

4-2103

THIS DOES NOT
CIRCULATE

A G R E E M E N T

Between the

VINELAND BOARD OF EDUCATION

and

VINELAND EDUCATIONAL SECRETARIES ASSOCIATION

July 1, 1978 - June 30, 1980

Cumberland County

LIBRARY
Institute of Management and
Labor Relations

APR 11 1979

RUTGERS UNIVERSITY

ARTICLE I

RECOGNITION

The Vineland Board of Education recognizes the Vineland Educational Secretaries Association as the designated representative for purposes of collective negotiations concerning grievances and terms and conditions of employment for all clerical staff members including full-time and permanent part-time clerical employees but excluding the secretary to the Superintendent of Schools, the secretary to the Secretary of the Board/Assistant Superintendent in Charge of Business and the principal clerk in the Division of Business and Finance for the Board of Education.

ARTICLE II

NEGOTIATIONS PROCEDURES

- A. Collective negotiations concerning terms and conditions of employment shall begin no later than provided by law.
- B. During negotiations, the Board and the Vineland Educational Secretaries Association negotiating teams shall have the right to present relevant data, to exchange points of view, and to make proposals and counterproposals.
- C This Agreement shall not be modified in whole or in part by the parties, except in writing, duly executed by both parties.
- D. The Board agrees not to negotiate concerning said employees in the negotiating unit as defined in Article I of the Agreement with any organization other than the Association for the duration of this Agreement.

ARTICLE III

GRIEVANCE PROCEDURE

A. Definitions

1. A grievance is an allegation by a secretary, secretaries, or the Association that there is a violation in the interpretation, application, or administration of the terms of this Agreement. A grievance may also be an allegation by a secretary, secretaries, or the Association concerning an administrative decision of the principal or supervisor. Such grievance may be appealed up to and including Level Three; the decision of the Superintendent shall be final with respect to grievances concerning administrative decisions.

2. An "aggrieved person" is the person or persons making the claim.

3. A "party in interest" is the person or persons making the claim and any person who might be required to take action or against whom action might be taken in order to resolve the claim.

B. Purposes

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

2. In the event a grievance is filed at such a time that it cannot be processed through all the steps in this Grievance Procedure by the end of the school year and, 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 herein shall be reduced so that the Grievance Procedure may be exhausted prior to the end of the school year or as soon thereafter as is practicable.

3. (a) Any aggrieved person may be represented at all stages of the Grievance Procedure beyond Level One by himself, or at his option, with a representative selected or approved by the Association.

(b) If a grievance affects a group or class of secretaries, the Association may submit such grievance in writing to the Superintendent directly and the

processing of such grievance shall be commenced at Level Three.

4. (a) Level One

A secretary with a grievance shall first discuss it with her principal or immediate supervisor with the objective of resolving the matter informally at this level. Upon request of the secretary, the Association's designated representative may be present as an observer.

(b) Level Two

If, as a result of the discussion, the matter is not resolved to the satisfaction of the employee within ten (10) school days, he shall set forth his grievance in writing to the principal or supervisor specifying:

- (1) The nature of the grievance.
- (2) The nature and extent of the injury, loss or inconvenience.
- (3) The results of previous discussions.
- (4) His dissatisfaction with decisions previously rendered.

(c) Level Three

If the aggrieved person is not satisfied with the disposition of his grievance at Level Two, or if

no decision has been rendered within ten (10) school days after presentation of the grievance, he may file the grievance with the Superintendent of Schools within ten (10) school days after the decision at Level Two or fifteen (15) school days after the grievance was presented, whichever is sooner.

The decision of the Superintendent with respect to appeal of grievances for administrative decisions shall be final and not subject to further appeal.

(d) Level Four

If the aggrieved person is not satisfied with the disposition of his grievance at Level Three, or if no decision has been rendered within ten (10) school days after the grievance was delivered to the Superintendent, he may, within ten (10) school days after a decision by the Superintendent or fifteen (15) school days after the grievance was delivered to the Superintendent, whichever is sooner, submit his grievance to the Board of Education. The Board shall review the grievance and within a period of thirty (30) days shall render a decision in writing to the aggrieved person.

(e) Level Five

If the decision of the Board does not

resolve the grievance to the satisfaction of the secretary, the Association may request a review by a third party. Such request must be made in writing to the Board of Education through the Superintendent's office within ten (10) days of the Association's receipt of the Board's decision. The Board of Education shall not be required to give reasons for its decisions, and the Board's decision in the following matters shall be final and not subject to appeal to a third party:

(1) Any matter subject to any Civil Service rule, Civil Service regulation or Civil Service law or any matter with the jurisdiction of the New Jersey Civil Service Commission; or

(2) A complaint of a temporary or provisional employee which arises by reason of his termination.

5. (a) The following procedure will be used to secure the services of an arbitrator:

(1) A joint request will be made to the American Arbitration Association to submit a roster of persons qualified to function as an arbitrator in the dispute in question.

(2) If the parties are unable to determine a mutually satisfactory arbitrator

from the submitted list, they will request the American Arbitration Association to submit a second roster of names.

(3) If the parties are unable to determine, within ten (10) school days of the initial request for arbitration, a mutually satisfactory arbitrator from the second submitted list, the American Arbitration Association may be requested by either party to designate an arbitrator.

(b) The arbitrator shall limit himself to the issues submitted to him and shall consider nothing else. He can add nothing to, nor subtract anything from the Agreement between the parties or any policy of the Board of Education. The recommendation of the arbitrator shall be binding on the parties. Only the Board and the aggrieved and his representatives shall be given copies of the arbitrator's report of findings and recommendations. This shall be accomplished within thirty (30) days of the completion of the arbitrator's hearings.

D. Miscellaneous

1. Each party will bear the total cost incurred

by themselves.

2. The fees and expenses of the arbitrator are the only costs which will be shared by the two parties and such costs will be shared equally.

3. If the time is lost by a secretary due to arbitration proceedings and necessitates the retention of a substitute, the Board of Education will pay only the cost of the substitute. The time lost by the secretary must either be without pay or charged to personal time.

4. (a) Failure at any level of the procedure to appeal a grievance to the next level within the specified time limits shall be deemed to be acceptance of the decision rendered at that level.

(b) It is understood that secretaries shall, during and notwithstanding the pendency of any grievance, continue to function in their duties until such grievance or any effect thereof shall be fully determined.

GRIEVANCE PROCEDURE FORM

This form will be used for presenting a grievance in accordance with the Department Procedures. Items must be completed in ink or typed.

Institution, agency, or other component of Department _____

Name _____ Title _____ Date _____

Date of Incident _____ My grievance is _____

To correct my grievance the following should be done _____

- Check One I will represent myself
 My employee representative will be

Name _____ Title _____ Org. (if any) _____

Employee Signature

STEP 1
SUPERVISOR

Action taken _____

Date _____

Has grievance been satisfactorily resolved: Yes _____ No _____

Employee Signature

Immediate Supervisor Signature

STEP 2

Action taken _____

_____ Date _____

Has grievance been satisfactorily resolved: Yes _____ No _____

Employee Signature

Department Head Signature
Vineland Board of Education

STEP 3

THIS SECTION TO BE COMPLETED BY EMPLOYEE

- Check One () I will not have non-employee representation
 () My non-employee representative(s) will be

Name(s) _____ Organization _____

Action taken _____

_____ Date _____

Has grievance been satisfactorily resolved: Yes _____ No _____

Employee Signature

Chairperson Signature
Vineland Board of Education

ARTICLE IV

DUES DEDUCTIONS

In accordance with appropriate State statutes and regulations, the Board agrees to deduct Vineland Educational Secretaries Association affiliates dues.

ARTICLE V

PAY SCHEDULE, VACATION SCHEDULE, WORK SCHEDULE

A. Pay Schedule

- Group A Administrative Offices (12 months)
- Group B Secondary Schools (12 months)
- Group C Elementary (10 months) and other
ten (10) months employees

B. Vacation Schedule

1. All permanent employees or full-time provisional employees shall be entitled to vacation leave based on their years of continuous accumulated service:

(a) Annual vacation leave with pay shall be earned at the rate of one (1) working day of vacation for each month of service during the remainder of the fiscal year following the date of appointment; twelve (12) working days' vacation thereafter for every year and up to ten (10) years of service; fifteen (15) working days' vacation after the completion of ten (10) years and up to twenty (20) years of service; twenty (20) working days' vacation after the completion of twenty (20) years of service. Permanent or provisional part-time employees shall receive vacation credit

allowance of a proportionate basis. Leaves of absence for military or national volunteer service or other leaves granted by the Board or interruptions of employment due to involuntary separation because of economic restrictions suffered by the Board or reorganization shall not be considered to break continuity of service for earned service credit, however, the period of separation shall not count as service time. Employees on leave with pay shall continue to earn vacation entitlement.

(b) Vacation allowance for twelve (12) month employees must be taken during the months of July and/or August immediately following the year in which earned, or at such times as directed by the Board, or when possible, at other mutually agreed times. Ten (10) months employees shall take vacation during the Christmas and Easter Recess period plus other days prior to the end of the work year as arranged by the school principal provided, however, that not more than two (2) vacation days shall be scheduled during the Christmas recess. Upon exhaustion of the foregoing vacation schedule, employees who still possess vacation entitlement may request to carry such into the succeeding year only or be paid for the remaining days on a prorated basis at the end of the work year. Upon termination of employment, accumulated unused vacation days shall be paid on a prorated basis.

C. Work Schedule

Group A, B, C Off all legal holidays

Also off at the close of the school day on the day prior to Thanksgiving and at the close of the last school day preceding Christmas.

Group A In addition to the above, Group A employees shall be off during the Christmas recess except as noted below; the Friday following Thanksgiving Day and the Monday following Easter.

Any Group A employee who plans to attend the NJEA Convention is required to report attendance in accordance with Title 18A:31-2.

NOTE: Selected personnel will be asked to work during the Christmas recess. For any days worked, such employees will be paid on a pro-rata basis.

Group B and C Off when teachers are not required to report to duty within the pupil calendar.

D. The normal work week for all employees shall be thirty-five (35) hours exclusive of lunch, seven (7) hours per day. Any part-time regularly employed staff member shall be compensated on a pro-rata basis with this base.

Overtime payment at the rate of time and one-half shall be paid employees who work their assigned duties entirely outside the regular hours of work and shall commence when the employee has worked 35 hours in a given calendar week. For the purpose of determining that week, holidays shall count as regular work days. All overtime shall be rounded off to the nearest 15 minutes at the end of each pay period. This will be remunera-

rated at the rate of time and a half the hourly rate and payment made no later than the second regular pay day if possible.

The work year shall be:

Ten (10) months ----- September 1 - June 30

Twelve (12) months ----- July 1 - June 30

E. The ten (10) months employee may be required to report for work up to five (5) working days before the teachers arrive for the new school year. For those days prior to September 1, the secretary shall be compensated on a pro-rata basis for each such day worked. The application of this rule shall apply for any days worked after June 30.

F. Longevity Schedule

12-19 years local experience . . . \$100 beyond base pay
20-24 years local experience . . . \$200 beyond base pay
25-29 years local experience . . . \$300 beyond base pay
30-34 years local experience . . . \$400 beyond base pay
35 or more years local experience. \$500 beyond base pay

G. Leave with Pay

Two (2) days for the marriage of the employee; being precluded from working due to mandates of one's religion; or for legal business.

One (1) day for the marriage of a member of the immediate family; death of a relative other than a member of the immediate family; or for the death of an intimate friend.

H. Salary Guide (See Appendix)

I. Rules for Implementation of Salary Guide

1. Employees are to be paid in accordance with the salary guide but not less than the minimum nor more than the maximum based on the appropriate classification and credible experience.

2. Increments shall be paid on the employee's anniversary date which is the determined date of hire or date of promotion.

3. The Salary Guide shall consist of steps zero (0) through eleven (11) during 1978-79. Step twelve (12) will be added to the Salary Guide for 1979-80.

J. The Board of Education has the right to establish new clerical positions and their salary ranges.

SALARY GUIDE: 1978-1979

CLASSIFICATION GROUP	13			14			15			16			17			18			19		
	A	B	C	A	B	C	A	B	C	A	B	C	A	B	C	A	B	C	A	B	C
STEP 0	5725	5575	4775	5850	5700	4875	6000	5825	5000	6875	6700	5730	7050	6850	5875	7500	7275	6250	8025	7800	6685
1	5925	5775	4940	6050	5900	5040	6225	6050	5190	7125	6950	5940	7325	7125	6105	7800	7575	6500	8350	8125	6955
2	6125	5975	5105	6250	6100	5205	6450	6275	5380	7375	7200	6150	7600	7400	6335	8100	7875	6750	8675	8450	7225
3	6325	6175	5270	6450	6300	5370	6675	6500	5570	7625	7450	6360	7875	7675	6565	8400	8175	7000	9000	8775	7495
4	6525	6375	5435	6650	6500	5535	6900	6725	5760	7875	7700	6570	8150	7950	6795	8700	8475	7250	9325	9100	7765
5	6725	6575	5600	6850	6700	5700	7125	6950	5950	8125	7950	6780	8425	8225	7025	9000	8785	7500	9650	9425	8035
6	6925	6775	5765	7050	6900	5865	7350	7175	6140	8375	8200	6990	8700	8500	7255	9300	9075	7750	9975	9750	8305
7	7125	6975	5930	7250	7100	6030	7575	7400	6330	8625	8450	7200	8975	8775	7485	9600	9375	8000	10300	10075	8575
8	7325	7175	6095	7450	7300	6195	7800	7625	6520	8875	8700	7410	9250	9050	7715	9900	9675	8250	10625	10400	8845
9	7525	7375	6260	7650	7500	6360	8025	7850	6710	9125	8950	7620	9525	9325	7945	10200	9975	8500	10950	10725	9115
10	7725	7575	6425	7850	7700	6525	8250	8075	6900	9375	9200	7830	9800	9600	8175	10500	10275	8750	11275	11050	9385
11	7925	7775	6590	8050	7900	6690	8475	8300	7090	9625	9450	8040	10075	9875	8405	10800	10575	9000	11600	11375	9655

- CLASSIFICATION 13: Clerk Typist, Account Clerk (Typing), Bookkeeping Machine Operator
 CLASSIFICATION 14: Clerk Typist Interpreter (English & Spanish), Clerk Transcriber
 CLASSIFICATION 15: Clerk Stenographer, Telephone Operator (Typing), Terminal Operator
 CLASSIFICATION 16: Clerk Stenographer Interpreter (English & Spanish), Data Control Clerk Stenographer, Senior Clerk Transcriber,
 Senior Account Clerk (Typing), Senior Clerk Typist, Senior Clerk (Schools), Senior Bookkeeping Machine Operator,
 Senior Telephone Operator/Typing Receptionist
 CLASSIFICATION 17: Senior Account Clerk (Stenography), Senior Clerk Stenographer, Senior Clerk Typist Interpreter (English & Spanish)
 CLASSIFICATION 18: Payroll Supervisor, Senior Clerk Stenographer Interpreter (English & Spanish)
 CLASSIFICATION 19: Principal Account Clerk (Typing), Principal Clerk (Typing)

SALARY GUIDE: 1979-1980

CLASSIFICATION GROUP	13			14			15			16			17			18			19		
	A	B	C	A	B	C	A	B	C	A	B	C	A	B	C	A	B	C	A	B	C
STEP 0	5725	5575	4775	5850	5700	4875	6000	5825	5000	6875	6700	5730	7050	6850	5875	7500	7275	6250	8025	7800	6685
1	5925	5775	4940	6050	5900	5040	6225	6050	5190	7125	6950	5940	7325	7125	6105	7800	7575	6500	8350	8125	6955
2	6125	5975	5105	6250	6100	5205	6450	6275	5380	7375	7200	6150	7600	7400	6335	8100	7875	6750	8675	8450	7225
3	6325	6175	5270	6450	6300	5370	6675	6500	5570	7625	7450	6360	7875	7675	6565	8400	8175	7000	9000	8775	7495
4	6525	6375	5435	6650	6500	5535	6900	6725	5760	7875	7700	6570	8150	7950	6795	8700	8475	7250	9325	9100	7765
5	6725	6575	5600	6850	6700	5700	7125	6950	5950	8125	7950	6780	8425	8225	7025	9000	8785	7500	9650	9425	8035
6	6925	6775	5765	7050	6900	5865	7350	7175	6140	8375	8200	6990	8700	8500	7255	9300	9075	7750	9975	9750	8395
7	7125	6975	5930	7250	7100	6030	7575	7400	6330	8625	8450	7200	8975	8775	7485	9600	9375	8000	10300	10075	8575
8	7325	7175	6095	7450	7300	6195	7800	7625	6520	8875	8700	7410	9250	9050	7715	9900	9675	8250	10625	10400	8845
9	7525	7375	6260	7650	7500	6360	8025	7850	6710	9125	8950	7620	9525	9325	7945	10200	9975	8500	10950	10725	9115
10	7725	7575	6425	7850	7700	6525	8250	8075	6900	9375	9200	7830	9800	9600	8175	10500	10275	8750	11275	11050	9385
11	7925	7775	6590	8050	7900	6690	8475	8300	7090	9625	9450	8040	10075	9875	8405	10800	10575	9000	11600	11375	9655
12	8125	7975	6755	8250	8100	6855	8700	8525	7280	9875	9700	8250	10350	10150	8635	11100	10875	9250	11925	11700	9925

CLASSIFICATION 13: Clerk Typist, Account Clerk (Typing), Bookkeeping Machine Operator

CLASSIFICATION 14: Clerk Typist Interpreter (English & Spanish), Clerk Transcriber

CLASSIFICATION 15: Clerk Stenographer, Telephone Operator (Typing), Terminal Operator

CLASSIFICATION 16: Clerk Stenographer Interpreter (English & Spanish), Data Control Clerk Stenographer, Senior Clerk Transcriber, Senior Account Clerk (Typing), Senior Clerk Typist, Senior Bookkeeping Machine Operator,

Senior Telephone Operator/Typing Receptionist

CLASSIFICATION 17: Senior Account Clerk (Stenography), Senior Clerk Stenographer, Senior Clerk Typist Interpreter (English & Spanish)

CLASSIFICATION 18: Payroll Supervisor, Senior Clerk Stenographer Interpreter (English & Spanish)

CLASSIFICATION 19: Principal Account Clerk (Typing), Principal Clerk (Typing)

ARTICLE VI

PROMOTIONAL INCREASES

When an employee is promoted, that employee shall be placed on the salary step in the new classification according to the following:

1. Using the current salary find the nearest dollar amount in the new classification and advance one step under that classification.

2. The date of promotion shall then be considered the anniversary date for purposes of future salary increments in the new classification.

ARTICLE VII

VACANCIES

All vacancies, including newly created positions or those vacated due to promotions or resignations, are to be posted so that all secretaries are aware of the opening. Any secretary who wishes the opportunity to apply for the open position shall apply for said position within one (1) week of the date of announcement.

ARTICLE VIII

INSURANCE

- A. The Board of Education agrees to assume one hundred (100%) percent of the cost of Blue Cross, Blue Shield, Rider "J" and Major Medical coverage under the New Jersey State Health Benefits Plan for each eligible and desirous employee and his/her eligible dependents.

- B. Employees may elect to receive medical insurance provided by a Health Maintenance Organization (HMO). Such employees shall have deducted from their salaries the amount of the premium which is in excess of the premium paid by the Board of Education for the similar class of coverage of Blue Cross, Blue Shield, Rider "J" and Major Medical insurance provided other employees.

- C. Effective September 1, 1979, the Board of Education shall furnish a prescription-drug insurance policy to all full time members of the clerical staff. The Board's contribution for such insurance computed on an annual basis (July 1 through June 30) shall be as follows:

- (a) Full family coverage \$87.50 per employee
- (b) Husband and wife coverage. . . . \$87.50 per employee
- (c) Parent and child coverage. . . . \$56.00 per employee
- (d) Single coverage \$36.00 per employee

It is expressly understood that should the insurance carrier increase its rates during the life of this contract, the liability of the Board of Education for premium contributions shall not exceed the monetary sums indicated above. The prescription-drug insurance shall be a \$1.00 co-pay plan without contraceptives.

- D. The Board reserves the right to change the insurance carrier provided the benefits are equal.

ARTICLE IX

SICK LEAVE

1. General

(a) All permanent employees or provisional employees shall be entitled to sick leave with pay based on their aggregate years of service.

(b) Sick leave may be utilized by employees when they are unable to perform their work by reason of personal illness, accident or exposure to contagious disease. Sick leave may also be used for short periods, not exceeding five (5) days, because of death in the employee's immediate family or for the attendance of the employee upon the member of the immediate family who is seriously ill.

2. Amount of Sick Leave

(a) The minimum sick leave with pay shall accrue to any permanent or provisional full-time employee on the basis of one (1) working day per month during the remainder of the first fiscal year of employment after initial appointment and fifteen (15) working days in every fiscal year thereafter. Part-time permanent or provisional employees shall be entitled to sick leave on a prorated basis. For the

purposes of this provision a full-time employee is one who is under contract and works a full twelve (12) months.

(c) An employee who has been reemployed shall be credited with the total accrued sick leave at the termination of his previous employment.

3. Reporting of Absence on Sick Leave

If an employee is absent for reasons that entitle him to sick leave, his supervisor shall be notified promptly as of the employee's usual reporting time, if physically able, except in those work situations where notice must be made prior to the employee's starting time:

(a) Failure to so notify his supervisor may be cause of denial of the use of sick leave for that absence and constitute cause for disciplinary action.

(b) Absence without notice for five (5) consecutive days could constitute a resignation not in good standing.

4. Verification of Sick Leave

(a) An employee who shall be absent on sick leave for five (5) or more consecutive working days may be required to submit acceptable medical evidence substantiating the illness:

(i) An employee who has been absent on sick leave for periods totaling ten (10) days in one calendar year consisting of periods of less than five (5) days, may be required to submit acceptable medical evidence for any additional sick leave in that year unless such illness of a chronic or recurring nature requiring recurring absences of one (1) day or less in which case only one certificate shall be necessary for a period of six (6) months.

(ii) Proof of illness of an employee on sick leave may be required whenever such requirement appears reasonable. Abuse of sick leave may be cause for disciplinary action.

(b) In case of leave of absence due to exposure to contagious disease, a certificate from the Department of Health may be required.

(c) In case of death in the immediate family, reasonable proof may be required.

(d) The Board of Education may require an employee who has been absent because of personal illness, as a condition of his return to duty to be examined, at the expense of the Board by a physician designated by the Board. Such examination shall establish whether the employee is capable of performing his normal duties and that his return will not jeopardize the health of

other employees.

5. Substitute Employees

Hourly basis substitute employees shall not be entitled to sick leave or vacation leave.

6. Accumulation of Credits

Sick leave and vacation leave credits shall continue to accrue while an employee is on leave with pay. Credits shall not accrue while an employee is on any leave without pay except military leave, unless otherwise mutually agreed to.

7. Absence Without Leave

(a) Any unauthorized absence of an employee from duty shall be an absence without leave and may be cause for disciplinary action.

(b) Leave granted for a particular reason and used for a purpose other than that for which such leave has been granted shall be an unauthorized absence and may be cause for disciplinary action.

ARTICLE X

MISCELLANEOUS

A. Separability

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 substituting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

B. Just Cause Provision

No employee shall be disciplined, reprimanded, reduced in rank or compensation or deprived of any professional advantage without just cause. Any such action asserted by the Board, or any agent or representative thereof, shall not be made public and shall be subject to the Grievance Procedure herein set forth.

C. The Board agrees to pay the full cost of courses taken by employees related to skills and knowledge improvement when such courses are required by the Board.

D. On days when schools are closed for teacher

in-service training, the Vineland Educational Secretaries Association will, upon notification to the Superintendent by the President of the VESA, be permitted to conduct its own in-service training program of up to two hours duration for employees covered by this Agreement.

E. Each employee covered by this Agreement shall be given a copy of his/her job description.

F. Whenever any representative of the Association or any employee is mutually scheduled by the parties to participate during working hours in negotiations, conferences, or meetings, he shall suffer no loss in pay.

G. 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 provided that this shall not interfere with or interrupt normal school operations.

ARTICLE XI

DURATION OF AGREEMENT

This Agreement shall be effective as of July 1, 1978 and shall continue in full force and effect until June 30, 1980.

IN WITNESS WHEREOF, the Vineland Educational Secretaries Association has caused this Agreement to be signed by its duly elected officers who represent that they have the authority to execute this Agreement; and the Vineland Board of Education by its President and Secretary have signed this Agreement and have caused the corporate seal to be placed thereon.

VINELAND EDUCATIONAL SECRETARIES
ASSOCIATION

Roger Mark, President

VINELAND BOARD OF EDUCATION

Robert L. Nelson
President

Attest:

Celeste J. Maloney

Attest:

Gene Dimmock
Secretary

Date: *8 March 79*

