

4-2001
02-22

THIS BOOK DOES
NOT CIRCULATE

AN AGREEMENT
BETWEEN
THE BOARD OF EDUCATION
OF THE BOROUGH OF GLEN ROCK
AND
THE GLEN ROCK ASSOCIATION OF
SCHOOL SECRETARIES
1973 - 1974

PREAMBLE

THIS AGREEMENT is made and entered into on this day of by and between the GLEN ROCK BOARD OF EDUCATION, (hereinafter referred to as the "Board") and the GLEN ROCK ASSOCIATION OF SCHOOL SECRETARIES (hereinafter referred to as the "Association").

ARTICLE I

PRINCIPLES

Section 1. This agreement is negotiated in order to establish for its term the terms and conditions of employment of all members of the staff employed in the classifications set forth in Appendix "A" attached hereto and made a part hereof.

Section 2. The Board and the Association recognize the importance of orderly, just and expeditious resolution of disputes, and accordingly herein agree upon a grievance procedure for the effective processing of such disputes.

Section 3. The provisions of this agreement will constitute a binding obligation of the parties for the duration hereof or until changed by mutual consent in writing. Any previously adopted policy, rule or regulation of the parties which is in conflict with a provision of this agreement shall be superseded and replaced by this agreement. Nothing in this agreement which changes pre-existing policy, rules or regulations of the parties will operate retroactively unless expressly so stated.

ARTICLE II

RECOGNITION

Section 1. The Board recognizes the Association as the sole and exclusive negotiating agent for the purpose of collective negotiations on terms and conditions of employment on behalf of all employees in the classifications set forth in Appendix "A" attached hereto and made a part hereof.

ARTICLE III

GRIEVANCE PROCEDURE

Section 1. Definitions

A grievance shall mean a claim by a member of a staff that there has been to him or her a personal loss, injury or inconvenience because of a violation, misinterpretation or inequitable application of an established policy governing employees which relates to or involves the employee and the exercise of the duty assigned to him. A grievance under this procedure must be initiated by the employee within one month of its occurrence.

Staff member shall mean any regularly contracted employee of the Board of Education employed in the classifications set forth in Appendix "A".

Immediate supervisor shall mean the person who has the responsibility for immediate, direct administration of the staff member.

Representative shall mean counsel or other persons of his choice designated in writing by the staff member, the immediate supervisor, or the superintendent.

School day shall mean a day in which the central office is open to transact business.

Section 2. General Provisions

It is the intent of these procedures to provide for the orderly settlement of differences in a fair and equitable manner. The resolution of such differences at the earliest possible state is encouraged.

A staff member shall have the right to present his complaint in accordance with these procedures, free from coercion, interference, restraint, discrimination or reprisal.

A staff member shall have the right to be represented at any stage of the procedures by persons of his own choice.

Each party shall have access to all written statements and records pertaining to such case.

All hearings shall be confidential.

It shall be the responsibility of the superintendent of schools to take such steps as may be necessary to give force and effect to the procedures.

At each step of the procedures, if differences are not resolved within the prescribed time, the staff member has the right to move directly to the next stage.

The function of these procedures is to assure equitable and proper treatment under the existing laws, rules, regulations, policies and this agreement which relate to or affect the employee in the performance of his duties. They are not designed to be used for changing such policies and regulations or establishing new ones.

Section 3. Procedures

Any staff member who has a grievance shall present his complaint to his immediate supervisor or directly to his principal in an attempt to resolve the matter informally at that level.

If differences are not satisfactorily resolved through this informal conference, then the staff member shall set forth his grievance in writing, stating the nature of the grievance, the nature and extent of the injury, loss or inconvenience, the results of previous discussions, and his dissatisfaction with decision previously rendered, and bring the matter to the person next in administrative responsibility.

Such administrator shall render his determination in writing, and forward a copy to the supervisor, within five (5) school days after it is brought to his attention in accordance with the preceding paragraph.

If the matter is not satisfactorily resolved at this stage, the staff member may proceed to the next stage.

Formal stage.

The staff member shall initiate this stage by making a written request to the superintendent of schools (with copies for the Board of Education and all others involved), for review and determination. Such request shall be made within five (5) school days after a determination has been rendered at the preceding stage.

The superintendent shall immediately notify all parties involved to submit written statements to him (with copies for the Board of Education) within five (5) school days, setting

forth the specific nature of the complaint, the facts relating thereto, the determination previously rendered, the name of representative (if any), and a request for an informal hearing, if desired.

If such is requested by either party pursuant to the section immediately above, the superintendent shall notify all parties concerned of the time and place when an informal hearing will be held where such parties may appear and present oral and/or written statements supporting their position. Such hearing shall be held within ten (10) school days of the receipt of the request by the superintendent. Copies of this request will be forwarded to the Board of Education.

The superintendent shall render his determination in writing to both parties, with copies to the Board of Education, within ten (10) school days after all evidence, oral and written, has been presented to him.

If the matter is not satisfactorily concluded at this stage, the staff member may proceed to the appeal stage.

Appeal stage.

The staff member shall initiate this stage by making a written request to the Board of Education for review and determination within five (5) school days of the final determination by the superintendent.

The president of the Board of Education shall request the superintendent to submit all written records of the case.

A hearing shall be held within fifteen (15) school days of the receipt of the appeal by the president of the Board.

The staff member, the immediate supervisor, the superintendent and their representatives (if any) shall have the right to be present and to present testimony at such hearing.

The Board may also require the presence and testimony of any other person it so desires.

Within fifteen (15) school days after the conclusion of the hearing, the Board shall render a final decision, which shall be conclusive except for appeals as may be provided for under New Jersey statutes.

In the event that the superintendent is the immediate supervisor of the employee and the matter cannot be resolved at that level, then the formal stage shall be eliminated and the staff member shall make a written request to the Board of Education for a hearing, submitting in writing his grievance as previously provided for herein, together with all evidence presented at the informal discussion with the superintendent with sufficient copies for all members of the Board.

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.

ARTICLE IV

SALARIES

Section 1. The salaries of all employees covered by this agreement are set forth in Appendix "B".

ARTICLE V

MODIFICATION OF AGREEMENT AND NEGOTIATION OF SUCCESSOR AGREEMENT

Section 1. Not later than October 15, 1973, the Board agrees to enter into negotiations with the Association over a Successor Agreement. By the same date, the Association agrees to present to the Board its proposals for the Successor Agreement. Any agreement so negotiated shall apply to all members of the negotiating unit and shall be reduced to writing and signed by all the parties.

Section 2. During negotiations the party making the proposals shall submit such proposals in writing to the other party. Receipt of a proposal shall be acknowledged in writing within five (5) days. Negotiations shall commence with a meeting at a mutually satisfactory place within fifteen (15) days after receipt of a proposal, unless the Board and the Association mutually agree to an extension of time. During negotiations, the Board and the Association shall present relevant data, exchange points of view, and make proposals and counterproposals. Each party shall promptly make available to the other, upon request, information within its possession which is not privileged under law and which is relevant to the subject under discussion. Either

party may, if it so desires, utilize the services of outside consultants and may call upon professional and lay representatives to assist in the negotiations.

Section 3. Whenever members of the bargaining unit are mutually scheduled by the parties hereto to participate during working hours in conferences, meetings or in negotiations respecting the collective bargaining agreement, they will suffer no loss in pay.

Section 4. By mutual agreement, this contract may be modified, the changes thereto being reduced to writing, and signed by the parties hereof.

ARTICLE VI

SECRETARIAL AND ASSOCIATION RIGHTS

Section 1. Pursuant to Chapter 303, Public Laws of 1968, the Board hereby agrees that every employee of the Board shall have the right freely to organize, join and support the Association and its affiliates for the purpose of engaging in collective negotiations.

Section 2. Representatives of the Association and the New Jersey 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 VII

TERMS AND CONDITIONS OF EMPLOYMENT

Section 1. Medical Insurance Coverage.

All personnel covered by this agreement (Appendix "A") are entitled to the following premium payment by the Board of Education in the Public and School Employees Health Benefit Program: Full premium cost on the individual employee, full premium cost for all dependents.

Section 2. Vacations.

Each employee in the negotiating unit covered by this agreement shall be entitled to the following vacations, except that no person employed on a regular twelve (12) month contract basis prior to January 1, 1970, shall receive less than four (4) weeks summer vacation. Further, all ten (10) month contract employees who are employed prior to January 1, 1970, who receive twelve (12) month contracts in the future, shall receive four (4) weeks summer vacations. All twelve (12) month contract employees hired on or after January 1, 1970, will follow the vacation schedule as outlined below:

<u>Length of Service</u>	<u>Vacation Time</u>
Less than 5 years	2 weeks
5 years to less than 10 years	3 weeks
10 or more years	4 weeks

Section 3. Holidays

In addition to the summer vacation specified in Section 2, there shall be continued to be granted the established holidays and the additional time off during the intra-school year recesses as currently in force.

Section 4. Inclement weather.

All personnel covered by this agreement shall not be required to report to their jobs on days when inclement weather causes the Glen Rock schools to be closed.

ARTICLE VIII

SAVING CLAUSE

Section 1. If any provision of this agreement is, or shall at any time be, contrary to law, then such provision shall be null and void. In such event, all other provisions of this Agreement shall continue in effect.

ARTICLE IX

DURATION

Section 1. The provisions of this Agreement shall be effective as of July 1, 1973, and shall remain in full force and effect until June 30, 1974, and shall be binding upon the parties hereto when signed by the respective presidents of the parties hereto.

GLEN ROCK BOARD OF EDUCATION

By _____
President

GLEN ROCK ASSOCIATION OF SCHOOL SECRETARIES

By _____
President

APPENDIX "A"

EMPLOYEE CLASSIFICATIONS

- 1 switchboard operator, located in the Jr.-Sr. High School
- 2 accounting clerks, assigned to the business office
- 2 clerical aides, assigned as follows:
 - 1 to the Jr.-Sr. High School general office
 - 1 to the Jr.-Sr. High School guidance office
- 3 supplementary secretaries, assigned as follows:
 - 1 to the Jr.-Sr. High School general office
 - 1 to the Jr.-Sr. High School guidance office
 - 1 to the Jr.-Sr. High School libraries
- 15 school secretaries assigned as follows:
 - 1 to each building principal (5)
 - 1 to the Community School
 - 1 to each vice-principal (2)
 - 1 to the Jr.-Sr. High School guidance director
 - 1 to the Child Study Team
 - 1 as chief of secretarial services in the Jr.-Sr. High School
 - 1 to each assistant superintendent (2)
 - 1 to the Board Secretary/school business administrator
 - 1 to the superintendent

APPENDIX "B"

SALARY GUIDE 1973-1974

12-Month Secretaries

<u>Step</u>	<u>#1 Clerical Aides & Switchbd. Op.</u>	<u>#2 Supplementary Secretaries</u>	<u>#3 School Secy & Acctng. Clerks</u>	<u>#3+ Differential Positions</u>
1	5162	5383	5760	
2	5372	5603	5991	
3	5582	5823	6222	
4	5792	6043	6485	
5	6002	6265	6747	
6	6212	6486	7010	
7	6422	6707	7272	
8	6632	6958	7535	8929
9	6842	7209	7829	9277
10	7195	7460	8212	9731

#3+ - The following positions carry a differential of 18.5% above column #3: (4 positions)

Secretary to High School Principal
 Chief of Secretarial Services, High School
 Secretaries to Assistant Superintendents

#4 - Salaries of Secretarial Administrative Assistants to the Superintendent and Board Secretary to be individually determined and not subject to grievance procedures.
 (2 positions)

The above guide is based on a standard work week of 37½ hours.