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AGREEMENT

Monmouth County Board of Education of the

BOARD OF EDUCATION OF THE VOCATIONAL

Vocational Schools

SCHOOLS IN THE COUNTY OF MONMOUTH

and

MONMOUTH COUNTY VOCATIONAL SCHOOL

SECRETARIES' ASSOCIATION

X July 1, 1989 - June 30, 1992

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PREAMBLE

This Agreement entered into the 8th day of June, 1989, by and between the Board of Education of the Vocational Schools in the County of Monmouth, New Jersey, hereinafter called the "Board" and the Monmouth County Vocational School Secretaries' Association, hereinafter called the "Association".

ARTICLE I

RECOGNITION

The Board of Education of Monmouth Vocational School District does hereby agree to recognize the Monmouth County Vocational School Secretaries' Association as the majority representative for collective negotiations of terms and conditions of employment for all teacher aides and for all school secretaries and excluding persons excluded by the Act and all other employees of the Board of Education of the Vocational Schools in the County of Monmouth.

Unless otherwise indicated, the term "employee" when used hereinafter in this Agreement, shall refer to all employees represented by the Association of the negotiating unit as above defined, and references to male or female employees shall include both sexes.

## ARTICLE II

### NEGOTIATION PROCEDURE

1. Parties agree to enter into collective negotiations pursuant to Chapter 123 P.L. of 1975 in a good faith offer to reach agreement on matters concerning the terms and conditions of employment for all employees for whom the Association is authorized to negotiate. Such negotiations shall begin no later than October 1st of each calendar year. The proposal of the Association shall be submitted to the Board before the first of October of each year, and shall clearly propose changes in the current agreement and any new proposals. Items not included in the original demands which affect the budget shall not be negotiated until after a contract is agreed upon. Any contract so negotiated shall be applicable to all personnel for whom the Association is authorized to negotiate, shall be reduced to writing and shall be signed by the Board and the Association.
2. Either party may request in writing an initial meeting during October for the purpose of conducting negotiations and establishing dates for future sessions. A request for a meeting when made by either party shall contain a listing of items to be included for discussion at the initial session. No more than one meeting shall be held in any week and no meeting shall be continued for more than three hours, except by mutual consent of both sides. Meetings will be held in the Board of Education office, Marlboro, New Jersey, and shall begin no later than 7:00 p.m., unless changed by mutual consent of both sides.
3. Board covenants that it will exercise all efforts to finalize the annual budget by no later than January 15th of each year.
4. The negotiating team of the Board shall consist of the Superintendent of Schools, the Assistant Superintendent of Schools and a consultant. The negotiating team of the Association shall consist of no more than four members present at the table. Both sides must at all times be represented by a quorum but neither side may demand the presence of any certain member of the other. A quorum shall consist of a simple majority of the negotiating team.
5. Either party shall have the right to have its attorney and/or designated representative present at a negotiation session.
6. Counter proposals submitted by either side shall be in writing, with a copy or copies left in the hands of the other side. This provision may be waived by mutual consent.
7. Items agreed upon at a negotiation session shall be signed by the chairman of each negotiating team.

## ARTICLE III

### ASSOCIATION RIGHTS AND PRIVILEGES

1. Whenever any representative of the Association or any employee is mutually scheduled by the parties to participate during working hours in any meetings to discuss business between the Board and the Association no loss of pay shall be suffered by the employee. Whenever a meeting is mandated by a mediator, arbitrator, judge, PERC or any other authority with such a power, with such a meeting resulting from any action initiated by the Association, the Board shall not reimburse employees for loss of pay unless the employees are called as witnesses for the Board or payment is mandated by the ordering agency.
2. Representatives of the Association, the New Jersey Education Association and the National Education Association shall be permitted to transact official Association business on school property at all reasonable times, with the approval of the Superintendent or his designee, provided that this shall not interfere with or interrupt normal school operations.
3. The Association and its representatives may request permission to use school buildings at all reasonable hours for meetings. The request must be made to the Principal of the building in question, in writing at least 48 hours in advance of the time and place of all such meetings. The selection of the place for the meeting shall rest with the Principal and any cost resulting from the use of the school facilities shall be borne by the Association providing the cost is clearly stated on the notice of approval from the Principal.
4. The Association shall have in each building the use of a bulletin board in the faculty lounge. Copies of all materials to be posted on such bulletin boards shall be given to the Principal.
5. The Association shall have the right to use the school mailboxes for a reasonable amount of material dealing with the proper and legitimate business of the Association.

## ARTICLE IV

### GRIEVANCE PROCEDURE

#### DEFINITION

A grievance shall be defined as a complaint by an employee that there has been as to him (1) a violation of a specific section of this agreement, (2) that he has been treated unfairly by reason of an act or condition which is contrary to established Board policy or practice governing or affecting employees or (3) by an administrative decision affecting the employee which is inconsistent with established Board policy or provisions of this agreement. An "aggrieved person" shall mean a person or persons having the same grievance.

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 directly and the processing of such grievance shall be commenced at Level Two.

#### PROCEDURE

In order for a grievance to be considered under this procedure initial processing must be initiated within fifteen (15) school days of the occurrence within the knowledge of the aggrieved of the matter to be grieved.

1. An employee with a grievance shall first discuss it with his immediate superior in an attempt to resolve the matter informally at that level.

If this informal discussion does not resolve the matter, the employee shall present his complaint, in writing, to his immediate superior, and this complaint shall make known the full details of his grievance. The complaint shall specify:

- a. the nature of the grievance,
- b. the nature and extent of any injury, loss or inconvenience,
- c. the results of previous, informal discussions,
- d. his dissatisfaction with decisions previously rendered.

His immediate superior shall inform the employee of his decision within ten (10) school days of receipt of the written grievance.

2. If the complaint has not been settled satisfactorily by the employee's immediate superior, the employee may request that the complaint be referred to the Superintendent of Schools. This request shall be made in writing not later than ten (10) school days following the decision in Step 1. The Superintendent shall communicate a decision in writing within fifteen (15) school days after receipt of the grievance.

3. If the complaint is not settled at the Superintendent level, the aggrieved employee may within ten (10) school days file a request in writing for a review by the Board of Education, and said request for review shall be submitted in writing through the Superintendent, who shall attach all related papers, decisions and summaries to said request and forward all documents to the Board within ten (10) days from the receipt thereof. The Board shall review the grievance and may, at its option, conduct a hearing in connection with said grievance. Within fifteen (15) school days from the date of said hearing, or within thirty (30) school days from the receipt by the Board of the request for review of said grievance, the Board shall prepare and render to the aggrieved employee its decision, in writing, with respect to said grievance.



## ARTICLE V

### EMPLOYEE RIGHTS

1. Whenever any employee is required to appear before the superintendent, Board or any committee or member thereof concerning any matter which could adversely affect the continuation of that employee in his office, position or employment, or the salary or any increments pertaining thereto, then he may, when it appears to him that one of the purposes of the meeting may have such adverse effect, suspend the meeting, until he can be accompanied by a representative of the Association to advise and represent him if or when such meeting or interview is rescheduled.
2. No employee shall be prevented from wearing lapel pins or other similar identification of membership in the Association or its affiliates.

## ARTICLE VI

### EMPLOYEE ASSIGNMENT, TRANSFER AND PROMOTION

1. Insofar as possible, all employees shall be informed of their building assignment for the forthcoming year no later than the end of the school year.
2. The parties recognize that transfers between school may be necessary after the close of the school year. While the right of determination to assign or transfer is vested in the Board, the Board will not assign or transfer an employee without prior discussion between the Superintendent and the employee. If such employee is not readily available he shall be notified by registered mail of such reassignment or transfer.
3. As any vacancy is officially made known to him, the Superintendent shall have posted on faculty room bulletin boards in all school buildings, within five school days after the Board meeting at which it took action upon that vacancy, a listing of known vacancies that shall occur during the following year.
4. An employee may apply for any position at any time. Such application shall be in writing, addressed to the Superintendent of Schools. Applications will be considered should such vacancy occur either during the school year or during the summer. This application should be renewed annually. When openings occur employees with applications on file shall be notified of their consideration for the position.
5. Nothing in this agreement will alter the stipulation on the record docket in Case No. C082-218-135 regarding hours of work.

## ARTICLE VII

### SALARIES

The salary guide for all employees covered by this Agreement are set forth in Schedule A, which is attached hereto and made a part hereof.

#### 12 Month Pay Option

The Board agrees to provide a method for Unit members to have monthly payments withheld for purposes of summer pay plan for those members so interested. Procedures will be provided by the Board office.

## ARTICLE VIII

### PERSONNEL

(Excludes part-time teacher aides and part-time clerical except leave for personal illness as provided by New Jersey School Law).

#### Leave and Absence:

All employees must report their expected absence prior to the start of their regular work day and indicate the reason for the expected absence. Reporting procedures are to be as designated by the Superintendent of Schools.

A certificate of absence is to be filed for all absences by all employees.

#### A. Leave Due to Personal Illness

##### 1. Annual Absence Allowance for Personal Illness - Sick Leave

- a. Definition: Sick leave is defined by law "to mean the absence from his or her post of duty of any such person because of personal disability due to illness or injury, or because he or she has been excluded from school by the school district's medical authorities on account of contagious disease or of being quarantined for such a disease in his or her immediate household."
- b. Any employee holding any office, position, or employment in the school district who is steadily employed by the Board of Education shall be allowed sick leave with full pay for a minimum of ten school days in any school year. The provision for ten school days sick leave is applicable to ten month employees. Employees under twelve month contracts shall be allowed sick leave with full pay for a minimum of twelve working days each calendar year. A certificate of absence shall be filed by every teacher for any absence, and any employee absent over three consecutive days because of illness shall be required to file a doctor's certificate.

##### 2. Cumulative Sick Leave for Personal Illness

If any such persons requires in any school year less than the then specified number of days sick leave with pay allowed, all days of such minimum sick leave not utilized that year shall be accumulative to be used to additional sick leave as needed in subsequent years.

## Leave and Absence (Continued)

### 3. Extended Leave for Personal Illness

Absence beyond the accrued leave credit shall receive separate consideration by the Board of Education, based upon the merits of the individual case. Any decision made is not to be considered setting a pattern of precedence.

### B. Leave Due to Death in Immediate Family

1. An employee may be absent from school duties without loss of pay for a period of not to exceed more than five (5) days for each death in the immediate family.
2. Definition: Immediate family shall be construed to mean: father, mother, husband, wife, child, sister, brother, grandparents, father-in-law, mother-in-law, son-in-law, daughter-in-law, grandchildren.

### C. Death of Relative

1. An employee may be absent from school duties without loss of pay for a period of one (1) day for the death of a relative.
2. Definition of relative shall be construed to mean: uncle, aunt, niece, nephew, brother-in-law, sister-in-law, and includes housekeeper for immediate family if not a relative or anyone living with immediate family.

### D. Personal Leave

1. An employee may be permitted a maximum of three (3) days absence for legitimate personal reasons such as attendance in court, a house closing or other personal business that must be attended to during school hours.
2. The District's "Request for Personal Leave" form shall be completed and submitted to the Superintendent of Schools for approval prior to the day such absence is to occur.
3. In the event of emergency family situations, approval may be given verbally by the Superintendent and the "Request for Personal Leave" form completed after such absence.
4. Any of the three personal leave days not used in a year will become available to the employee as additional sick leave days and will accumulate as in Paragraph A.2. above.
5. (Effective July 1, 1988) No personal days shall be granted on work days preceding or following holidays or on in-service days unless for religious observance.

E. Payment of Unused Sick Leave at Retirement

1. Any employee who retires from the Monmouth County Vocational School District in accordance with the Rules and Regulations of the District and the New Jersey Public Employees Retirement System, shall be eligible to receive up to \$6,000.00 credit for unused sick leave. For every accumulated sick day left after the \$6,000.00 credit limit has been computed, the Board will pay 25% face value of every remaining sick day. Monetary credit for unused sick leave shall be based on 1/200th per day of their current contract for ten month employees and 1/260th per day of their current contract for twelve month employees.

- F. Emergency Absence due to illness in family shall be at the discretion of the Superintendent who may allow up to one (1) day's absence without salary deduction. Leave (1 day per year) that is not used during the period of July 1 to June 30 during a given year shall be credited to cumulative sick leave for personal illness on July 1 of the following year.

G. Absence for Other Reasons

1. Loss of full pay for each day of absence.

H. Transfer of Personal Sick Leave

1. New employees who show evidence of accumulated unused sick leave from another school district in New Jersey as specified in 18A:30-3.3 shall immediately receive credit for one half of the number of days accumulated up to twenty (20) days. Additional accumulated days will be credited at the rate of five (5) per contract year up to one half of the total amount. In no case will credit be given for more than one half of the total sick leave accumulated in other school districts.

I. Health Benefits

The Board shall provide employee and dependent coverage under the New Jersey Public Employee Health Benefits Plan.

J. Prescription Plan

The Board of Education agrees to pay 100% of the premium for each member of the Association who subscribes to the group prescription \$1.00 co-payment plan. Applications for new enrollees will be processed in accordance with rules and regulations of Insurance Carrier.

K. Dental Plan

The Board of Education agrees to provide premium costs for 1989-90; 1990-91 and 1991-92 for the purpose of providing a dental insurance program for family coverage. Coverage will include a basic dental plan plus orthodontic rider.

## ARTICLE IX

### WORK SCHEDULE

#### School Secretaries

1. The work week shall be defined as being 32 1/2 hours with a 1/2 hour daily unpaid lunch. The unpaid lunch 1/2 hour shall be duty free.
2. For time worked beyond 6 1/2 hours per day of the normal week or Saturdays, the employee shall receive 1 1/2 times the computed hourly rate based on the annual salary. Sunday work shall be two times the computed hourly rate based on the annual salary.
3. The employees will follow the ten month work year adopted by the Board of Education for ten month professionals.
4. Nothing in this agreement will alter the stipulation on the record docket in Case No. C082-218-135 regarding hours of work.

#### Teacher Aides

1. The part-time work schedule will be determined by the administration.

ARTICLE X

NOTIFICATION

Copies of this Agreement shall be duplicated at the expense of the Board after agreement with the Association on format within thirty (30) days after the Agreement is signed. The Agreement shall be presented to all school secretaries and teacher aides now employed, hereafter employed, or considered for employment by the Board.

Whenever any notice is required to be given by either of the parties to this Agreement to the other, pursuant to the provisions(s) of the Agreement, either party shall do so by telegram or registered letter at the following addresses:

1. If by Association, to Board at

Monmouth County Vocational School District  
P.O. Box 191, 2 Bucks Lane  
Marlboro, New Jersey 07746

2. If by Board, to Association at

Monmouth County Vocational Secretaries' Association  
44 Bucknell Drive  
Hazlet, New Jersey 07730



## ARTICLE XI

### REPRESENTATION FEE

#### A. Representation Fee

If a permanent employee does not become a member of the Union during any membership year (from July 1st to the following June 30th, for 12 month employees; or September 1st to the following June 30th, for 10 month employees) which is covered in whole or in part by this Agreement, said employee will be required to pay a representation fee to the Union for that membership year. If the obligation to pay a representation fee as aforesaid does not commence at the beginning of a membership year, the amount of said representation fee shall be in an amount equal to no more than eighty-five percent (85%) of the regular Union membership dues, fees, and assessments as certified to the Board of Education by the Union, provided that in the event the governing statute is amended so as to either increase or decrease the permissible amount of a representation fee, this Agreement shall be deemed to have been automatically amended to conform to such statutory change.

#### B. Procedure

1. Notification: Prior to September 1st (12 month employees) or November 1st (10 month employees) of each year, the Union will submit to the Board of Education a list of those employees who have not become members of the Union for the then current membership year. The Board of Education will deduct from the salaries of such employees, in accordance with Section 2 below, the full amount of the representation fee and promptly will transmit the amount so deducted to the Union.
2. Payroll Deduction Schedule: The Board of Education will deduct the representation fee in equal installments, as nearly as possible, from the paychecks paid to each employee on the aforesaid list during the remainder of the membership year in question. The deductions will begin with the first paycheck paid: (a) ten days after receipt of the aforesaid list by the Board of Education; or (b) thirty days after the employee begins his or her regular and temporary employment over 90 days in a bargaining unit position.
3. Mechanics of Deduction and Transmission of Fees: Except as otherwise provided in this Article, the mechanics for the deduction of representation fees and the transmission of such fees to the Union will be the same as those used for the deduction and transmission of regular monthly membership dues to the Union which shall be deducted on the first pay period of the month.
4. Changes: The Union will notify the Board of Education in writing of any changes in the list provided for in Section 1 above and/or the amount of the representation fee, and such changes will be reflected in any deductions made more than ten days after the Board of Education receives said notice.

5. New Employees: On or about the last day of each month, beginning with the month this Agreement becomes effective the Board of Education will submit to the Union a list of all employees who began their employment in a bargaining unit position during the preceding 30 day period. The list will include names, job titles, and dates of employment for all such employees.
6. Termination of Employment: If an employee who is required to pay a representation fee terminates his or her employment with the Board of Education before the Union has received the full amount of the representation fee to which it is entitled under this Article through the last day of the month in which employment ceases, the Board of Education will deduct the unpaid portion of the monthly fee from the last paycheck paid to said employee during the membership year in question.

C. Indemnification

With respect to dues deductions, representation fee deductions, and the Unions demand return system established pursuant to law, the Union shall indemnify, defend, and hold the Board of Education harmless against any and all claims, demands suits, or other forms of liability that shall arise out of, or by reason of, action taken by the Board of Education pursuant to the above provisions concerning dues deductions and representation fee. It is furthermore expressly understood that the representation fee provision set forth above shall not be effective unless and until the Union shall have notified the Board of Education in writing that it has adopted a demand return system which fully complies with applicable statutory provisions.

ARTICLE XII

CONTRACT REOPEN CLAUSE

The Board of Education agrees to reopen negotiations during the 1989-1992 contract years, if additional benefits pertinent to the Secretarial Association is agreed to with the other District collective bargaining units.

ARTICLE XIII

DURATION OF AGREEMENT

This agreement shall be effective as of July 1, 1989 and shall continue in effect until June 30, 1992. This agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated.

IN WITNESS WHEREOF, the Association has caused this agreement to be signed by its President and attested by its Secretary, and the Board has caused this agreement to be signed by its President and attested by its Secretary, all on the day and year first above written.

ATTEST:

MONMOUTH COUNTY VOCATIONAL  
SCHOOL BOARD OF EDUCATION

Betty A. Perro  
Betty A. Perro, Secretary

By:

Sidney B. Johnson  
Sidney B. Johnson, President

ATTEST:

MONMOUTH COUNTY VOCATIONAL SCHOOL  
SECRETARIES' ASSOCIATION

Mary Ann Minton  
Mary Ann Minton, Acting Secretary

By:

Geraldine Chadwick  
Geraldine Chadwick, President

SALARY GUIDE

MONMOUTH COUNTY VOCATIONAL SCHOOL SECRETARIES' ASSOCIATION

<u>Step</u>	<u>1989-90</u>	<u>1990-91</u>	<u>1991-92</u>
1	\$ 9,900.00	\$10,700.00	\$11,500.00
2	10,700.00	11,400.00	12,100.00
3	11,375.00	12,250.00	12,755.00
4	11,975.00	12,925.00	13,725.00
5	12,575.00	13,525.00	14,500.00
6	13,175.00	14,125.00	15,175.00
7	13,775.00	14,725.00	16,380.00
8	15,000.00	15,335.00	19,975.00
9	16,700.00	18,425.00	

TEACHERS AIDES

1	\$7.00 per hour	\$7.60 per hour	\$8.20 per hour
2	7.30 per hour	7.90 per hour	8.50 per hour
3	7.60 per hour	8.20 per hour	8.80 per hour
4	7.90 per hour	8.50 per hour	9.10 per hour
5	8.20 per hour	8.80 per hour	9.70 per hour