

AGREEMENT

Sussex County BOARD OF EDUCATION OF THE VOCATIONAL SCHOOL

IN THE COUNTY OF SUSSEX

AND

SUSSEX COUNTY VOCATIONAL

SECRETARIAL ASSOCIATION

SCHOOL YEARS

X JULY 1, 1987 THROUGH JUNE 30, 1990

P R E A M B L E

THIS AGREEMENT entered into on this day of 1987, by and between the BOARD OF EDUCATION OF THE VOCATIONAL SCHOOL IN THE COUNTY OF SUSSEX, the County of Sussex, New Jersey, hereinafter called the "Board" and SUSSEX COUNTY VOCATIONAL SECRETARIAL ASSOCIATION, hereinafter call the "Association."

ARTICLES

PREAMBLE

			<u>PAGE</u>
ARTICLE	I	RECOGNITION	1
ARTICLE	II	MISCELLANEOUS	2
ARTICLE	III	TIME SCHEDULE	3 & 3-1
ARTICLE	IV	HOLIDAYS	4 (87-88) 4-1 (88-89) 4-2 (89-90)
ARTICLE	V	VACATION	5, 5-1 & 5-2
ARTICLE	VI	SICK LEAVE	6
ARTICLE	VII	PERSONAL DAYS & OTHER AUTHORIZED ABSENCES	7, 7-1 & 7-2
ARTICLE	VIII	REIMBURSEMENT	8
ARTICLE	IX	GRIEVANCE PROCEDURE	9, 9-1, 9-2 & 9-3
ARTICLE	X	SALARIES AND BENEFITS	10 & 10-1
ARTICLE	XI	DURATION OF AGREEMENT	11

ARTICLE I

RECOGNITION

- A. The Board of Education of the Vocational School in the County of Sussex recognizes the Sussex County Vocational Secretarial Association as the collective negotiating unit concerning grievances and terms and conditions on behalf of all full-time and part-time secretarial and clerical employees not specifically funded.
- B. All other positions, not specifically defined above, are excluded.

ARTICLE II

MISCELLANEOUS

A. Unsafe and Hazardous Conditions:

Members of the Association shall not be required to work under unsafe or hazardous conditions, or to perform tasks which endanger their health, safety, or well being. Time lost because of the above conditions will be made up as agreed upon between the employee and his/her supervisor, but in no case shall the elapsed time exceed two (2) weeks.

B. Determination of Salary and Benefits for Full and Part-Time Employees

	<u>Twelve Month Full Time</u>	<u>Ten Month Full Time</u>	<u>20 and over hrs. per week</u>	<u>Fewer than 20 hrs. per week</u>
Vacation	Article V	Pro rate	Pro rate	None
Sick Leave	Article VI	Pro rate	Pro rate	Pro rate
Personal Days & Other Authorized Absences	Article VII	Article VII	Article VII	None
Salary	Guide	Guide X 80%	Pro rate (37.5)	Pro rate (37.5)
Health Benefits	Article XI	Article XI	Article XI	None

ARTICLE III

TIME SCHEDULE

- A. Office employees on a twelve-month basis shall start on July 1st of each year and continue through June 30th of the succeeding year. Ten month employees shall begin on September 1st and continue through June 30th of the succeeding year.
- B. The required working hours for each full-time employee during the period July 1st and up to but not including the Monday before Labor Day are 6 and 1/2 hours per day and includes a thirty (30) minute lunch period. During this period the hours will be from 8:30 a.m. to 3:00 p.m., unless other hours are agreed to by the employee and his/her supervisor.
- C. The required working hours for each full-time employee during the period starting on the Monday before Labor Day through June 30th are 7 and 1/2 hours per day. This includes the lunch period. Each employee will be given the hours for reporting for work and the time for leaving by his/her immediate supervisor during this period. These hours will generally be between the hours of 7:00 a.m. and 10:00 p.m.
- D. Lunch Period - All full-time employees are entitled to a full 45 minute lunch break. Employees are requested to have their lunch here at school unless there is an emergency and they must leave the building. Under these circumstances you should notify your immediate supervisor prior to leaving the building. Part-time employees who work less than 30 hours per week shall not be entitled to a paid lunch period. Part-time employees who elect to have a lunch period as defined herein shall have the lunch period added to their work day.

ARTICLE III

TIME SCHEDULE

- E. Coffee Break - The coffee break is a period of time that permits the employee to relax and enjoy the companionship and fellowship of fellow employees. Coffee and dessert is available throughout the school year in the faculty dining room or other designated areas. A time period of fifteen (15) minutes is provided for a coffee break and care should be exercised not to abuse the privilege. The time schedule of coffee breaks shall be arranged by the responsible unit administrator. The time allowed for the coffee break cannot be accumulated nor can it be utilized to alter the normal working day time schedule.
- F. Working Schedule For Part-Time Employees - The work schedule for part-time employees (those working less than 37.5 hrs. per week) will be determined by the immediate supervisor in consultation with the employee.

ARTICLE IV

HOLIDAY SCHEDULE

July 1, 1987 through June 30, 1988

Twelve (12) days

- A. The twelve (12) day Holiday Schedule will be developed in consultation with the Association and published after the Board has approved the school year calendar.

<u>HOLIDAY</u>	<u>DATE OBSERVED</u>
1. INDEPENDENCE DAY	Friday, July 3, 1987
2. LABOR DAY	Monday, September 7, 1987
3. THANKSGIVING	Thursday, November 26, 1987
4. DAY AFTER THANKSGIVING	Friday, November 27, 1987
5. CHRISTMAS EVE	Thursday, December 24, 1987
6. CHRISTMAS DAY	Friday, December 25, 1987
7. NEW YEAR'S EVE	Thursday, December 31, 1987
8. NEW YEAR'S DAY	Friday, January 1, 1988
9. WINTER RECESS	Monday, February 15, 1988
10. GOOD FRIDAY	Friday, April 1, 1988
11. SPRING RECESS	Monday, April 4, 1988
12. MEMORIAL DAY	Monday, May 30, 1988

- B. All future schedules will consist of no less than twelve (12) holidays per year. The school will be closed during the above holidays and the weekend prior to or following the nearest date listed if that date falls on a Monday or a Friday.

Note: Any schedule developed must include Christmas Day and New Year's Day.

ARTICLE IV

HOLIDAY SCHEDULE

July 1, 1988 through June 30, 1989

Twelve (12) days

- A. To be determined in accordance with existing agreement.

ARTICLE IV

HOLIDAY SCHEDULE

July 1, 1989 through June 30, 1990

Twelve (12) days

- A. To be determined in accordance with existing agreement.

ARTICLE V

VACATION

A. Vacation time will be earned as follows (based on full-contract year of work):

Up to five full years of service - 12 days per year

More than five and up to fifteen

full years of service - 17 days per year

Over fifteen years of service - 22 days per year

In addition to the vacation specified above, employees shall accrue additional vacation time using the following formula:

$$\frac{12 \text{ Minus No. of sick days used the previous year}}{12} \times 3 \text{ equals}$$

additional vacation days for the current year. Fractions shall be rounded to the nearest 1/2 day. (See attached Example of Sick Days - Vacation Formula)

B. During the first year of employment, vacation will be earned at the rate of 1 day per month.

C. Vacation carry-over of up to five (5) days may be permitted provided:

1. The employee has been employed for one year or more.
2. The employee has been recommended for re-employment.
3. The employee has a satisfactory evaluation.
4. A written request to the Assistant Superintendent for Business is made at least thirty days prior to June 30.
5. Scheduling of approved carry-over shall be at the discretion of the Assistant Superintendent for Business.

ARTICLE V

VACATION - Continued

D. Secretaries/Clerks leaving employment during the contract year and before taking vacation shall receive the opportunity to take the vacation or be credited for pay purposes at the discretion of the Board of Education. Credit for the portion of a year worked will be established on the following schedule:

Up to five full years of service - 1 day for each full month of service.

More than five and up to fifteen
full years of service - 1.5 days for each full month of service.

Over fifteen years of service - 2 days for each full month of service;
maximum of 22 days

In no case will the above calculation be permitted to provide for more than the number of days indicated for a full year of service above.

E. Vacation time must be arranged with the immediate supervisor. If agreement cannot be reached, the Assistant Superintendent for Business will make the final determination. Vacation time shall be taken prior to June 30th of the contract year in which the vacation is earned, except as outlined in paragraph C.

EXAMPLE OF SICK DAYS - VACATION FORMULA

<u>GIVEN</u>	<u>SICK DAYS TAKEN</u>	<u>GIVEN</u>	<u>ADDITIONAL VACATION DAYS AUTHORIZED</u>
$\frac{12}{12} - \frac{0}{12}$	=	$\frac{12}{12} = 1 \times 3 = 3$	= 3 days
$\frac{12}{12} - \frac{1}{12}$	=	$\frac{11}{12} = .916 \times 3 = 2.748$	= 2½ days
$\frac{12}{12} - \frac{2}{12}$	=	$\frac{10}{12} = .833 \times 3 = 2.499$	= 2½ days
$\frac{12}{12} - \frac{3}{12}$	=	$\frac{9}{12} = .75 \times 3 = 2.25$	= 2½ days
$\frac{12}{12} - \frac{4}{12}$	=	$\frac{8}{12} = .666 \times 3 = 1.998$	= 2 days
$\frac{12}{12} - \frac{5}{12}$	=	$\frac{7}{12} = .583 \times 3 = 1.749$	= 2 days
$\frac{12}{12} - \frac{6}{12}$	=	$\frac{6}{12} = .5 \times 3 = 1.5$	= 2 days
$\frac{12}{12} - \frac{7}{12}$	=	$\frac{5}{12} = .416 \times 3 = 1.248$	= 1 day
$\frac{12}{12} - \frac{8}{12}$	=	$\frac{4}{12} = .333 \times 3 = .999$	= 1 day
$\frac{12}{12} - \frac{9}{12}$	=	$\frac{3}{12} = .25 \times 3 = .750$	= 1 day
$\frac{12}{12} - \frac{10}{12}$	=	$\frac{2}{12} = .166 \times 3 = .498$	= ½ day
$\frac{12}{12} - \frac{11}{12}$	=	$\frac{1}{12} = .083 \times 3 = .249$	= 0 day
$\frac{12}{12} - \frac{12}{12}$	=	$\frac{0}{12} = 0 \times 3 = 0$	= 0 day

Fractions shall be rounded to the nearest ½ day

ARTICLE VI

SICK LEAVE

- A. Members absent due to illness will call their immediate supervisor. Time forms will be provided by the office of the Assistant Superintendent for Business and when completed will be returned weekly to the Superintendent's Office.
- B. Absences for personal illness shall be allowed and shall include pay not exceeding twelve (12) days time in any one contract year. If fewer than said twelve (12) days of allowed sick leave is taken in any contract year, then the number of days not utilized shall be cumulative.
- C. Absences for illness exceeding five (5) consecutive days will require a physician's certificate, indicating nature of illness and readiness for return to work; said certificate to be filed with the Superintendent of the School.
- D. Upon retirement, a member will be paid at the rate of \$10.00 a day for unused sick leave up to a maximum of \$300.00.

ARTICLE VII

PERSONAL DAYS & OTHER ABSENCES

- A. Absences on account of marriage or to attend weddings of relatives or friends may be allowed by the Superintendent, on request, but shall be without pay.
- B. Absences due to a death in the individual's immediate family or household, including father-in-law or mother-in-law, shall be allowed with pay for the required period but not to exceed four (4) days in each such case.
- C. Absences because of the death of a grandparent, grandchild, nephew, niece, aunt, uncle, cousin, brother-in-law, sister-in-law, daughter-in-law, or son-in-law, or other relative not living with the immediate family of the employee will be allowed with pay on the day of the funeral only.
- D. Absences not exceeding three days per year, with pay, but not accumulative, shall be allowed. Request for these personal days shall be made through the immediate supervisor five (5) days in advance except in emergency situations. Appropriate supervisor will notify the Superintendent's secretary to facilitate recording absences and to arrange office coverage, if necessary. Unused Personal Days will be carried over as sick days at the end of each school year.
- E. Whenever any representative or member of the Association is required to participate during working hours in negotiations, grievance proceedings or approved meetings with the Administration or the Board, the member shall suffer no loss in pay.
- F. Maternity:
 - 1. Natural Birth - The Board shall grant maternity leave without pay to any member upon request, subject to the following stipulations and limitations:

ARTICLE VII

PERSONAL DAYS & OTHER AUTHORIZED ABSENCES (Continued)

- a. Maternity leave shall commence on the date requested by the member providing the Board is notified 90 days in advance of the date requested.
 - b. Any member granted maternity leave without pay, according to the provisions of this section, may at her discretion elect to substitute all or any part of her accumulated sick leave in lieu thereof and receive full pay and benefits for the same.
 - c. No member shall be prevented from returning to work after childbirth solely on the ground that there has not been a time lapse between childbirth and the desired date of return providing the Board is notified 60 days in advance of time of desired date of return.
 - d. The Board shall not remove any member from her duties during pregnancy unless the member cannot produce a certificate from her physician that she is medically able to continue working.
 - e. The Board shall not discriminate against any person in violation of N.J.S.A. 10:5-1 et. seq., the Law Against Discrimination, nor in violation of the Constitution of the State of New Jersey and the United States.
- G. Unpaid vacation and leave may be granted by the Superintendent upon written request.
- H. Inclement Weather
1. Secretarial attendance shall not be required whenever school is closed due to inclement weather. Provided, however, that any secretarial work left unperformed by virtue of nonattendance pursuant hereto shall be subsequently performed at a time mutually arranged between the secretary and the supervisor. Such make-up work shall be performed without additional compensation to the secretary.

ARTICLE VII

PERSONAL DAYS & OTHER AUTHORIZED ABSENCE (Continued)

2. The switchboard shall be covered from 8:00 a.m. to 3:30 p.m. during days when school is closed due to inclement weather or for other unscheduled causes. Time worked during said closing shall accrue as additional vacation time. The decision of whether to open the switchboard, when, and for how long shall rest solely with the Superintendent or his designee. Coverage shall be arranged by the Association.
 3. Closing in excess of those days allotted in the school calendar shall be made up prior to June 30th of each year as full work days or as loss of a day's pay at the option of the employee.
- I. All twelve (12) month employees hired prior to July 1, 1980, are entitled to one (1) secretarial day off during each of the following recess periods:
- | | | |
|-----------|---------------|---------------|
| Christmas | Winter Recess | Spring Recess |
|-----------|---------------|---------------|
- These days must be taken during each recess period.
- J. Any full-time secretary or office clerk, who desires to attend the Annual Convention of the New Jersey Education Association, must file an application for attendance with his/her immediate supervisor no less than thirty (30) days prior to date of convention. Permission shall be granted by the Superintendent for not more than two (2) days in any one year. The attendees shall receive their full salary for days of actual attendance upon filing with the secretary of the Board a Certificate of Attendance signed by the Executive Secretary of the Association.

ARTICLE VIII

REIMBURSEMENT

- A. When required to utilize personal transportation for school use individuals shall be reimbursed at the rate established by Board Policy. Persons authorized for such reimbursement shall be designated by the Assistant Superintendent for Business.

ARTICLE IX

GRIEVANCE PROCEDUREA. Definitions:1. GRIEVANCE

A "grievance" is a claim by a member of the Association based upon the interpretation, application, alleged violation of this Agreement, affecting an identified member or group of members.

2. AGGRIEVED PERSON

An "aggrieved person" is the member or members of the Association making the claim of a grievance. The aggrieved person, or persons, should be identified.

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 both parties of the problems which may from time to time arise affecting members. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

C. Procedure:1. 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. All grievances shall be filed within ten (10) working days of the date of awareness of the grievance.

ARTICLE IX

GRIEVANCE PROCEDURE - Continued2. YEAR END GRIEVANCES

In the event a grievance is filed at such time that it cannot be processed through all steps in the procedure by the end of the school year, the grievance steps shall be accelerated, if possible, or the time shall be extended by mutual consent.

3. LEVEL ONE - IMMEDIATE SUPERIOR, PRINCIPAL OR BUSINESS ADMINISTRATOR

A member with a grievance shall discuss the same with his immediate superior within fourteen (14) working days of the occurrence of the grievance or within fourteen (14) working days of the date when the grievant reasonably should have become aware of the grievance. The member may discuss the matter either directly or if the individual chooses through the Association's designated representative, with the objective of resolving the matter informally.

4. LEVEL TWO - SUPERINTENDENT AND/OR ASSISTANT SUPERINTENDENT FOR BUSINESS

If the aggrieved person is not satisfied with the disposition of his grievance at Level One, he may file the grievance in writing with the Superintendent of the School, and/or the Assistant Superintendent for Business (with a copy to the Association) within fourteen (14) working days of the conference specified in Level One.

5. LEVEL THREE - BOARD OF EDUCATION

If the employee is not satisfied with the action taken by the Superintendent and/or Assistant Superintendent for Business, he shall notify, in writing within ten (10) days the Secretary of the Board of Education. The Secretary of the Board of Education shall immediately notify the President of the Board of Education who shall arrange a hearing if the employee is not satisfied with the action. Said hearing

ARTICLE IX

GRIEVANCE PROCEDURE - Continued

to be held in executive session no later than the next regular Board meeting. Board findings will be final. If either party fails to act within the time limits prescribed, the Grievance shall be waived or moved to the next step, by the party not negligent.

D. Rights of Members to Representation1. MEMBER AND ASSOCIATION

Any aggrieved person may be represented at all stages of the grievance procedure by himself, or at his option, by a representative he/she selects. When a member 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 judgement of the Association, a grievance affects a group or class of members, the Association may submit such grievance in writing and shall commence at Level One.

2. WRITTEN DECISIONS

Decisions rendered after Level One shall be in writing, and shall set forth the decision and the reasons therefore and shall be transmitted promptly to all parties in interest and to the Association.

ARTICLE IX

GRIEVANCE PROCEDURE - Continued

3. SEPARATE GRIEVANCE FILE

All documents, communications and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any of the participants.

4. MEETINGS AND HEARINGS

All meetings and hearings under this procedure shall be conducted in private.

ARTICLE X

SALARIES AND BENEFITS

- A. Medical, dental and other insurance coverage will be provided for, on the same basis as provided for the teaching staff, by the Board of Education.
- B. Salary Guide - July 1, 1987 through June 30, 1990:

<u>CLERK/TYPIST</u>	<u>LEVEL</u>	<u>1987-88</u>	<u>1988-89</u>	<u>1989-90</u>
	1	10474	11312	12612
	2	10704	11560	12860
	3	10934	11809	13109
	4	11327	12233	13533
	5	11781	12723	14023
	6	12209	13186	14486
	7	12653	13665	14965
	8	13115	14164	15464
	9	13597	14685	15985
<u>SECRETARY</u>	<u>LEVEL</u>	<u>1987-88</u>	<u>1988-89</u>	<u>1989-90</u>
	1	11175	12069	13369
	2	11933	12888	14188
	3	12691	13706	15006
	4	13316	14381	15681
	5	14525	15687	16987
	6	15300	16524	17824
	7	16159	17452	18752
	8	17358	18747	20047
	9	18496	19976	21276
<u>SPECIALIST</u>	<u>LEVEL</u>	<u>1987-88</u>	<u>1988-89</u>	<u>1989-90</u>
	1	11966	12923	14223
	2	12641	13652	14952
	3	13316	14381	15681
	4	14450	15606	16906
	5	15050	16254	17554
	6	16528	17850	19150
	7	17685	19100	20400
	8	18929	20443	21743
	9	20267	21888	23188
<u>EXECUTIVE SECRETARY</u>	<u>LEVEL</u>	<u>1987-88</u>	<u>1988-89</u>	<u>1989-90</u>
	1	12407	13400	14700
	2	13258	14319	15619
	3	14109	15238	16538
	4	15020	16222	17522
	5	15995	17275	18575
	6	17038	18401	19701
	7	18154	19606	20906
	8	19348	20896	22196
	9	20624	22274	23574

ARTICLE X

SALARIES AND BENEFITS

NOTES:

1. Step on guide shall be as determined by the Board of Education.
2. Years of service to determine vacation shall be from date of hire.
3. A one time \$300.00 stipend will be paid after ten (10) years of consecutive service.
4. The Board and the Association recognize the right of the Board to change, increase, upon the recommendation of the Superintendent, the level of a specific employee due to the changing nature of a job when more work or more complex work is required. The Board will exercise this right with great care and will consult with the Association before any such changes occur.
5. This language is in no way a relinquishment of the Association's rights under the law.

ARTICLE XI

DURATION OF AGREEMENT

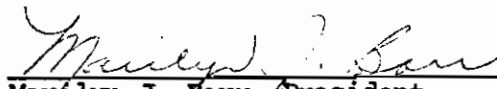
This agreement shall be effective as of July 1, 1987, and shall continue in effect through June 30, 1990.

In witness whereof, the Secretarial Association has caused this agreement to be signed by its President, after ratification by the members of the Association at a meeting duly called for that purpose, and the Board has caused this agreement to be duly signed by its President and attested by its Secretary pursuant to a resolution duly adopted by said Board on the 14th day of April, 1987. This agreement has been executed in duplicate; one copy to be retained by the Board, and one copy to be retained by the Association; such duplicate original copy being permanently bound.

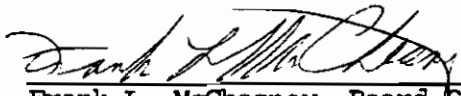
BOARD OF EDUCATION OF THE VOCATIONAL SCHOOL IN THE COUNTY OF SUSSEX


Edwin F. Risdon, President

SUSSEX COUNTY VOCATIONAL-SECRETARIAL ASSOCIATION


Marilyn J. Barr, President

ATTEST:


Frank L. McChesney, Board Secretary