall be paid in twenty-four (24) semi-monthly installments.
2. When a payday falls on or during a school holiday, employees shall receive their paychecks on the last previous school work day.
- C. 1. The normal work week for an employee shall consist of five (5) consecutive days of eight (8) work hours each, beginning at 6:00 A.M. Monday and ending at 7:30 A.M. on the following Saturday.
2. One and one-half (1½) times the straight time hourly rate shall be paid an employee for all hours s/he works in excess of forty (40) hours in any one week. Also, one and one-half (1½) times the straight time hourly rate shall be paid an employee for all hours s/he works in excess of eight (8) hours in any work day. (see overtime rate in Schedule I)
3. Any employee called from home (1) after completing his/her regular eight (8) hour work day, or (2) on an unscheduled work day shall be paid a minimum of three (3) hours at the rate of one and one-half times his/her straight time rate. (see overtime rate in Schedule I).
- D. The Association shall have the right to use school facilities for meetings of its organization. All requests for such use of school facilities shall be cleared in advance with the Coordinator of Facility Use. An employee cannot attend any such meeting which is held during his/her working hours. The Association agrees that it will restore any facilities used to their pre-meeting condition.
- E. The Board shall deduct from employees' salaries money for any or all of the following as requested by such employee:
1. Health and Accident Insurance, including Blue Cross, Blue Shield, Rider J and Major Medical.
 2. Annuities
 3. Contributory Life Insurance
 4. M.O.N.O.C.
- F. Employee contracts for individuals covered under this Agreement shall be limited to a period not to exceed one (1) calendar year commencing with the date of employment through the next ensuing June 30th. Successor contracts shall stipulate July 1 through June 30th next ensuing.

ARTICLE III
EMPLOYMENT AND SALARIES

1982 - 83 Salaries

<u>Position</u>	<u>Annual Contract</u>	<u>Black Seal Premium</u>	<u>Foreman Premium</u>	<u>Shift Premium</u>
			<u>2nd</u>	<u>3rd</u>
Level 0	\$ 10,920.	\$ 275.	\$ 550.	\$ 570.
Level 1	11,120.	275.	550.	570.
Level 2	11,220.	275.	550.	570.
Level 3	11,320.	275.	550.	570.

Overtime to be calculated at the rate of one and one-half (1½) times the Annual Contract Salary divided by 2080.

Position Levels shall constitute the number of years of employment in the district commencing with each full year from July 1 to June 30 of the next successive year.

Credit for previous experience may be applied at initial employment up through Level 2.

ARTICLE IV

SENIORITY

- A. Seniority is defined for purposes of this Article as an employee's total length of continuous contractual service as an employee of the Board in the employee category specifically covered by this Agreement.
- B. Each time a question as to seniority arises between two or more qualified employees having the same total length of continuous contractual service, those employees shall draw to determine seniority rank for the purpose in question.
- C. In all cases of layoff, recall and vacation schedules, employees with the greatest amount of seniority shall be given preference. In the case of a layoff due to a reduction in the number of employees, the last employee hired shall be the first employee to be laid off. The Custodial Foreman shall be excluded from this seniority rule.
- D. The Board shall maintain an accurate up-to-date seniority roster showing the date on which each employee's continuous contractual service began, his classification and pay rate, and a copy of same shall be made available to the Association representative.
- E. Every vacancy for any position covered by this Agreement, and which vacancy is to be filled, shall be posted at least five (5) days before the position is filled. Posting will include the job title, classification, shift, job location, and shall be posted, in addition to other locations, on Custodian Room Bulletin Board. Vacancies will be filled only at the Board's discretion, and candidates will be selected in accordance with qualifications and seniority. The Board reserves the right at times of job vacancies to involuntarily transfer a custodian from one school to another.
- F. The assignment of overtime duties will be offered to employees on the basis of rotation inasmuch as time frames will permit except for emergency situations.

ARTICLE V

HEALTH INSURANCE

Employees working twenty (20) hours or more per week on a regular basis shall be provided with group health insurance coverage for themselves and their immediate families at the Board's expense.

The group health insurance shall consist of a comprehensive major medical benefits plan, commonly known as Blue Cross Blue Shield, Rider J, and Major Medical, or an equivalent type plan.

Registration for the above health insurance benefits plan is the responsibility of the employee. Application for enrollment in the plan(s) shall be made in the office of the Board Secretary.

The Board reserves the right to change insurance carriers at any time, and the Board shall maintain substantially similar benefits. In no case will the Board offer less coverage than presently exists.

Group benefits shall be provided only in accordance with the terms of each individual plan and its rules, regulations and procedures.

ARTICLE VI

WORKMEN'S COMPENSATION INSURANCE

All employees of the Board shall be provided with insurance coverage, at Board expense, for all injuries occurring in performance of the employee's regular duties, provided such injuries are promptly reported to the employee's immediate supervisor.

The Board reserves the right to change Workmen's Compensation carriers at any time, and the Board shall retain substantially similar benefits. In no case will the Board offer less coverage than presently exists.

ARTICLE VII

VACATIONS

Twelve (12) months non-certificated personnel:

- a. The Board shall provide for ten (10) vacation days per annum through the first three (3) years of employment (July 1st through June 30th). These days may be applied as they accrue at the rate of one(1) day per month through and including ten (10) full days per year.
- b. The application of vacation time as identified above commences on the first day of the month following the first full month of employment.
- c. Beginning with the fourth (4th) full year of employment, the Board shall provide fifteen (15) days vacation per annum which shall accrue at the rate of one and one-quarter (1 $\frac{1}{4}$) days per month.
- d. Vacation time may be accumulated to a maximum of fifteen (15) days per year, but at no time during the period of employment may accrued vacation exceed fifteen (15) days except as the result of written authorization from the Superintendent.

ARTICLE VIII

ANNUITIES

The Board shall provide employees with an opportunity to select and join in an insurance program for the purpose of participating in a tax sheltered annuity.

The liability of the Board shall be solely to collect money on behalf of the program and forward it to the proper parties. The Board shall not be liable for any of the annuities' actions.

ARTICLE IX

RETIREMENT

The Board shall participate in the Public Employees' Retirement System and shall contribute to these systems as required by law.

ARTICLE X

HOLIDAYS

Holidays shall be in accordance with the Board established calendar on a yearly basis.

ARTICLE XI

LIABILITY INSURANCE

All employees shall be provided, at Board expense, with a liability protection policy which will afford personal liability and legal expense protection for the employee in the amount of up to \$100,000.00 per employee per annum and to an aggregate of \$1,000,000.00 per annum as regards actions of the employee(s) in the course of their work.

The Board reserves the right to change carriers and shall endeavor to maintain a benefit level consistent with the above.

ARTICLE XII

EMPLOYEE WORK SCHEDULE, AREA/ZONE OF ASSIGNED RESPONSIBILITIES

Employees shall work an eight (8) hour shift including one-half ($\frac{1}{2}$) hour duty free lunch. The Board may stagger lunches to accomodate its needs. In the event the employee is required to return to working duties during his/her lunch period as a cause of the Foreman's or Supervisor's direction, s/he shall have an extension of the lunch period equal to the time spent on assignment.

It is expressly understood that the zones of assignment and the area of cleanup responsibilities of each custodian is reasonable and practical. Custodians shall be expected to fulfill the necessary cleanup of the building within the schedule of employment hours as defined herein.

ARTICLE XIII

TIME OFF FOR JURY OR COURT SUBPOENA

All Board employees shall be compensated at their full rate of pay for each day the employee's presence in Court is required by subpoena as a witness. This benefit shall not apply if the employee is a party to an action.

Employees shall be compensated at their full rate of pay for each full day that the employee is required by the Court to be in attendance on a jury.

The total combined compensation under the above shall not exceed ten (10) days during any school year, unless by special request from the Court. If the Court does specially request additional time, such request shall be reviewed by the Board on a case by case basis.

ARTICLE XIV

SICK LEAVE

It is the policy of the Board to provide twelve (12) month employees with sick leave.

- a. All twelve month employees shall be granted up to ten (10) sick leave days per year based on one (1) day per each working month throughout each working year.
- b. Sick leave days shall be accumulative throughout the course of employment in the district and may be used for illness in subsequent years.
- c. The Board shall review any case where an employee has exceeded his/her accumulated personal illness days, and the Board may grant, on an individual case by case basis, up to an additional ten (10) days per year, which shall be provided at the employee's rate of pay, less appropriate substitute's pay, should the Board deem it appropriate.
- d. Employees shall be required to provide medical proof of illness upon request of the Superintendent.

ARTICLE XV

EMERGENCY/PERSONAL HARDSHIP DAYS

The Board shall provide two (2) non-accruing days per year to permit staff to attend to matters of real urgency as may relate to:

- a. Serious illness in the immediate family.
- b. Major business transactions that cannot be conducted other than during school hours.

Requests stating reason(s) and approval for use of these days must process through and be approved by the Superintendent of Schools. Staff experiencing inordinate or recurring personal hardships or tragedies during any one contract year, may request additional days which may be charged against subsequent contract years of employment. The limit of debit emergency/personal hardship days shall not exceed those days to be acquired over two(2) future contract years.

Requests for debit status must be submitted on the appropriate district form and be authorized by the Superintendent. The Superintendent shall report staff use of emergency/personal hardship days and debit status to the Board of Education at the close of each contract year.

ARTICLE XVI

FUNERAL DAYS

The Board of Education shall provide for three(3) non-accruing days per year for attendant services as a result of death in the immediate family (spouse, child, parent, parents-in-law, grandparents).

ARTICLE XVII

MILITARY LEAVE

The Board supports the patriotism displayed by staff serving in active reserve status of the military services. Therefore, employees assigned to participate in training exercises of official branches of the armed services shall receive full compensation during their absence from the district for a period not to exceed two (2) weeks per contract year of employment.

A certified copy of the order for active duty must accompany each request. It is expected that employees will advise their supervisor well in advance of their departure in order that the district may schedule to its requirements. N.J.S.A.38:23-1.

ARTICLE XVIII

COFFEE BREAK

Ten (10) minutes per each half shift generally at mid point, but as scheduled by supervisor.

ARTICLE XIX

CLEAN-UP TIME

To return equipment and supplies. Not intended for personal hygiene unless inordinate job requirement. The decision for clean-up shall rest with the supervisor or foreman.

DURATION OF AGREEMENT

- A. "This Agreement shall be effective as of July 1, 1982 and shall continue in effect through June 30, 1983. This Agreement shall not be extended orally, and may not be modified in whole or in part except by an instrument in writing duly executed by both parties.

- B. The Board representatives and the recognized employee representatives, as selected by their respective organizations, shall enter into collective negotiations concerning a successor Agreement to this one not later than November 1, 1982. Such negotiations shall begin with the complete proposals of employee representatives submitted to the Board. The Board will provide data as to the number of employees on various salary guide steps as soon as practical prior to November 1, 1982.

- C. IN WITNESS WHEREOF, the Association has caused this Agreement to be signed by its President and Secretary and the Board has caused this Agreement to be signed by its President, attested by its Secretary and its corporate seal to be placed hereon.

PINELANDS REGIONAL CUSTODIAL ASSOCIATION

By: *John P. [Signature]*
President

By: *Thomas G. [Signature]*
Secretary

PINELANDS REGIONAL SCHOOL DISTRICT

By: *Donald B. [Signature]*
President

By: *[Signature]*
Secretary