

1213

AGREEMENT

1992-1995

BETWEEN

THE BOARD OF EDUCATION OF  
THE TOWNSHIP OF CHERRY HILL

AND

CHERRY HILL ASSOCIATED SUPERVISORY PERSONNEL



INDEX

<u>ARTICLE</u>	<u>TITLE</u>	<u>PAGE</u>
I	Recognition	1
II	Grievance Procedure	2
III	Association Rights and Privileges	9
IV	Classifications	10
V	Salaries	11
VI	Work Schedule	14
VII	Employee Evaluation	18
VIII	Complaint Procedure	19
IX	Employee Equipment, Uniforms and Expenses	21
X	Temporary Leaves of Absence	23
XI	Extended Leaves of Absence	26
XII	Involuntary Transfers and Reassignments	31
XIII	Protection of Employees	32
XIV	Health Benefits Plan	33
XV	Non-Renewal of Employment	34
XVI	Miscellaneous Provisions	36
XVII	Duration of Agreement	37
	Schedule A	38



ARTICLE I

RECOGNITION

The Board of Education of the Township of Cherry Hill (Board) hereby recognizes the Cherry Hill Associated Supervisory Personnel (Association) as the exclusive and sole representative for collective negotiation concerning grievances and terms and conditions of employment for all personnel under contract listed in the classifications herein or on leave, employed by the Board (hereinafter referred to as "employee or employees"), including only:

Head Groundsperson  
Transportation Supervisor/Dispatcher  
Transportation Supervising Mechanic  
Warehouse Manager  
High School Head Custodian  
Junior School Head Custodian  
Office Supervisors:  
Accounts Payable-Payroll  
Purchasing



## ARTICLE II

### GRIEVANCE PROCEDURE

#### A. Definitions

##### 1. Grievance

A "Grievance" is a claim by an employee or the Association based upon an alleged improper interpretation, application or violation of the Agreement, policies or administrative decisions affecting an employee or a group of employees. Any grievance must be lodged at the proper initiating level, in writing, within twenty (20) school days of the happening of the event.

##### 2. Aggrieved person

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

##### 3. Party in interest

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

#### B. Purpose

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

pendency of any grievance, continue to observe all assignments and applicable rules and regulations of the Board until such grievance and any effect thereof shall be fully determined.

C. Procedure

1. Time Limits

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

2. Level One - Informal Presentation

An employee with a grievance shall first discuss it with the employee's principal or immediate Supervisor, either directly or through the Association's designated representative, within five (5) school days of the happening of the event with the intent of informally resolving the matter. Failure to informally discuss the grievance within five (5) school days of the happening of the event shall not preclude the Association from commencing formal written grievance proceedings in a timely manner, however no written grievance shall be accepted for processing unless it is first informally discussed with the immediate supervisor.

3. Level Two - Principal or Immediate Supervisor

If the aggrieved person is not satisfied with the disposition of the grievance at Level One, or if no decision has been rendered within five (5) school days after the presentation of the grievance, the employee may file the grievance in writing



with the principal or immediate supervisor and the Association within five (5) school days after the decision at Level One or ten (10) school days after the grievance was presented, whichever is sooner.

4. Level Three - Superintendent\*

If the aggrieved person is not satisfied with the disposition of the grievance at Level Two, or if no decision has been rendered within ten (10) school days after the grievance was delivered to the principal or immediate supervisor the employee may appeal the grievance to the Superintendent within ten (10) school days after the decision at Level Two or twenty (20) school days after the grievance was presented at Level Two, whichever is sooner. The appeal to the Superintendent must be in writing reciting the matter submitted to the principal or immediate supervisor as specified above and the employee's dissatisfaction with the decision previously rendered. The Superintendent shall attempt to resolve the matter within a period not to exceed ten (10) school days and shall communicate his decision in writing to the aggrieved person, the principal or immediate supervisor and the Association.

5. Level Four - Arbitration

(a) If the Association is not satisfied with the disposition of the grievance at Level Three, or if no decision

\*Whenever "Superintendent" is referred to, it means Superintendent or his designee.



has been rendered within ten (10) school days after the grievance was delivered to the Superintendent, the Association may proceed to arbitration by giving written notice thereof to the Superintendent within fifteen (15) school days after the decision at Level Three or twenty-five (25) school days after the grievance was presented at Level Three, whichever is sooner. Only the parties signatory to this Agreement shall have the right to proceed to arbitration and said right shall not accrue to an individual employee or group of employees.

(b) The parties shall be bound by the rules and procedures of the American Arbitration Association in the selection of an arbitrator and in the conduct of arbitration.

(c) The arbitrator shall be limited to the issues submitted and shall consider nothing else. The arbitrator shall not have jurisdiction to determine the arbitrability of issues before him/her but rather such issues shall be determined by the appropriate agency, quasi-judicial, or judicial body. The arbitrator can add nothing to nor subtract anything from the Agreement between the parties or any policy of the Board or any administrative decision. The arbitrator shall be without power or authority to make any decision which requires the commission of any act prohibited by law or which is violative of the terms of this Agreement.

(d) Where the grievance concerns an alleged improper interpretation, application or violation of this Agreement the decision of the arbitrator shall be final and binding upon the parties. Where a grievance concerns an alleged improper

application of policies of the Board or administrative decisions, the decision of the arbitrator shall be advisory only. The decision shall be transmitted only to the Board, the Association and the aggrieved person.

(e) The costs for the services of the arbitrator, including per diem expenses, if any, any 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.

D. Rights of Employee to Representation

1. Employee and Association

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

2. Reprisals

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



E. Miscellaneous

1. Group Grievance

If, in the judgment of the Association, a grievance affects a group or class of employees, the Association may submit such grievance in writing to the Superintendent or his designee directly and the processing of such grievance shall be commenced at Level Three.

2. Written Decisions

Decisions rendered at Levels Two and Three shall be in writing, setting forth the decision and the reasons therefore and shall be transmitted promptly to all parties in interest and to the Association.

3. Meetings and Hearings

All meetings and hearings under this procedure shall not be conducted in public and only the parties in interest, their designated or selected representatives, and appropriate witnesses when called shall be permitted to be in attendance at such meetings and hearings.

F. The following matters shall be grievable but non-arbitrable

(a) The termination of a contract of an employee.

(b) Any allegation that the Board has violated a right conferred upon an employee or a duty upon the Board by any administrative agency, court decision or the Laws of the State of New Jersey or the United States of America, where a method of review is available under the rules and regulations of said administrative agency or under or through a quasi-judicial or



judicial body by virtue of a court decision or the Laws of the State of New Jersey or the United States of America.

(c) Any alleged violation of an employee's rights where the relief demanded by the employee is the payment of money damages for alleged wrongful discharge or the reinstatement of employment.

ARTICLE III

ASSOCIATION RIGHTS AND PRIVILEGES

- A. Representatives of the Association, and its affiliates, shall be permitted to transact official Association business on school property at all reasonable times, provided that this shall not interfere with or interrupt normal school operations. Such representatives shall notify the principal of their presence on school property as other visitors are expected to do.
- B. The Association shall have the right to use school facilities and equipment, including typewriters, mimeograph machines, other duplicating equipment, calculating machines and all types of audio-visual equipment at reasonable times when such equipment is not otherwise in use. The Association shall pay for the reasonable cost of all materials, supplies and equipment repair incident to such use.
- C. The rights and privileges of the Association and its representatives, as set forth in this Agreement, shall be granted only to the Association as the exclusive representative of the employees.

ARTICLE IV  
CLASSIFICATIONS

A. Job titles shall be classified as follows:

- I.     Head Groundsperson  
        Transportation Supervisor/Dispatcher  
        Transportation Supervisory Mechanic  
        High School Head Custodian  
        Warehouse Manager
- II.    Junior School Head Custodian
- III.   Office Supervisors  
        Accounts Payable-Payroll  
        Purchasing

B. No employee shall supervise students except in emergencies.

C. Advancement of Personnel

Notice of the intent to fill a vacancy in any of the positions set forth below shall be given to the Association President at least ten (10) days in advance of the application deadline.

1.     Any classification contained in Article I
2.     Senior Supervisors (operational).
3.     Assistant Supervisors (operational, maintenance, electrical, mechanical and transportation).
4.     Directors of transportation, business/finance, budget control.
5.     Purchasing Agent.

Written notice of the intent to fill such vacancy shall also include a list of necessary qualifications. Employees making application shall be given due consideration and where in the Board's sole discretion qualifications of applicants are equal, seniority shall prevail.



ARTICLE V

SALARIES

- A. Salaries of all employees covered by this Agreement are set forth on Schedule A attached hereto and made a part hereof.
- B. Employees new to the district hired after January 31, 1993 and before June 30, 1993 shall receive a salary increase of 2.50% of their 1992-93 salary for the 1993-94 school year. Employees new to the district hired after January 31, 1994 and before June 30, 1994 shall receive a salary increase of 2.65% of the 1993-94 salary for the 1994-95 school year.
- C. No employee new to the district will be hired at a salary greater than an existing employee in the same grade or job title within the classification.
- D. In the event an employee is temporarily assigned by the appropriate supervisor to work in a higher pay classification, the employee shall be paid an hourly differential based on 1/1820th of the difference between the starting salary in the employee's classification and the starting salary in the higher classification for a regularly scheduled 35 hour week and by 1/2080th of the difference between the starting salary in the employee's classification for a regularly scheduled 40 hour week; provided that the employee is assigned to higher classification and actually works in said classification for

five (5) days in a two week period, in which event said differential shall be paid from the sixth day worked in said classification.

E. Professional Development and Improvement Reimbursement Any employee required or requested by the Board to attend any course, workshop, seminar or conference shall be paid the full cost of tuition and other reasonable expenses incurred (including fees, materials, meals, lodging and/or transportation). Said employee shall also be compensated at the employee's overtime rate for all time spent in actual attendance at scheduled work sessions beyond the employee's regular working day.

F. The Board shall reimburse each holder of a New Jersey Bus Driver License in a sum not to exceed the cost of the biennial renewal of same.

G. In the event the physical examination required for bus driver license renewal is taken outside of regular work hours, the Board will pay up to two (2) hours pay at straight time to the employee.

H. The Head Custodians in the Junior Schools and High Schools and the Head Grounds Person-Central, whose positions require them to hold Boiler Licenses shall be paid \$310.00 per year for the 1992-93 school year and \$326.00 per year for the 1993-94 school



year and \$344.00 per year for the 1994-95 school year for discharging the rights and responsibilities of said boiler license. In addition, anyone of said individuals who utilizes said license on a regular daily basis in the performance of his duties by supervision of the boilers on his shift in his assigned building as the primary boiler operator, shall be paid an additional stipend of \$583.00 in the 1992-93 school year, \$614.00 in the 1993-94 school year, and \$648.00 in the 1994-95 school year.

I. An employment bonus of \$100 shall be paid upon completion of 10 years of employment and an employment bonus of \$100 shall be paid upon completion of 15 years of employment.

J. All employees covered by the Agreement shall receive their pay every Friday.

K. The Board will pay the one-time cost of taking the articulated license test (\$35.00) for any employee whose job description requires an articulated license.



ARTICLE VI

WORK SCHEDULE

A. Hours of Work

Office Supervisors shall work a thirty-five (35) hour week, seven (7) hours per day as scheduled by the immediate supervisor. All other employees shall work a forty (40) hour week, eight (8) hours per day as scheduled by the immediate supervisor. Any lunch time shall not be included in the above hours of work.

B. Overtime

All overtime must be authorized in writing by the immediate supervisor. Compensation shall be paid at time and one-half, calculated by dividing the contract salary by 1820 for those employees working a thirty-five (35) hour week and by 2080 for those employees working a forty (40) hour week, rounded to the nearest penny. Any hours worked on a holiday as specified in this Article shall be compensated at twice (2 times) the employee's hourly rate as calculated above, plus one day's straight pay. Any hours worked on a Sunday shall be compensated at two (2) times the employee's hourly rate as calculated above. Easter Sunday shall be considered a holiday for purposes of calculating overtime pay.

C. Call-in Pay

1. When an employee is called in to work during the employee's non-working hours, without advance notification, this shall constitute a CALL-IN.
2. When an employee is notified during the employee's working hours to report to work during the employee's non-working hours, or when an employee is scheduled in advance to work an assignment outside of the employee's normal tour of duty, this shall be considered an overtime assignment, not a CALL-IN.
3. An employee "called-in" to work shall be paid a minimum of two (2) hours pay in accordance with Subsection B-1 above "Overtime".

D. Vacation Schedule

All employees will adhere to the following schedule: Those employees hired after January 1 and prior to June 30 shall receive 1/2 day per full month of employment.

6 months up to one year	1 week
after two years completed	2 weeks
after three years to 12 years	3 weeks
after 13 years completed	4 weeks.

No extended vacation periods without pay shall be granted at any time. Employees with prior continuous service in the district shall receive full credit for years in the district for determining eligibility for vacation time. Prior service as a ten month employee shall receive credit for ten-twelfths (10/12) of each year served.



E. Paid Holidays

The following paid holidays will be in effect for all employees:

July Fourth

Labor Day

Thanksgiving and Friday following

Christmas Day and day as coordinated with immediate supervisor

New Year's Day

Martin Luther King Day

Good Friday

During Spring Recess - one day as coordinated with immediate supervisor

Memorial Day

One Additional day as coordinated with immediate supervisor.

F. Sick Leave

All employees will receive twelve (12) days of paid sick leave per year. The unused days shall accumulate from year to year.

G. Payment For Accumulated Sick Leave

When an employee retires pursuant to the rules and regulations of the Public Employee Retirement System or the Teachers Pension and Annuity Fund, such employee shall be paid for each day of accumulated unused sick leave in accordance with the following schedule:



	<u>Up to and including 5 yrs of Employment</u>	<u>From 6 yrs &amp; including the 10th yr of Employment</u>	<u>From 11 yrs &amp; including the 15th yr of Employment</u>	<u>After 15 yrs of Employment</u>
1992-93	\$24	\$25	\$26	\$27
1993-94	\$25	\$26	\$27	\$28
1994-95	\$26	\$27	\$28	\$30

If termination of employment is due to death, the employee's estate shall receive such pay.

H. Notification of Intention to Retire

Employees must notify the Board of Education, in writing, one (1) year prior to retirement, except in cases of medical or disability retirement or such other unplanned or unanticipated event which results in less than one years notice, of the employees' intention to retire. This notification is required in order to be eligible for payment for unused accumulated sick leave as set forth in paragraph "G" above.

ARTICLE VII

EMPLOYEE EVALUATION

A. Personnel Records

Upon reasonable notice, as scheduled with the personnel office, an employee shall be permitted to examine the employee's personnel file. Prior to the employee's examination of the file, the Administrative Assistant for Personnel shall remove any documents in the file from third parties that could be construed to be employment references.

B. Employee performance evaluation shall be conducted in accordance with such policies as are established by the Board and in conformity with procedures established after consultation with the Association.



ARTICLE VIII

COMPLAINT PROCEDURE

- A. The principal or immediate supervisor shall meet with the employee to apprise the employee of the full nature of any complaint made to any member of the administration by any parent, student or other person, and they shall attempt an informal resolution of the same. At the request of the employee, the employee shall have the right to be represented by the Association at this or any meetings or conferences regarding said complaint. If no request for representation is made at the informal meeting and it proceeds, any grievance arising out of the resolution of the complaint at the informal level shall not be subject to arbitration.
- B. Other than material addressed to the employees, no material derogatory to an employee's conduct, service, character or personality shall be placed in the employee's personnel file unless the employee has had the opportunity to review such material. The employee shall acknowledge such material by affixing the employee's signature to the copy to be filed with the express understanding that such signature in no way indicates agreement with the contents thereof. In the event an employee refuses to sign the material then an Association representative shall acknowledge in writing that the employee has seen the material and has refused to sign the same. This acknowledgment shall be inserted in the employee's personnel



file. The employee shall also have the right to submit a written answer to such material and the employee's answer shall be reviewed by the Superintendent and attached to the file copy.

A. The principal or immediate supervisor shall meet with the employee to discuss the substance of the complaint and the nature of any complaint made to any member of the administration by any parent, student or other person, and they shall attempt an informal resolution of the matter. At the request of the employee, the employee shall have the right to be represented by the Association at any meeting or conference regarding the complaint. If no request for representation is made at the initial meeting and it proceeds, any grievance arising out of the resolution of the complaint at the informal level shall not be subject to arbitration.

B. Other than material submitted to the employee, no material derogatory to an employee's conduct, service, character or personality shall be placed in the employee's personnel file unless the employee has had the opportunity to review such material. The employee shall acknowledge such material by signing the employee's signature to the copy to be filed with the appropriate authorities that such signature in no way indicates agreement with the contents thereof. In the event an employee refuses to sign the material then an Association representative shall acknowledge in writing that the employee has seen the material and has refused to sign the same. This acknowledgment shall be included in the employee's personnel

ARTICLE IX

EMPLOYEE EQUIPMENT, UNIFORMS AND EXPENSES

A. Employees listed below shall be provided with the following uniforms and equipment after 90 days of employment in the job classification.

Head Groundsperson, Transportation Supervisor/Dispatcher and Transportation Supervising Mechanic: four shirts and four pair of trousers, complete set of rain gear;

Warehouse Manager, High School Head Custodian and Junior School Head Custodian: three shirts and three pairs of trousers.

- B. 1. Employees shall sign for the above uniforms and equipment and will be responsible for the cleaning of the uniforms and replacement cost of uniforms and equipment if lost or stolen.
2. Replacement uniforms and equipment shall be made available to employees upon requisition by employee and return of clean, used uniforms or equipment recognized by the Supervisor as unfit for further use. Employee shall return clean uniforms and equipment upon leaving the Board's employment for any reason.
3. The wearing of the uniform shall be limited to the Board's premises during the course of the employee's working day or in travel to and from the employee's home to work.

- C. 1. Expenses incurred by the employees that are subject to reimbursement by the Board shall be paid upon prior approval by the immediate supervisor and School Business Administrator/Board Secretary.
2. When unit employees are called upon to use their privately owned vehicles, they will be reimbursed for their mileage at the rate established in the then current Board policy upon submitting a proper voucher.



ARTICLE X

TEMPORARY LEAVES OF ABSENCE

A. Types of Leave

Employees shall be entitled to the following temporary leaves of absence with full pay each year:

1. Personal

Absence for two (2) days per year shall be granted to an employee without reduction in pay for personal business which cannot be performed otherwise than during employment hours. Such absence shall be allowed with the approval of the administration provided that such approval shall not be unreasonably withheld. Except in emergencies, it shall be the employee's responsibility to file the appropriate form with the Superintendent five (5) days in advance of the absence. Personal leave will not be granted for either of the two days preceding or following holiday or vacation period except in emergency cases. The number of unused days in any year shall accumulate for the purposes of sick leave from year to year, as long as the employment is continuous. For personnel who begin employment February 1st or thereafter, this leave shall be limited to one (1) day. The purpose of personal business days is to allow the employee to perform such pressing and immediate business that it cannot be postponed or performed after employment hours. Any other use of personal business days is a violation of the contract.

2. Conferences of Affiliates

Up to six (6) employee days for the Association per year shall be allowed for employees to attend conferences and conventions of State or National affiliated organizations. Substitutes are to be compensated one-half by the Board and one-half by the Association.

3. Legal

An employee shall be granted leave for a required appearance in a Court of Law or before an Administrative Agency, provided the employee is not a defendant in a criminal action, and provided further that the appearance does not involve an adversary action between the Board and the employee. In an adversary proceeding between the Board and the employee, or where the employee is a defendant in a criminal action, the Board will grant the employee time off without pay for such appearance. Employees, at their request, may use personal or vacation days for this purpose.

4. Other leaves of absence with or without pay may be granted at the discretion of the Board.

B. Leaves taken pursuant to Section A above shall be in addition to any sick leave to which the employee is entitled.

C. Office Supervisors shall be granted up to two (2) days for the purpose of attending the annual N.J.E.A. Convention.



Individuals attending said Convention shall provide the Board with proof of attendance at same. In the event said individuals have not been present for work on the days of the N.J.E.A. Convention, have not attended the Convention and have not been excused for some other purpose, they shall suffer a loss in pay for the day or days involved.

D. Funeral Leave

In the event of a death in the immediate family, an allowance of up to five (5) days leave with pay shall be granted. "Immediate family" shall be spouse, child, step-child, mother, father-in-law, mother-in-law, brother, sister or any member of an employee's immediate household. An allowance of one (1) day with pay shall be granted to attend the funeral of other relatives of the employee. This leave may be extended by the use of personal leave provided for in Subsection A(1) above.



ARTICLE XI

EXTENDED LEAVES OF ABSENCE

A. Disability

1. Maternity

Maternity leave, without pay, shall be granted to an employee in accordance with the following conditions and procedures:

- (a) Any employee who becomes pregnant shall notify the Superintendent\* thereof in writing within thirty (30) days after her pregnancy has been medically confirmed.
- (b) Any employee seeking a leave of absence for reasons associated with pregnancy shall file a written request for such leave with the Superintendent at least thirty (30) days in advance of the date on which said leave is to commence, which request shall likewise specify therein the date on which said employee proposes to return. The Board shall honor the leave dates so requested if the same will not substantially interfere with the effective administration of the Cherry Hill School District and subject to the following conditions:
  - (i) The Board may require as a condition of the employee's return to service, production of a certificate from a physician certifying that the employee is medically able to resume her duties;

\*Wherever Superintendent is referred to it means Superintendent or his designee.

(ii) In no event shall any such leave be extended beyond the end of the contract year in which leave is requested to commence for non-tenured employees.

(iii) In no event shall such leave extend beyond the beginning of the next succeeding September 1st from the date on which said leave is to commence for tenured employees.

(c) The Board reserves the right to remove any pregnant employee from her position or to insist that the employee accept a leave of absence therefrom in accordance with these provisions if, after her pregnancy is confirmed, her work performance has substantially declined in comparison to her performance prior to the medical confirmation of pregnancy, or if her physical condition or capacity is such that her health would be impaired if she were to continue working. Such physical capacity shall be deemed so impaired if any of the following occur:

(i) The pregnant employee, after written request from the Superintendent, fails to produce a certification from her physician that she is medically able to continue to perform her duties; or

(ii) The pregnant employee's physician and a physician designated by the Board agree that she is not medically able to continue to perform her duties; or

(iii) If, after a difference of medical opinion by the employee's physician and the Board's physician, a third physician designated by the mutual agreement of



the employee and the Board, or, if no such agreement can be reached, by the Camden County Medical Society, certifies that, in his opinion, the employee is not medically able to perform her duties. If it becomes necessary to seek the opinion of a third physician, his fee shall be shared equally by the Board and the employee involved.

(d) In the event that the employee's pregnancy terminates prior to the expiration of the leave that has been granted, or prior to the inception of the leave which may have been requested, said employee may apply for early reinstatement by filing a written request therefor with the Superintendent accompanied by a physician's certification that she is medically able to resume or to continue to perform her duties. The Board shall grant such request if:

(i) it has not contractually obligated itself to employ a replacement for the employee in question during the period for which leave has been originally requested or granted;

(ii) such request can be fulfilled without substantially interfering with the effective administration of the Cherry Hill School District.

(e) After the grant of leave to any employee pursuant to these provisions, the board will give reasonable consideration to requests from the employee for either the extension or reduction of the period of leave so granted, subject to the following conditions:

(i) The employee requesting same makes written application for such adjustments to the Superintendent of Schools and submits with that application a certificate from a physician certifying that said reduction or extension of leave is not medically contra-indicated and that the employee is or will be able to resume her duties on the date on which resumption is requested.

(ii) The request can be fulfilled without substantially interfering with the effective administration of the Cherry Hill School District.

## 2. Workers Compensation

Whenever any employee, entitled to sick leave under this Agreement, is absent from his/her post of duty as a result of personal injury caused by an accident arising out of and in the course of employment, the Board shall pay to such employee the full salary or wages for the period of such absence for up to one calendar year without having such absence charged to the accumulated sick leave provided in this Agreement. Salary or wage payments provided herein shall be made for absence during the waiting period and during the period the employee received or was eligible to receive a temporary disability benefit under Chapter 15 of Title 34, Labor and Workers Compensation, of the Revised Statutes. Any amount of salary or wages paid or payable to the employee as provided herein shall be reduced by the amount of any workers compensation award made for temporary disability.



B. Good Cause

Other leaves of absence with or without pay, may be granted by the board at its discretion.

C. Return from Leave

1. Salary

Upon return from leave granted pursuant to Section A or B of this Article, an employee shall be considered as if the employee were actively employed by the Board during the leave and shall be placed on the salary and vacation schedule at the next succeeding level the employee was compensated at prior to commencement of said leave.

2. Benefits

Unused accumulated sick leave, personal days and vacation days to which an employee was entitled at the time the leave of absence commenced shall be restored to said employee upon return to work: provided, however, sick leave days, personal days and vacation days shall not accrue during the leave of absence.

D. All initial applications, extensions or renewals of leaves of absence shall be applied for and responded to in writing.

ARTICLE XII

INVOLUNTARY TRANSFERS AND REASSIGNMENTS

Notice and reasons for an involuntary transfer or reassignment shall be given to employees by the immediate supervisor as soon as possible prior to Board action on same.



ARTICLE XIII

PROTECTION OF EMPLOYEES

A. An employee may use reasonable force as is necessary to protect the employee from attack. In the absence of a certificated person or special officer, an employee may use reasonable force to protect another person or property, to quell a disturbance threatening physical injury to others, or to obtain possession of weapons or other dangerous objects upon the person or within control of a pupil.

- B. 1. Employees shall immediately report cases of assault suffered by them in connection with their employment to their principal or other immediate supervisor.
2. Such notification shall be immediately forwarded to the Superintendent who shall comply with any reasonable request from the employee for information in the possession of the Superintendent relating to the incident or the persons involved, and shall act in appropriate ways as liaison between the employee, the police and the courts.

ARTICLE XIV

HEALTH BENEFITS PLAN

- A. The Board will provide New Jersey Blue Cross and Blue Shield coverage or equal coverage for the employees and their dependents. Such benefits are set forth in a booklet; a copy of which will be furnished by the Board to all employees.

The Board shall provide to the employee and dependants, the following medical and hospitalization coverages:

1. Blue Cross: Expanded/23, Rider J 365/365, \$400 X-ray and lab, non-member rider;
2. Blue Shield: UCR/23, Rider J 365/365, \$400 X-ray and lab;
3. Major Medical: Family \$100 aggregate deductible calendar year;
4. Catastrophic: 80% to first \$2,000 then 100% unlimited.

All other terms, conditions and restrictions are as contained in the contracts in the possession of the Board.

The above coverages shall apply to employees (and dependents) hired prior to July 1, 1991. For employees hired by the Board on and after July 1, 1991, the medical insurance coverages provided by the Board for such employees and dependents shall be the Medallion Plan of N.J. Blue Cross and Blue Shield.

- B. The prescription drug program established by the Board for unit members and their dependents is to be continued, except that effective thirty (30) days after execution of this Contract such plan shall be a \$5 co-pay plan for all employees rather than a \$2 co-pay plan.
- C. The Dental Insurance Program established by the Board for unit members and their dependents is to be continued.
- D. Eligibility for enrollment, coverages and benefits are subject to the terms and conditions set forth in the master contracts of insurance or policies issued by the insurance carriers. The Board assumes no liability or obligation for the same by making the insurance available to the employees or by paying the premiums thereon.



ARTICLE XV

NON-RENEWAL OF EMPLOYMENT

- A. An employee who has received a notice of non-renewal of employment may, within five (5) calendar days thereafter, request in writing a statement of reasons for such non-renewal from the School Business Administrator which shall be given to the employee within ten (10) days after receipt of such request.
- B. Said employee may request in writing an informal appearance before the Board provided a written request for same has been received in the office of the Secretary of the Board within five (5) days after receipt by the employee of the statement of reasons.
- C. The appearance before the Board shall not be adversary proceeding but shall be for the purpose of convincing the Board to offer re-employment.
- D. The Board shall exercise its discretion in determining a reasonable length of time for the proceeding.
- E. The Board shall provide adequate written notice to the employee of the date, time and place of the informal appearance.

F. The employee may be represented by counsel or one representative of the employee's choosing.

G. Within three (3) days following the informal appearance, the Board shall notify the affected employee in writing of its final determination.



ARTICLE XVI

MISCELLANEOUS PROVISIONS

- A. If any provision, or any application thereof, of this Agreement is held to be contrary to law, then such provision or application shall not be deemed valid, but all other provisions or applications shall continue in full force and effect.
  
- B. Except as otherwise provided, all terms and conditions of employment as established by the rules, regulations and policies of the Board of Education on the effective date of this Agreement shall continue in effect for the term covered by this Agreement. Any change, revision or revocation of any Board policy, rule or regulation affecting terms and conditions of employment shall not be arbitrable.
  
- C. This Agreement constitutes Board and Association policy for the term of said Agreement, and the Board and Association shall carry out the commitments contained herein and give them full force and effect as Board and Association policy.
  
- D. Dues shall be deducted in accordance with N.J.S. 52:14-15.9(e) as it may be amended or supplemented.
  
- E. Overtime work at high schools shall be equally rotated between engineers and head custodians. If neither is available, then it may be offered to other qualified personnel.

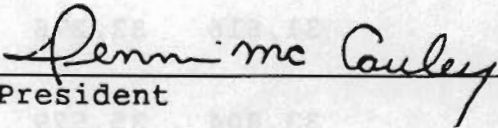
ARTICLE XVII

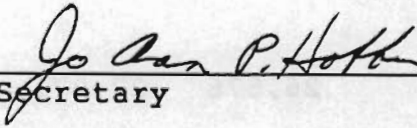
DURATION OF AGREEMENT

This Agreement shall be effective as of July 1, 1992, and shall continue in effect until June 30, 1995.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their respective Presidents, attested by their Secretaries on this \_\_\_\_\_ day of \_\_\_\_\_, 1993.

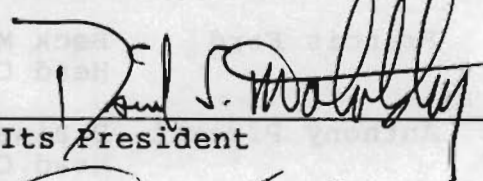
CHERRY HILL ASSOCIATED  
SUPERVISORY PERSONNEL


  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Secretary

\_\_\_\_\_

BOARD OF EDUCATION OF THE  
TOWNSHIP OF CHERRY HILL

  
\_\_\_\_\_  
Its President

  
\_\_\_\_\_  
Its Secretary



SCHEDULE A

Name	Position	92-93	93-94	94-95
Edward Davis	Administration - Transportation, Supervising Mechanic	\$32,123	\$33,824	\$35,684
George Curtis	CHHS East - Head Custodian	33,658	35,425	37,373
JoAnn Hobbins	Administration - Warehouse Manager	32,068	33,752	35,608
Dennis McCauley	CHHS West - Head Custodian	33,237	34,982	36,906
Alfred Martinez	Administration - Transportation, Superv. Dispatcher	28,350	29,838	31,479
Leonard Logan	Administration - Head Groundsperson	31,841	33,513	35,356
Francis Ford	Beck Mdl School - Head Custodian	31,616	33,276	35,106
Anthony Picozzi	Brainerd School - Head Custodian	33,804	35,579	37,536
Ann Haney	Administration - Office Superv., A/P & Payroll Ofc.	26,576	27,971	29,509
JoAnn Wood- Angelone	Administration - Office Superv., Purchasing	26,576	27,971	29,509

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