

4-2062

02-10

THIS DOES NOT
CIRCULATE

COLLECTIVE NEGOTIATION AGREEMENT

BETWEEN
THE DUMONT BOARD OF EDUCATION
AND
THE DUMONT EDUCATIONAL SECRETARIES ASSOCIATION

JULY 1, 1978 - JUNE 30, 1981

LIBRARY
Institute of Management and
Labor Relations

JAN 14 1980
RUTGERS UNIVERSITY

Collective Negotiation Agreement

Between

The Dumont Board of Education

and

The Dumont Educational Secretaries Association

July 1, 1978 - June 30, 1981

Preamble

This agreement is entered into in order to comply with and conform to the New Jersey Employer-Employee Relations act as amended by Chapter 123 Public Laws of 1975, by and between the Board of Education and The Dumont Educational Secretaries Association. The purpose of this agreement is to establish an orderly procedure for negotiations between the Board of Education and the secretarial/clerical personnel, leading to agreements on terms and conditions of employment.

ARTICLE I

Recognition

The Board of Education recognizes the Dumont Educational Secretaries Association as the exclusive negotiating representative for the following secretarial/clerical personnel:

1. Secretarial/clerical personnel under the supervision of a building principal.
2. Secretarial/clerical personnel under the direction of the cafeteria manager.
3. Secretarial/clerical personnel under the direction of Director of Buildings and Grounds.
4. Secretary to the Board Secretary - Business Office.
5. Administrative Secretary - Purchasing/Accounts Payable - Business Office.
6. Secretary - Office of the Curriculum Coordinator.
7. Computer/accounting technical aide - Business Office.
8. Secretary - Office of the Department of Special Services.

The following secretarial/clerical employees are specifically excluded from the provisions of this agreement:

1. Temporary, seasonal, and part-time employees other than regular contracted part-time employees working an average of less than 20 hours a week.
2. Clerical aides
3. Secretaries/Clerks - Region V
4. Secretarial/clerical personnel in the Office of the Superintendent of Schools.

ARTICLE II

Negotiation of Successor Agreement

- A. The parties for negotiation shall be composed of not more than three members designated by the Association and three members of the Board.
- B. Negotiations shall be conducted according to the following provisions:

1. Requests for Negotiating Sessions

- a. A negotiating session shall be initiated when either the Board or the Association delivers a written request for such a session to the Superintendent.
- b. A request for a negotiating session shall include a brief statement of the matter or matters to be negotiated or discussed.
- c. Upon receipt of such a request, the Superintendent shall prepare and transmit copies to each member of the negotiating panels.
- d. The Superintendent shall by consultation with each side, set a mutually agreeable date, time, and place for the requested negotiation session, as well as for subsequent sessions until the matter is disposed of.

2. Conduct of Negotiating Sessions

- a. All communications between the parties relating to this Agreement shall be made in writing, addressed and given to the President and Negotiation Chairman of and for the Association and to the Superintendent of the Schools on behalf of the Board.
- b. The parties agree to enter into collective negotiations over a successor agreement in accordance with Chapter 123, Public Laws of 1975 in good faith effort to reach agreement on all matters concerning the terms, and conditions of secretarial/clerical employment. Negotiations shall be in accordance with the timetable set by P.E.R.C. Any agreement so negotiated shall apply to all secretarial/clerical personnel, be reduced to writing, be signed by the Board and the Association, and be adopted by the Board.
- c. The starting day set by P.E.R.C. may be waived by mutual agreement of the parties in writing.
- d. The proposals of the Association presented on or before the deadline date of November 1 will represent all the proposals of the Association.

- e. During negotiations, the Board of Education and the Association shall present relevant data, exchange points of view, and make proposals and counter-proposals. Either party may utilize the services of professional and/or lay representatives to assist in the negotiations.
- f. In the event that the parties have not, prior to December 1, or a mutually agreed upon extension date, achieved a mutually satisfactory agreement, at the written request of either party, a copy of which written request will be delivered to the opposing party, the Division of Public Employment Relations may, pursuant to such request, join in negotiations to mediate a voluntary resolution of any impasse then existing. Should such mediation fail to resolve such impasse or impasses, the Division of Public Employment Relations may, pursuant to law, recommend or invoke fact-finding for settlement (any cost incurred shall be borne equally by the parties).
- g. The parties understand that it is of paramount importance to the success of collective negotiations that the proceedings of the collective negotiations remain confidential and that the premature release to news media or public groups would be inimical to their mutual interest and to the public interest. The representatives agree to observe the following procedures, providing there has been good faith bargaining all the time:
 - 1. When either party within the joint committee intends to issue a statement to the public news media, the full committee shall be informed of the statement and its contents before release.
 - 2. It is further understood that the other party may, if it wishes, issue a counter-statement of its position in a joint release to public news media under the same terms as noted above.
 - 3. Any release to public news media must contain:
 - a. The name of the organization issuing the statement.
 - b. The name of a responsible officer (preferably the chairperson of the group/committee) of such organization.
 - 4. It is also agreed that a joint release will be issued in the event that an unauthorized statement is issued to public news media.

- h. The parties agree that all items presented by November 1 have been discussed during the negotiations leading to this agreement, and that no additional negotiations on this agreement will be conducted on any item, whether contained herein or not except by mutual consent. Further, in the event meetings are held and no agreement is reached between the parties amending the agreement, then neither party shall be charged with having created an impasse.
- i. The execution of this agreement by the parties hereto shall take place after ratification of the provisions herein by the Association and by the Board at its next regular or special meetings following the ratification by the Association:

ARTICLE III

Applicable Law

- A. It is expressly understood that this procedure shall be binding upon the Board of Education only to the extent permitted by the Laws and Constitution of the State of New Jersey and of the United States of America and shall not impair the rights of any individual under Article I, Section 19 of the New Jersey State Constitution.
- B. It is understood by all parties that the Board on its own behalf and on behalf of the electors of the District hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by law and the Constitution of the State of New Jersey and of the United States.

ARTICLE IV

Reproduction of this Agreement

The cost of producing one hundred (100) copies of this Agreement shall be equally divided between the Board and the Association.

ARTICLE V

Grievance Procedure

A. Definition of Grievance

Grievance shall mean any alleged violation, misinterpretation, or inequitable application of any existing law, regulation, policy, or provision of this agreement, which relates to or involves the employee in the exercise of duties assigned to her/him.

B. Purpose

The purpose of this procedure is to secure at the lowest possible administrative level, equitable solutions to the problems which may, from time to time, arise affecting the welfare or working conditions of staff members. Both parties agree that these proceedings shall be kept informal and confidential as may be appropriate at any level of the procedure.

C. Procedure

1. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as maximum and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement.

2. In the event a grievance is filed on or after June 1 (for ten month employees) which, 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 here shall be reduced so that the grievance procedure may be exhausted prior to the end of the school term or as soon thereafter as is practicable.

3. Level One

Any employee who has a grievance shall discuss it first with her/his immediate superior in an attempt to resolve the matter informally at that level.

4. Level two

If, as a result of the discussion in level one, the matter is not resolved to the satisfaction of the employee within five (5) school days after presentation of the grievance in level one, s/he shall set forth her/his grievance in writing to the principal with copies to the Superintendent of Schools and the Association. The Principal shall communicate her/his decision to the employee, the Superintendent of Schools, and the Association in writing within three (3) school days of receipt of the written grievance. A school day shall be defined as any day in which the school is officially in session.

5. Level Three

The employee may within three (3) days after receiving the principal's decision, appeal the principal's decision to the Superintendent of Schools. The appeal to the Superintendent

must be made in writing and must set forth the grounds upon which the grievance is based. The Superintendent shall request a report on the grievance from the principal, shall confer with the concerned parties, and upon request, with the employee or principal separately. S/he shall attempt to resolve the matter as quickly as possible, but within a period not to exceed five (5) school days after receiving the appeal. The Superintendent, at this time, shall communicate his decision, in writing, along with supporting reasons, to the employee, the principal and Chairperson of the Association.

6. Level Four

If the grievance is not settled to the satisfaction of the employee after reaching the Superintendent of Schools, the matter may be referred to the Association for consideration. This referral for consideration must be made within three (3) school days. The Committee shall make a determination as soon as possible, but within a period not to exceed five (5) school days after referral, notifying the employee in writing of that determination.

If the Association determines that the grievance has or may have merit it shall recommend that the grievance be heard by the Board of Education. If the Association determines that the grievance is without merit, the employee shall retain the right to appeal in writing to the Board of Education. The request in either case shall be submitted in writing within three (3) school days, through the Superintendent of Schools who shall attach all related papers and forward the request to the Board of Education.

The Board of Education shall review the grievance, hold a hearing with the employee, if requested, and render a decision in writing within thirty (30) calendar days.

7. Level Five

Within ten (10) days of written notice of submission to advisory arbitration, the Board of Education and the Association will each name one advisor. A third member, who shall be chairman, shall be named by the first two.

The advisory arbitrators so selected shall confer with representatives of the Board of Education and the Association and hold hearings promptly. They shall issue their decision not later than ten (10) days from the date of the closing of the hearings, or if oral hearings have been waived, then from the date the final statements and proofs are submitted to them.

The advisory arbitrators' decision shall be in writing and shall set forth the findings of fact reasoning and conclusions on the issues submitted. The arbitrators shall be without power or authority to make a decision which violates the terms of the Agreement. The decision of the arbitrators shall be submitted to the Board of Education and the Association, or the party of interest and shall be advisory only, and no judgment may be entered thereon.

The costs for the services of an arbitrator including per diem expenses, if any, and actual and necessary travel and subsistence expenses, shall be borne equally by the Board of Education and the Association or the party of interest.

8. Failure to File

If any employee does not file a grievance in writing with the Superintendent within thirty (30) school days after the employee knew or should have known of the act or condition on which the grievance is based, the grievance shall be waived.

D. Rights of Employee to Representation

Any individual member of the staff shall have the right to appeal the application of policies and administrative decisions affecting her/him through administrative channels. With respect to her/his personal grievance, s/he shall be assured freedom from restraint, interference, coercion, discrimination, or reprisal in presenting her/his appeal. S/he shall have the right to present her/his own appeal or designate representatives of the Association or another person of her/his own choosing to appear with her/him or for her/him at any step in her/his appeal. When an individual is not represented by the Association, the Association shall have the right to be present and informed at all stages of the grievance procedure.

E. Miscellaneous

1. Decisions rendered at Levels Two, Three, and Four of the Grievance Procedure shall be in writing, setting forth the decision and the reasons therefor and shall be promptly transmitted to all parties in interest and to the President of the Association. Decisions rendered at Level Five shall be in accordance with the procedures set forth in that paragraph.
2. All documents, communications and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants.

3. Forms for filing grievances, serving notices, taking appeals, making reports and recommendations, and other necessary documents shall be prepared and given appropriate distribution by the Superintendent so as to facilitate operation of the grievance procedure.
4. No employee shall have the right to refuse to follow an administrative directive or a board policy on the grounds that s/he has instituted a grievance.
5. All personnel including the grievant, shall continue under the direction of the Superintendent or his designated representative regardless of the pendency of any grievance until such grievance is properly determined. Any case of violation shall be regarded as evidence of conduct unbecoming an employee within the purview of the tenure of office act.
6. Any grievance supported by the Association and not resolved to the satisfaction of the party of interest, after review by the Board of Education may at the written request of the Association be submitted to advisory arbitration, except in the case of a grievance involving any of the following points:
 - a. A method by review is prescribed by law or state board rule having the force and effect of law, or any regulation of the State Commissioner of Education or any matter which according to law is either beyond the scope of board authority or limited to action of the board alone.
 - b. A complaint of a non-tenure secretarial/clerical employee that arises by reason of her/his not being re-employed.
 - c. A complaint by any secretarial/clerical employee occasioned by appointment to, or lack of appointment to, retention in, or lack of retention in any position for which tenure is either not possible or not required.

ARTICLE VI

Secretarial/Clerical Rights

Pursuant to Chapter 123, Public Laws of New Jersey, 1975: the Board of Education hereby agrees that every secretarial/clerical employee of the Board shall have the right to organize, join and engage in collective nego-

tiation and other concerted and lawful activities for mutual aid and protection. As a duly elected body exercising governmental power under color of law of the State of New Jersey, the Board of Education undertakes and agrees that it will not directly or indirectly discourage or deprive or coerce any secretarial/clerical employee in the enjoyment of any rights conferred by Chapter 123, Public Laws of New Jersey, or other New Jersey applicable laws; that it shall not discriminate against any secretarial/clerical employee with respect to terms and conditions of employment by reason of her/his membership in the Association and her/his participation in any legal activities of her/his Association, or her/his institution of any grievance with respect to any terms of conditions of employment.

ARTICLE VII

Management Rights Clause

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

- A. Direct employees of the school district.
- B. To hire, promote, transfer, assign, and retain employees in positions in the school district, and to suspend, demote, discharge, or take other disciplinary action against employees.
- C. To relieve employees from duty because of lack of work or for other legitimate reasons.
- D. To maintain efficiency of the school district operations entrusted to them.
- E. To determine the methods, means, and personnel by which such operations are to be conducted; and
- F. To take whatever actions may be necessary to carry out the mission of the school district in situations of emergency.

It is understood by all parties to this agreement that under the rulings of the courts of New Jersey and the State Commissioner of Education, the Board of Education is forbidden to waive any rights or powers granted by law.

ARTICLE VIII

Association Rights and Privileges

Duly authorized representatives of the secretarial organization may be given permission to transact official secretarial organization business on school property at such time and place as the administration deem reasonable so as not to interfere with or interrupt normal school operations.

In the use of buildings by the Association, the Board of Education may make a reasonable charge when special custodial service is required.

The Association may use school equipment when not otherwise in use in accordance with Board Policy. Supplies in connection with such equipment use will be furnished by the Association.

ARTICLE IX

Sick Leave

A. Definition of Sick Leave - 18A:30-1

"Sick leave is hereby defined to mean the absence from his or her post of duty of any person because of personal disability due to illness or injury, or because s/he has been excluded from school by the school district's medical authorities on account of a contagious disease or of being quarantined for such a disease in her/his immediate household."

B. Absence of all full-time employees shall be governed by State Law and the following detailed provisions:

1. Sick leave with pay shall be granted to all full-time employees of the Board of Education in accordance with the following schedule:
 - a. 10 days per year for each year of employment for those on a ten-month contract.
 - b. 12 days per year for each year of employment for those on a twelve-month contract.
2. For absence of three days or less the employee must file with the building principal a signed statement showing dates or reason for absence immediately upon her/his return to employment.
3. Absences beyond a three-day period require a doctor's certificate. These certificates are to be attached to the sick leave form and forwarded to the Office of the Superintendent.
4. If any employee requires in any school year less than the specified number of days or sick leave with pay allowed, all days of such minimum sick leave not utilized shall be accumulative to be used for additional sick leave in subsequent years. (18A:30-3)

5. Whenever an employee is absent from his post of duty as a result of a personal injury caused by an accident arising out of and in the course of her/his employment, the Board of Education shall pay to such employee the full salary wages for the period of such absence for up to one calendar year without having such absence charged to the annual sick leave or the accumulated sick leave. (18A:30-2.1)
6. In cases where full salary is paid by the Board of Education during periods of absence covered by Workmen's Compensation, the employee shall endorse the Workmen's Compensation checks to the Board of Education. (18A:30-2.1)
7. In cases where an employee must leave school during regular hours for personal illness or other emergency, the following rules shall apply:
 - a. Prior to one half (1/2) hour, full day deduction of pay or time.
 - b. Prior to three hours, one half (1/2) day deduction of pay or time; such time to begin when the employee's normal work or school day begins.
8. For absences where no provision for payment has been made, salary will be deducted as follows:
 - a. 10 month employees - daily rate of 1/200 of yearly salary.
 - b. 12 month employees - daily rate of 1/260 of yearly salary.

ARTICLE X

Extended Sick Leave

Prolonged Absence Beyond Sick Leave Period - 18A:30-6

Application of this statute will be in accordance with Board Policy #564.

ARTICLE XI

Personal Leave

In an effort to prevent undue hardship to individual staff members who must be absent from school to attend to urgent personal business, three days of personal leave without deduction in salary will be provided

for each year of regular employment. Such leave shall not be cumulative.

The intent of the Board of Education is that these days be used for urgent personal business which cannot be attended to conveniently on a day or time other than a school day.

Requests for leave of this nature shall be submitted to the Principal or immediate superior for her/his recommendation preferably forty-eight (48) hours in advance.

Reasons for leave in this category may include illness in the family, religious holidays, death of friends, graduation of members of the immediate family, house closing or moving. Additional leave in this category may be granted upon recommendations of the Principal and with the approval of the Superintendent of Schools.

Reason or reasons for personal leave must be stated and it is understood that leave shall not be taken prior to or following a school holiday with the following exceptions:

1. In extenuating situations a leave may be granted prior to or following a school holiday. The Superintendent may, in his discretionary power, grant personal leave. However, a refusal to grant leave under this exception is not grievable.
2. Personal Leave is not to be used as an extension of vacation time.
3. In the application for personal leave day request prior to or after a school holiday period, said request is to go directly from the secretary to the Superintendent.

Granting of days of leave shall be in accordance with the operational needs of the school system as defined by the Superintendent of Schools.

Any undue hardships, caused by circumstances beyond the control of the employee, and not covered in this article, may be reviewed by the Superintendent upon request of the employee. The Superintendent may, if he deems it necessary, grant an adjustment of leave beyond the terms of this article.

ARTICLE XII

Bereavement

Death in Immediate Family or Household

Three days leave with pay are allowed for death in the immediate family. For purposes of definition regarding absence, the immediate family includes: husband, wife, child, or the father, mother, brother, sister,

grandfather, grandmother, or relatives by marriage in the same degree of relationship, those serving the staff member in loco parents, or any relative whose actual household at the time is also the household of the absentee.

One day's leave with pay may be granted by the Superintendent of Schools for reason of death of a relative, other than one in the immediate family (aunt, uncle, cousin).

In the event of unusual travel or personal problems in connection with the use of bereavement leave, additional leave days may be granted by the Superintendent of Schools.

ARTICLE XIII

Leave of Absence (without pay)

A leave of absence without pay of up to one school year may be granted by the Board of Education for good reason upon the recommendation of the Superintendent of Schools.

ARTICLE XIV

Maternity Leave or Leave for Adoption

A maternity leave shall be granted subject to the following conditions:

1. A secretary/clerk shall notify the Superintendent of Schools of her pregnancy in writing, accompanied by her physician's note stating expected date of delivery four months in advance of the requested commencement date of leave.
2. Maternity leave may be granted only to a secretary/clerk who has entered upon contractual continued service. The leave may be terminated by the board prior to its expiration upon written request of the secretary/clerk and written approval of the attending physician. At the expiration of the leave, the secretary/clerk is expected to return to duty or submit a letter of resignation. The absence of either action will result in termination of employment.
3. No secretary/clerk shall be removed from her secretarial/clerical duties during pregnancy, except upon one of the following basis:
 - a. Her secretarial/clerical performance has noticeably declined.
 - b. The secretary/clerk is found to be medically unable to continue working by her own physician and the board's

physician, or where these physicians disagree, by a third physician jointly selected by the board and the secretary, whose opinion on medical capacity shall be final and binding.

- c. Any other just cause.
4. Exact dates of the leave shall be arranged, if possible, to be of least disruption to the operation of the school system.
5. For tenure employees the leave will be limited to one full year, excluding the current contract.
6. The board need not grant or extend the leave of any non-tenured secretary/clerk beyond the end of the contract school year in which the leave is obtained, unless the board, in its own discretion, agrees to an extension of said leave.
7. Nothing contained herein shall require the board to offer a contract for a new school year to any non-tenured secretary/clerk who would not have been offered such a contract in the absence of a maternity leave.
8. No secretary/clerk shall be barred from returning to work after the birth of her child solely on the ground that there has not been a time lapse between the birth and her desired date of return provided she supplies a physician's certificate attesting to her ability to perform her working duties as requested by the board.
9. A secretary/clerk adopting a child shall receive similar leave which shall commence upon receiving de facto custody or earlier if necessary to fulfill the requirements for adoption.
10. Upon return from leave, the employee will be placed on the appropriate level of the existing guide.

ARTICLE XV

Performance of Legal Responsibilities

Leave for performance of a civic duty in serving on a petit or grand jury when required by law shall be granted providing a letter confirming the purpose of such leave from a sheriff, court, or United States Attorney, depending upon Jurisdiction, is filed with the Superintendent of Schools. An amount equal to the income derived from jury service will be deducted from the staff member's base salary.

Leave for acquiescing to a court or other valid subpoena, may be allowed without loss of pay, dependent on circumstances and at the discretion of the Superintendent of Schools.

ARTICLE XVI

Health Benefits

The Board agrees to provide without cost to the employee, the following:

- A. The Public and School Employees Health Benefits Program administered through the New Jersey Division of Pensions or its equivalent under individual or family plan whichever is applicable to the employee. Carrier will be chosen by the board.
- B. Any change in benefits to teacher personnel will include secretarial/clerical personnel.

ARTICLE XVII

Salary and Hours of Work

The salaries of all employees covered by this agreement are set forth in Appendix A.

The normal work week shall be thirty-five (35) hours for all full-time employees. Part-time employees' hours shall be mutually agreed to by the employee and supervisor and approved by the Superintendent of Schools, not to exceed thirty (35) hours per week.

All hours, for full-time employees, over thirty-five (35) hours in one week or over seven (7) hours in one day shall be paid at the straight hourly rate. All hours over forty (40) hours in one week shall be paid at the rate of time and one-half. Secretaries/clerks required to work on a Saturday, Sunday, or holiday will be paid one and one-half time's basic hourly rate.

Only overtime that has received prior approval from the employee's immediate supervisor* and the Superintendent of Schools shall be paid at the above rate and shall consist of a reasonable block of time (at least one hour). The time worked shall be recorded on an overtime card and signed by the immediate supervisor and the Superintendent of Schools.

Assignment of the hourly work schedule for all employees shall be recommended by the immediate supervisor and approved by the Superintendent of Schools.

*The immediate supervisor will be considered the Principal of the school to which the employee is assigned.

ARTICLE XVIII

Work Schedule, Vacations, and Holidays

A. Work Schedule

1. Twelve (12) month employees
The normal work schedule for twelve (12) month employees is from July 1 through June 30 with a work week of thirty-five (35) hours (seven hours per day with an hour for lunch).
2. Ten (10) month employees
The normal work schedule for ten (10) month employees is from September 1 through June 30 with a work week of thirty-five (35) hours (seven hours per day with an hour for lunch).
3. For the school year 1978-79 twelve (12) month employees will be required to work a total of three (3) days during the recess periods designated by the school calendar. In the 1979-80 and 1980-81 school years, the twelve (12) month employees will be required to work a total of four (4) days during the recess periods designated by the school calendar.
4. The ten (10) month employee in the 1978-79 Agreement will be required to work one (1) day during the recess periods designated by the school calendar. However, during the 1979-80 and 1980-81 portion of this Agreement, the ten (10) month employee will work a total of two (2) days during the recess periods designated by the school calendar.
5. For any additional days worked beyond the employee's calendar, the twelve (12) month employees shall receive one two hundred-sixtieth (1/260) of their regular salary; the ten (10) month employees shall receive one two-hundredth (1/200) of their regular salary. Any such additional time shall be volunteered on the part of the employee.
6. During the N.J.E.A. convention recess, any employee showing evidence of having attended the convention, shall not be required to report to work. All other employees shall be required to work one day as recommended by the building principal or immediate superior, and as approved by the Superintendent. In the event that school is in session for children during the convention, all those not attending the convention shall report to work in accordance with New Jersey Statutes annotated Title 18A:31-2, School Laws of New Jersey.

B. Vacations

1. Each twelve (12) month employee shall be entitled to vacation with pay at the annual rate of pay such employees are receiving at the time such vacation is actually taken.

2. After one year, vacation weeks may be consecutive or in part. Vacations for twelve (12) month employees will be taken during July and August or when school is not in session. Exceptions to this policy may be made with the approval of the immediate supervisor and the Superintendent of Schools.
3. If a legal holiday falls during an employee's vacation period, the employee shall have an extra day off.
4. Vacation schedules should be arranged with the immediate supervisor who will forward said schedule to the Office of the Superintendent, for approval, no later than May 1.
5. Vacation Schedule - twelve (12) month employees
 - a. less than 1 year, but more than four months service - 1 week
 - b. one year, but less than three years service - two weeks
 - c. three years service or more - 3 weeks
6. Vacation days cannot be accrued beyond July 1 following the work year in which they were earned.

C. Holidays

For the contract period July 1 through June 30

Independence Day
Labor Day
Columbus Day
Veterans Day
Thanksgiving Recess (Thursday & Friday)
Christmas Day
New Year's Day
President's Day (Washington's Birthday)
Good Friday
Memorial Day

ARTICLE XIX

Snow Days

All secretarial/clerical personnel shall be exempt from reporting to work on days when the schools are closed because of inclement weather. It is recognized that essential services must be performed; therefore, key secretarial/clerical personnel required to report to work by their immediate supervisors shall be given a day for the time worked. The operation of the switchboard will be considered a mandatory service. Normal hours will be

scheduled except that due allowance will be made for the employee's travel problems in the event transportation is difficult.

ARTICLE XX

Miscellaneous Provisions

- A. This Agreement shall go into effect on July 1, 1978 and shall expire on June 30, 1981. It shall be renegotiated prior to its expiry by use of the negotiation procedures provided in this Agreement.
- B. If any provision of this Agreement or any application of this Agreement to any employee or group of employees 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 force and effect.

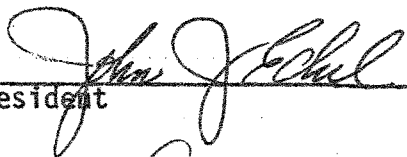
ARTICLE XXI

Duration of Agreement

This agreement shall be effective as of July 1, 1978 and shall continue in effect until June 30, 1981. This agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated.

DUMONT BOARD OF EDUCATION

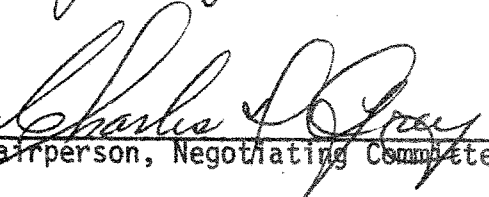
DUMONT EDUCATIONAL SECRETARIES ASSN.



President



President



Chairperson, Negotiating Committee



Chairperson, Negotiating Committee

APPENDIX A
ASSIGNMENT OF CATEGORY AND SALARY INCREASE
1978-1981

A. Assignment of Category and Placement on the Guide

1. Classification has no reference to the individual's personal ability or qualifications, but is intended to group together positions which are basically similar in duties and responsibilities.
2. Classification and category placement will be determined by the Superintendent of Schools, subject to the approval of the Board of Education.
3. Personnel may move from one position title to another, on the recommendation of the Superintendent of Schools and approval of the Board of Education, with a ninety (90) day probationary period attached. During this probationary period no salary increase, if forthcoming, shall be paid until the ninety-first (91) day in the new position, at which time the increase shall be retroactive to the first day in the new position.
4. February 1 shall be the cut-off date for a full increase in salary. When contract time designates less than a complete six months of work the salary increase will be halved.
5. Personnel contracted for less than a twelve (12) month work year will have their salaries pro-rated in accordance with their work assigned calendar, their classification, or category of employment.
6. A candidate for employment shall negotiate her/his starting salary with the Board of Education, but for not less than the first step of the guide. The bargaining unit shall negotiate subsequent salary agreements for said employee.

This same procedure shall be in effect for all secretarial/ clerical employees who move from one classification or category to another.

B. Salaries for School year 1978-79, 1979-80, 1980-81

1. Refer to Appendix B

C. Withholding of Increments

Salary increases are not automatically granted, but are conditioned upon the recommendation of the Superintendent of Schools, subject to the approval of the Board of Education. Withholding of increments shall be in accordance with Title 18A:29-14 of the New Jersey Statutes annotated.

DUMONT PUBLIC SCHOOLS
Dumont, New Jersey

SECRETARIAL/CLERICAL SALARY GUIDE

STEP	1978-1979						
	<u>Categories</u>						
	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>
1	5,460	5,660	5,860	6,180	6,480	6,680	6,880
2	5,735	5,935	6,160	6,505	6,805	7,005	7,230
3	6,010	6,210	6,460	6,830	7,130	7,330	7,580
4	6,310	6,510	6,760	7,155	7,455	7,680	7,930
5	6,610	6,710	7,060	7,480	7,780	8,030	8,280
6	6,910	7,010	7,360	7,805	8,105	8,380	8,630
7	7,210	7,310	7,660	8,130	8,430	8,730	8,980
8	7,510	7,610	7,960	8,455	8,755	9,080	9,330
9	7,810	7,910	8,260	8,780	9,080	9,430	9,680
10	8,110	8,210	8,560	9,105	9,405	9,780	10,030

All personnel who are on maximum or above the maximum shall receive an additional stipend per year for three years in accordance with the following schedule:

- Category 1 - \$400
- 2 - \$425
- 3 - \$425
- 4 - \$450
- 5 - \$450
- 6 - \$475
- 7 - \$500

DUMONT PUBLIC SCHOOLS
Dumont, New Jersey

SECRETARIAL/CLERICAL SALARY GUIDE

1979-1980

Categories

<u>STEP</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>
1	5,660	5,860	6,060	6,360	6,660	6,860	7,060
2	5,935	6,137	6,360	6,685	6,985	7,185	7,410
3	6,210	6,412	6,660	7,010	7,310	7,510	7,760
4	6,510	6,712	6,960	7,335	7,635	7,860	8,110
5	6,810	7,012	7,260	7,660	7,960	8,210	8,460
6	7,110	7,312	7,560	7,985	8,285	8,560	8,810
7	7,410	7,612	7,860	8,310	8,610	8,910	9,160
8	7,710	7,912	8,160	8,635	8,935	9,260	9,510
9	8,010	8,212	8,460	8,960	9,260	9,610	9,860
10	8,310	8,512	8,760	9,285	9,585	9,960	10,210

All personnel who are on maximum or above the maximum shall receive an additional stipend per year for three years in accordance with the following schedule:

Category 1 - \$400

2 - \$425

3 - \$425

4 - \$450

5 - \$450

6 - \$475

7 - \$500

DUMONT PUBLIC SCHOOLS
Dumont, New Jersey

SECRETARIAL/CLERICAL SALARY GUIDE

1980-1981

Categories

<u>STEP</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>
1	5,910	6,110	6,310	6,610	6,910	7,110	7,310
2	6,185	6,385	6,610	6,935	7,235	7,435	7,660
3	6,460	6,660	6,910	7,260	7,560	7,760	8,010
4	6,760	6,960	7,210	7,585	7,885	8,110	8,360
5	7,060	7,260	7,510	7,910	8,210	8,460	8,710
6	7,360	7,560	7,810	8,235	8,535	8,810	9,060
7	7,690	7,860	8,110	8,560	8,860	9,160	9,410
8	7,990	8,160	8,410	8,885	9,185	9,510	9,760
9	8,290	8,460	8,710	9,210	9,510	9,860	10,110
10	8,590	8,760	9,010	9,535	9,835	10,210	10,460

All personnel who are on maximum or above the maximum shall receive an additional stipend per year for three years in accordance with the following schedule:

- Category 1 - \$400
- 2 - \$425
- 3 - \$425
- 4 - \$450
- 5 - \$450
- 6 - \$475
- 7 - \$500