

AGREEMENT

BETWEEN

WALDWICK BOARD OF EDUCATION

AND THE

WALDWICK ASSOCIATION OF EDUCATIONAL OFFICE PERSONNEL

EFFECTIVE: JULY 1, 1980

THROUGH

JUNE 30, 1982

LIBRARY
Institute of Management and
Labor Relations

SEP 29 1981

RODGERS UNIVERSITY

ARTICLE I

RECOGNITION

WHEREAS, a majority of the full time office personnel in the Waldwick School District have designated the Waldwick Association of Educational Office Personnel as their representative for the purpose of collective negotiations; and,

WHEREAS, such personnel constitutes an appropriate unit for collective negotiations; now, therefore, be it

RESOLVED, that pursuant to Chapter 303, Public Laws 1968, the Board of Education of Waldwick, New Jersey, recognizes the Waldwick Association of Educational Office Personnel as the exclusive representative for collective negotiation concerning the terms and conditions of employment of all full time office personnel.

ARTICLE II

Employee Compensation

- A. All full time secretarial and clerical personnel shall be covered by this agreement. The basic salary for such employees is set forth for the period July 1, 1980 - June 30, 1982 in Appendix A (1980-1981 Office Personnel Salary Guide) and for the period July 1, 1981 - 1982 in Appendix B (1981-1982 Office Personnel Salary).
- B. A longevity increment of \$400.00 above guide shall be paid to the employee who has completed thirteen (13) years of service in the district, or, if the employee's anniversary of thirteen (13) years of service in the district occurs during this contract year.
- A second longevity increment of \$200.00 above the guide shall be paid to the employee who has completed sixteen (16) years of service in the district, or if the employee's anniversary of sixteen (16) years of service in the district occurs during the contract year.
- C. High School Principal's secretary shall receive an additional \$250.00 above guide.

ARTICLE III

Holiday Schedule 1980-1981

Plan A Personnel

New Years Day
Washington's Birthday
Good Friday
Memorial Day
July 4th
Labor Day
Columbus Day
Veterans Day
N.J.E.A. Convention (2 days)
Thanksgiving Day
Friday after Thanksgiving
Christmas Eve
Christmas Day
New Years Eve

Personnel to have an additional two (2) days off during the holiday (Christmas) week. Skelton Force of at least two (2) girls each day during this time. December 26, 1980 thru January 2, 1981 and between December 27, 1981 and January 2, 1982.

Plan B Personnel

All personnel under this plan shall follow holiday schedule as per school calendar.

ARTICLE III CONTD.

Plan A and B Personnel

If additional holidays should be granted the principals during the term of this agreement these also will be granted the office personnel.

ARTICLE IV

Vacation

All personnel hired after July 1, 1974 shall receive the following vacation schedule:

| | |
|----------------------------------|--|
| After one year | three (3) weeks |
| After six years - 1 extra day | three (3) weeks, one (1) day |
| After seven years - 2 extra days | three (3) weeks, three (3) days |
| After eight years - 2 extra days | three (3) weeks, five (5) days |
| After nine years - 2 extra days | three (3) weeks, seven (7) days or 22 days (one month) |

All employees hired prior to July 1, 1974 shall have the following schedules

Plan A Personnel

All personnel under this plan shall have the same vacation schedule as described above.

Plan B Personnel

All personnel under this plan shall receive one month's vacation (22 working days).

All Personnel Plan A and B

With the consent of your immediate superior and approval by the Superintendent an extra week may be taken WITHOUT SALARY.

ARTICLE V

Health Benefits

The Board of Education agrees to pay full employee and dependent premiums for health insurance coverage under the New Jersey Public and School Employees Health Benefit Program.

The Board of Education agrees to pay in full for a dental plan for employees only. Benefits to be the same as provided in the Waldwick Education Association agreement.

ARTICLE VI

Salary Deductions

The Board of Education, through payroll deductions, will provide a savings program under the rules and regulations of the State Board of Education. Deductions shall be deposited in month individual interest bearing accounts.

The Board of Education, through monthly payroll deductions will purchase U.S. Savings Bonds for employees covered under this agreement in accordance with Title 18A:16-3 and 16-9.

ARTICLE VII

Employee Leave

- A. All employees covered by this agreement shall have leave policies the same as outlined in Article VI and VII of the current Waldwick Education Association Agreement.
- B. A leave of absence without pay for up to one year may be granted for the purpose of caring for a seriously ill member of tenured employees immediate family. Immediate family defined as employee's spouse, child, son-in-law, daughter-in-law, parent, father-in-law, mother-in-law, brother or sister.
- C. Other leaves of absence without pay may be granted but are not intended to be automatic upon request for a period of up to one year.

ARTICLE VIII

Unused Sick Days

Plan A and B

Upon retirement an employee with fifteen (15) yearss of service in the district shall be partially reimbursed for unused accumulated sick days. The actual reimbursement shall be negotiated this fall (1980) and a memorandum of agreement covering July 1, 1980 thru June 30, 1982 shall then be attached to this agreement.

ARTICLE IX

Tuition Reimbursement

The Board of Education shall reimburse office personnel for courses which are approved in advance by the Superintendent of Schools. The maximum refund for each employee per contract year is \$50.00. Reimbursement will be made after satisfactory proof of completion of the course is furnished by the employee. Dues for membership in any association are not reimbursable under this program. The total amount of funds available shall be limited to \$250.00 by the Board of Education for implementing this tuition reimbursement program each contract year.

ARTICLE X

Openings and Promotion Procedures

All openings for new positions and/or opportunities for promotion shall be adequately publicized, showing classification and salary range in every school and all administrative offices. All qualified secretarial and clerical personnel shall be given adequate opportunity to make application for such positions.

ARTICLE XI

Grievance Procedure

The employee shall first discuss her complaint orally with her immediate superior with the purpose of resolving the matter informally.

In the event that the complaint is not resolved informally, the employee and/or the association representative shall present the grievance in writing to her immediate supervisor. Within five (5) days of receipt of the written grievance, the supervisor shall meet with the employee and/or the association representative, if so desired, in an effort to resolve the grievance.

If the complaint is still not resolved, then the employee and/or the Association's representative shall present the grievance in writing to the next level of supervision, if any. The Supervisor shall then follow the same procedure as described in Step 2.

If the grievance is not then resolved, the employee, and/or the Association's representative may appeal to the Superintendent.

Any matter not resolved by the Superintendent of Schools may be appealed to the Board of Education. In the instance of an appeal to the Board of Education, the Superintendent shall make the necessary arrangements. Non-tenure employees whose contracts are not being renewed, may not invoke Statement #4 of the grievance procedure.

ARTICLE XI

Duration of Agreement

This agreement shall be effective as of July 1, 1980 and shall continue in effect until June 30, 1982.

This agreement incorporates the entire understanding of the parties on all matters which were or could have been the subject of negotiations.

IN WITNESS WHEREOF, the Board of Education and the Waldwick Association of Educational Office Personnel have hereto caused this agreement to be signed by their respective representatives.

Waldwick Association of Educational
Office Personnel

Waldwick Board of Education

By _____
President

By _____
President

By _____
Secretary

By _____
Secretary

Dated this _____ Day of _____ 1980.

APPENDIX A 1980-81

"A" GUIDE

| <u>STEP</u> | <u>I</u> | <u>II</u> | <u>III</u> |
|-------------|----------|-----------|------------|
| 7. | 10,275 | 9,277 | 8,138 |
| 8. | 10,708 | 9,682 | 8,515 |
| 9. | 11,141 | 10,087 | 8,893 |
| 10. | 11,574 | 10,492 | 9,271 |
| 11. | 12,123 | 11,002 | 9,742 |
| 12. | 12,678 | 11,520 | 10,220 |

"B" GUIDE

| <u>STEP</u> | <u>IE</u> | <u>I</u> | <u>II</u> | <u>III</u> |
|-------------|-----------|----------|-----------|------------|
| 7. | 9,662 | 8,519 | 8,248 | 7,769 |
| 8. | 10,094 | 8,896 | 8,626 | 8,147 |
| 9. | 10,527 | 9,273 | 9,004 | 8,525 |
| 10. | 10,960 | 9,650 | 9,382 | 8,902 |
| 11. | 11,503 | 10,124 | 9,851 | 9,369 |
| 12. | 12,054 | 10,604 | 10,330 | 9,845 |

APPENDIX B 1981-82

"A" GUIDE

| <u>STEP</u> | <u>I</u> | <u>II</u> | <u>III</u> |
|-------------|----------|-----------|------------|
| 8. | 11,326 | 10,263 | 9,046 |
| 9. | 11,783 | 10,691 | 9,447 |
| 10. | 12,240 | 11,119 | 9,848 |
| 11. | 12,819 | 11,658 | 10,346 |
| 12. | 13,404 | 12,206 | 10,852 |

"B" GUIDE

| <u>STEP</u> | <u>IE</u> | <u>I</u> | <u>II</u> | <u>III</u> |
|-------------|-----------|----------|-----------|------------|
| 8. | 10,679 | 9,432 | 9,155 | 8,649 |
| 9. | 11,135 | 9,831 | 9,556 | 9,048 |
| 10. | 11,592 | 10,229 | 9,955 | 9,447 |
| 11. | 12,165 | 10,730 | 10,451 | 9,942 |
| 12. | 12,746 | 11,237 | 10,958 | 10,445 |