

HIGHLAND PARK BOARD OF EDUCATION

HIGHLAND PARK, N. J.

SECRETARIAL AND CLERICAL AGREEMENT

1977 - 1979

THIS DOES NOT
CIRCULATE

I. Negotiations Procedure

A. Personnel shall appoint a committee to discuss requests with administrative representatives.

II. Grievance Procedure

A. Definition

Any member of the staff or administration who feels that there has been a misrepresentation, misapplication or violation of agreed policy may file a grievance.

B. Procedure

Grievance shall be discussed first with the immediate supervisor, then the building principal if applicable, the Assistant Superintendent for Business, the Superintendent and the Board of Education in that order.

III. Employment

A. Recruitment

1. There will be no discrimination in the hiring, training, assignment, or promotion because of race, color, creed, religion, background, sex, age, residence or marital status.
2. Prospective candidates shall be interviewed by the Assistant Superintendent and the immediate supervisor or his or her designee.
3. Candidate must possess skills necessary to properly handle position applied for.

B. Working Conditions

1. Work schedules and conditions shall be established for each employee within the Board of Education policy by the immediate administrator with the approval of the Assistant Superintendent. This applies to all items listed below under this section:

- a. All employees shall work an eight (8) hour day which includes one (1) hour for lunch during the school year. The starting and ending time shall be determined by the needs of the particular assignment.
- b. All employees shall work a seven (7) hour day during the summer months which includes one (1) hour for lunch with the starting and ending time to be determined by the administrator according to the particular needs of the office
- c. Staff shall plan one full day workshop a year to be scheduled on one of the days teacher workshops occur. The second workshop day may be used for another workshop or for general office work, whichever the staff decides. Hours for all secretaries on this day shall be 8:30 A.M. to 3:30 P.M.
- d. Employees may be transferred within the school district by the central office when it appears to be in the best interest of the school system. Consultation with the employee and the administrators affected must precede this transfer.
- e. When a vacancy occurs all personnel will be notified before outside personnel is sought. Any staff member desiring such a position must notify the Assistant Superintendent in writing within three (3) days after notification. If appointed, the employee will be placed on the proper place of the salary guide immediately, whether up or down.

C. Sick Leave

1. Each employee shall be entitled to twelve (12) days per year if a twelve month employee, or ten (10) days per year if a ten month employee. If the employee uses less than half the allowed sick days, two additional days will be added to the total left for accumulative purposes. All unused sick days are accumulative.
2. A statement of unused sick days will be sent to the staff by September 30th, or as soon as possible thereafter.
3. Errors in the statement of sick days must be noted in writing and submitted to the Central Office by the employee within 30 days of issuance of statement.

3. Personnel having 15 years or more of service in Highland Park will be allowed up to 90 days additional sick leave or if an emergency or serious illness occurs to an immediate member of the family in which only the substitute's pay would be deducted.

D. Personal Leave

1. Each employee shall be entitled to two (2) personal days per year which shall be non-accumulative. The employee must notify employer at least two (2) days before taking such leave (except in cases of emergency). Applicant shall not be required to state reasons except for the day preceding or following a school holiday. Permission for leave before or after a holiday will be at the discretion of the Assistant Superintendent/Business.
2. Three days shall be allowed for the death or serious illness of the employee's immediate family except that five days per incident shall be allowed for the death or serious illness of the employee's mother, father, spouse or children.
3. One half day (1/2) per incident shall be allowed for a funeral outside the immediate household, except that one full day shall be allowed if the funeral is outside the immediate area.
4. Extended leaves of absence may be granted for reasons of health or personal problems upon written application to the Assistant Superintendent who will submit such an application to the Board of Education for approval. No salary shall be paid for this leave.

E. Vacations

1. During the regular school year, employees shall be entitled to all vacation days listed on the school calendar.
2. Twenty-two (22) working days vacation shall be allowed each employee after one year of employment.

Employees hired after September 1 shall receive vacation time pro-rated according to the number of months worked through June 30.

In an office where there is more than one employee, vacations shall be allotted according to seniority. All school personnel must take their vacations during the summer months, except under extraordinary circumstances. Board office staff shall take as many days as possible during the summer and take the remaining days when possible, with the permission of the Assistant Superintendent.

Vacation days may not be accumulated beyond the immediate school year.

During the summer, July 4th and Labor Day shall be considered as holidays.

F. Retirement

1. Pro-rated Vacation Time

Employees with five years or more of employment in Highland Park schools retiring during the school year shall receive vacation days pro-rated according to date of leaving.

2. Unused Sick Days

Beginning January 1, 1978, upon retirement, age 60 or beyond or after a least 20 years of service in Highland Park schools, the retiree will be paid \$15 for each unused sick day up to a maximum of 35% of the final year's salary.

G. Salary

1. Employees shall receive all health benefits approved for the teaching staff providing they request same.
2. Hospitalization, Major Medical, and Dental benefits for employees and dependents shall be allowed, with employer paying 100% of the cost for all.
3. All employees shall be hired at an agreed place on the salary guide, not beyond the fifth step, determined at the time of hiring.
4. Salary guides shall be worked out through the employee committee meeting with the administrative representatives.
5. Personnel shall be notified as to contract and salary for the next school year by May 1 or 15 days after final approval of contract.
6. Employees shall give and be given two (2) weeks notice (ten working days) when job terminations have been decided.

7. Salary compensation will be allowed for approved credits earned at the rate of \$15 per credit. These courses must be taken while working in Highland Park schools and must have the prior approval of the Superintendent of Schools. Payment will be included in the contract the year following the taking of such courses. (Courses taken July 1 - June 30 will be compensated for in the next contract providing proof of successful completion is supplied by August 15.)

H. Evaluation

1. All non-tenure employees shall be evaluated by the supervisory personnel twice a year. The evaluation shall be reviewed with each employee and a copy placed in the employee's file with the Assistant Superintendent. The first evaluation shall be completed by December 1 and the second by May 1.
2. Tenure employees shall be evaluated at least once a year as above.

HIGHLAND PARK PUBLIC SCHOOLS

SECRETARIAL SALARY GUIDE

1977 - 1979

Asst. Bookkeeper

Secretary

Bookkeeper

STEP	1977-78	1978-79	1977-78	1978-79
1	5,500	5,850	6,300	6,650
2	5,800	6,150	6,600	6,950
3	6,100	6,450	6,900	7,250
4	6,400	6,750	7,300	7,550
5	6,700	7,050	7,700	7,950
6	7,100	7,350	8,100	8,350
7	7,500	7,750	8,500	8,750
8	7,900	8,150	8,900	9,150
9	8,300	8,550	9,300	9,550
10	8,700	8,950	9,700	9,950
11	9,200	9,350	10,200	10,350
12	9,700	9,850	10,700	10,850
13		10,350		11,350
15 yr.H.P.	10,000	10,650	11,000	11,650
20 yr.H.P.	10,100	10,750	11,100	11,750
25 yr.H.P.	10,200	10,850	11,200	11,850

Supt. & Asst. Supt. Secretary:	\$800
H.S. Principal's Secretary:	500
Middle S. " "	400
Elementary S. " "	300

100% payment of Hospitalization, Major Medical, Dental Plan for employees and family

Salary Compensation for approved credits earned: \$15 per credit

Salary for Substitute Secretary: \$30 per day