

**THIS DOES NOT  
CIRCULATE**

A G R E E M E N T

Between:

Monmouth County Vocational School Secretaries' Association

-and-

Monmouth County Vocational School Board of Education

Effective Date: July 1, 1979 As to salary only

Agreement Date: To June 31, 1981 As to all other items

LIBRARY  
Institute of Management and  
Labor Relations

JUL 21 1980

RUTGERS UNIVERSITY

TABLE OF CONTENTS

	Page
Article I	Recognition . . . . . 1
Article II	Negotiation Procedure . . . . . 2
Article III	Association Rights and Privileges . . . . . 3
Article IV	Grievance Procedure . . . . . 4, 5
Article V	Employee Rights . . . . . 6
Article VI	Employee Assignment, Transfer, & Promotion . . . . . 7
Article VII	Salaries . . . . . 8
Article VIII	Personnel . . . . . 9,10,11
Article IX	Work Schedule . . . . . 12
Article X	. . . . . 13
Article XI	Duration of Agreement . . . . . 14
Appendix A	Salary Guide . . . . . 15

## ARTICLE I

### RECOGNITION

The Board of Education of Monmouth Vocational School District does hereby, agree to recognize the Monmouth County Vocational School Secretaries' Association as the majority representative for collective negotiations of terms and conditions of employment for all teacher aides and for all building clerks and excluding persons excluded by the Act and all other employees of the Board of Education of the Vocational Schools in the County of Monmouth.

Unless otherwise indicated, the term "employee" when used hereinafter in this Agreement, shall refer to all employees represented by the Association of the negotiating unit as above defined, and references to male or female employees shall include both sexes.

## ARTICLE II

### NEGOTIATION PROCEDURE

1. Parties agree to enter into collective negotiations pursuant to Chapter 123 P.L. of 1975 in a good faith offer to reach agreement on matters concerning the terms and conditions of employment for all employees for whom the Association is authorized to negotiate. Such negotiations shall begin no later than October 1st of each calendar year. The proposal of the Association shall be submitted to the Board before the first of October of each year, and shall clearly propose changes in the current agreement and any new proposals. Items not included in the original demands which affect the budget shall not be negotiated until after a contract is agreed upon. Any contract so negotiated shall be applicable to all personnel for whom the Association is authorized to negotiate, shall be reduced to writing and shall be signed by the Board and the Association.
2. Either party may request in writing an initial meeting during October for the purpose of conducting negotiations and establishing dates for future sessions. A request for a meeting when made by either party shall contain a listing of items to be included for discussion at the initial session. No more than one meeting shall be held in any week and no meeting shall be continued for more than three hours, except by mutual consent of both sides. Meetings will be held in the Board of Education office, Marlboro, New Jersey, and shall begin no later than 7:00 p.m., unless changed by mutual consent of both sides.
3. Board covenants that it will exercise all efforts to finalize the annual budget by no later than January 15th of each year.
4. The negotiating team of the Board shall consist of the Superintendent of Schools, the Assistant Superintendent of Schools and a consultant. The negotiating team of the Association shall consist of no more than four members present at the table. Both sides must at all times be represented by a quorum but neither side may demand the presence of any certain member of the other. A quorum shall consist of a simple majority of the negotiating team.
5. Either party shall have the right to have its attorney and/or designated representative present at a negotiation session.
6. Counter proposals submitted by either side shall be in writing, with a copy or copies left in the hands of the other side. This provision may be waived by mutual consent.
7. Items agreed upon at a negotiation session shall be signed by the chairman of each negotiating team.

## ARTICLE III

### ASSOCIATION RIGHTS AND PRIVILEGES

1. Whenever any representative of the Association or any employee is mutually scheduled by the parties to participate during working hours in any meetings to discuss business between the Board and the Association no loss of pay shall be suffered by the employee. Whenever a meeting is mandated by a mediator, arbitrator, judge, PERC or other authority with such a power, with such a meeting resulting from any action initiated by the Association, the Board shall not reimburse employees for loss of pay unless the employees are called as witnesses for the Board or payment is mandated by the ordering agency.
2. 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, with the approval of the Superintendent or his designee, provided that this shall not interfere with or interrupt normal school operations.
3. The Association and its representatives may request permission to use school buildings at all reasonable hours for meetings. The request must be made to the Principal of the building in question, in writing at least 48 hours in advance of the time and place of all such meetings. The selection of the place for the meeting shall rest with the Principal and any cost resulting from the use of the school facilities shall be borne by the Association providing the cost is clearly stated on the notice of approval from the Principal.
4. The Association shall have in each building the use of a bulletin board in the faculty lounge. Copies of all materials to be posted on such bulletin boards shall be given to the Principal.
5. The Association shall have the right to use the school mailboxes for a reasonable amount of material dealing with the proper and legitimate business of the Association.

## ARTICLE IV

### GRIEVANCE PROCEDURE

#### DEFINITION

A grievance shall be defined as a complaint by an employee that there has been as to him (1) a violation of a specific section of this agreement, (2) that he has been treated unfairly by reason of an act or condition which is contrary to established Board policy or practice governing or affecting employees or (3) by an administrative decision affecting the employee which is inconsistent with established Board policy or provisions of this agreement. An "aggrieved person" shall mean a person or persons having the same grievance.

Group grievance - If, in the judgment of the Association, a grievance affects a group or class of employees, the Association may submit such grievance in writing to the superintendent directly and the processing of such grievance shall be commenced at Level Two.

#### PROCEDURE

In order for a grievance to be considered under this procedure initial processing must be initiated within fifteen (15) school days of the occurrence within the knowledge of the aggrieved of the matter to be grieved.

1. An employee with a grievance shall first discuss it with his immediate superior in an attempt to resolve the matter informally at that level.

If this informal discussion does not resolve the matter, the employee shall present his complaint, in writing, to his immediate superior, and this complaint shall make known the full details of his grievance. The complaint shall specify:

- a. the nature of the grievance,
- b. the nature and extent of any injury, loss or inconvenience,
- c. the results of previous, informal discussions,
- d. his dissatisfaction with decisions previously rendered,

His immediate superior shall inform the employee of his decision within ten (10) school days of receipt of the written grievance.

2. If the complaint has not been settled satisfactorily by the employee's immediate superior, the employee may request that the complaint be referred to the Superintendent of Schools. This request shall be made in writing not later than ten (10) school days following the decision in Step 1. The Superintendent shall communicate a decision in writing within fifteen (15) school days after receipt of the grievance.

Grievance Procedure - cont'd

3. If the complaint is not settled at the Superintendent level, the aggrieved employee may within ten (10) school days file a request in writing for a review by the Board of Education, and said request for review shall be submitted in writing through the Superintendent, who shall attach all related papers, decisions and summaries to said request and forward all documents to the Board within ten (10) days from the receipt thereof. The Board shall review the grievance and may, at its option, conduct a hearing in connection with said grievance. Within fifteen (15) school days from the date of said hearing, or within thirty (30) school days from the receipt by the Board of the request for review of said grievance, the Board shall prepare and render to the aggrieved employee its decision, in writing, with respect to said grievance.

ARTICLE V

EMPLOYEE RIGHTS

1. Whenever any employee is required to appear before the superintendent, Board or any committee or member thereof concerning any matter which could adversely affect the continuation of that employee in his office, position or employment, or the salary or any increments pertaining thereto, then he may, when it appears to him that one of the purposes of the meeting may have such adverse effect, suspend the meeting, until he can be accompanied by a representative of the Association to advise and represent him if or when such meeting or interview is rescheduled.
2. No employee shall be prevented from wearing lapel pins or other similar identification of membership in the Association or its affiliates.



## ARTICLE VI

### EMPLOYEE ASSIGNMENT, TRANSFER, AND PROMOTION

1. Insofar as possible, all employees shall be informed of their building assignment for the forthcoming year no later than the end of the school year.
2. The parties recognize that transfers between school may be necessary after the close of the school year. While the right of determination to assign or transfer is vested in the Board, the Board will not assign or transfer an employee without prior discussion between the Superintendent and the employee. If such employee is not readily available he shall be notified by registered mail of such reassignment or transfer.
3. As any vacancy is officially made known to him, the Superintendent shall have posted on faculty room bulletin boards in all school buildings, within five school days after the Board meeting at which it took action upon that vacancy, a listing of known vacancies that shall occur during the following year.
4. An employee may apply for any position at any time. Such application shall be in writing, addressed to the Superintendent of Schools. Applications will be considered should such vacancy occur either during the school year or during the summer. This application should be renewed annually. When openings occur employees with applications on file shall be notified of their consideration for the position.

## ARTICLE VII

### SALARIES

The salary guide for all employees covered by this Agreement are set forth in Schedule A, which is attached hereto and made a part hereof.

#### Building Clerks

1. Persons now employed by the Board of Education will be placed on the guide as follows:

1-3 years	Employed in this School District	1st step
4-6 years	Employed in this School District	2nd step
7 or more	Employed in this School District	3rd step

#### Teacher Aides

1. Placement on the guide will be determined by prior work in this school district with 1 year credit for each year employed.

#### Retroactive Pay

Any retroactive pay due to employees after the ratification of this agreement shall be paid in full within three months after the date of ratification by both parties. Such retroactive pay shall be disbursed by checks separate from the regular pay checks. No other benefits will be retroactive.

## ARTICLE VIII

### PERSONNEL

Leave and Absence (Excludes part-time teacher aides and part-time clerical except leave for personal illness as provided by New Jersey School Law.)

All employees must report their expected absence prior to the start of their regular work day and indicate the reason for the expected absence. Reporting procedures are to be as designated by the Superintendent of Schools.

A certificate of absence is to be filed for all absences by all employees.

#### A. Leave due to Personal Illness

##### 1. Annual Absence Allowance for Personal Illness - Sick Leave

- a. Definition: Sick leave is defined by law "to mean the absence from his or her post of duty of any such person because of personal disability due to illness or injury, or because he or she has been excluded from school by the school district's medical authorities on account of contagious disease or of being quarantined for such a disease in his or her immediate household".
- b. Any employee holding any office, position, or employment in the school district who is steadily employed by the Board of Education shall be allowed sick leave with full pay for a minimum of ten school days in any school year. The provision for ten school days sick leave is applicable to ten month employees. Employees under twelve month contracts shall be allowed sick leave with full pay for a minimum of twelve working days each calendar year. A certificate of absence shall be filed by every teacher for any absence, and any employee absent over three consecutive days because of illness shall be required to file a doctor's certificate.

##### 2. Cumulative Sick Leave for Personal Illness

If any such person requires in any school year less than the then specified number of days sick leave with pay allowed, all days of such minimum sick leave not utilized that year shall be accumulative to be used to additional sick leave as needed in subsequent years.

## Leave and Absence (Continued)

### 3. Extended Leave for Personal Illness

Absence beyond the accrued leave credit shall receive separate consideration by the Board of Education, based upon the merits of the individual case. Any decision made is not to be considered setting a pattern of precedence.

#### B. Leave Due to Death in Immediate Family

1. An employee may be absent from school duties without loss of pay for a period of not to exceed more than five (5) days for each death in the immediate family.
2. Definition: Immediate family shall be construed to mean: father, mother, husband, wife, child, sister, brother, grandparents, father-in-law, mother-in-law, son-in-law, daughter-in-law.

#### C. Death of Relative

1. An employee may be absent from school duties without loss of pay for a period of one (1) day for the death of a relative.
2. Definition of relative shall be construed to mean: uncle, aunt, niece, nephew, brother-in-law, sister-in-law, and includes house-keeper for immediate family if not a relative or anyone living with immediate family.

#### D. Personal Leave

1. An employee may be permitted a maximum of three (3) days absence for legitimate personal reasons such as attendance in court, a house closing or other personal business that must be attended to during school hours.
2. The District's "Request for Personal Leave" form shall be completed and submitted to the Superintendent for approval prior to the day such absence is to occur.
3. In the event of emergency family situations, approval may be given verbally by the Superintendent and the "Request for Personal Leave" form completed after such absence.
4. Any of the three personal leave days not used in a year will become available to the employee as additional sick leave days and will accumulate as in paragraph A. 2. above.

#### E. Payment of Unused Sick Leave at Retirement

1. Any employee who retires from the Monmouth County Vocational School District in accordance with the Rules and Regulations of the District and the New Jersey Public Employees Retirement System, shall be eligible to receive up to \$ 2,000.00 credit for unused sick leave. Monetary credit for unused sick leave shall be based on 1/200th per day of their current contract for ten month employees and 1/260th per day of their current contract for twelve month employees.

F. Emergency Absence due to illness in family shall be at the discretion of the Superintendent who may allow up to one (1) day's absence without salary deduction.

G. Absence for Other Reasons

1. Loss of full pay for each day of absence.

H. Transfer of Personal Sick Leave

1. New employees who show evidence of accumulated unused sick leave from another school district in New Jersey as specified in 18A:30-3.3 shall immediately receive credit for one half of the number of days accumulated up to twenty (20) days. Additional accumulated days will be credited at the rate of five (5) per contract year up to one half of the total amount. In no case will credit be given for more than one half of the total sick leave accumulated in other school districts.

I. Health Benefits

The Board shall provide employee and dependent coverage under the New Jersey Public Employee Health Benefits Plan.

J. Prescription Plan

The Board of Education agrees to pay 60% of the premium for each member of the Association who subscribes to the group prescription \$1.00 co-payment plan. Members subscribing to the plan will contribute 40% of the premium through payroll deduction.

Members of the Association agree to the following conditions:

1. That 75% of the eligible members of the Association participate in the prescription plan.
2. That the Association assume responsibility for submitting documentation that will eliminate members from the eligibility list in accordance with the 75% rule imposed by the Insurance Carrier.

## ARTICLE IX

### WORK SCHEDULE

#### Building Clerks

1. The work week shall be defined as being 32½ hours with a ½ hour daily unpaid lunch. The unpaid lunch ½ hour shall be duty free.
2. For time worked beyond 6½ hours per day of the normal work week or Saturdays, the employee shall receive 1½ times the computed hourly rate based on the annual salary. Sunday work shall be 2 times the computed hourly rate based on the annual salary.
3. The employees will follow the ten month work year adopted by the Board of Education for ten month professionals with the exception of the following:
  1. At the beginning of the year, all building clerks will report for work 2 work days before the ten month professional employees. Those days will not be weekends or holidays.
  2. At the end of the year, all building clerks will work 3 work days beyond the schedule for the ten month professional employees calendar.
  3. Building clerks are not required to work when school is closed to ten month professional employees due to emergency situations.

#### Teacher Aides

1. The part-time work schedule will be determined by the administration.

## ARTICLE X

Copies of this Agreement shall be duplicated at the expense of the Board after agreement with the Association on format within thirty (30) days after the Agreement is signed. The Agreement shall be presented to all clerks and teacher aides now employed, hereafter employed, or considered for employment by the Board.

Whenever any notice is required to be given by either of the parties to this Agreement to the other, pursuant to the provision(s) of the Agreement, either party shall do so by telegram or registered letter at the following addresses:

1. If by Association, to Board at

Monmouth County Vocational School District  
2 Bucks Lane  
Marlboro, New Jersey 07746

2. If by Board, to Association at


Monmouth County Vocational Secretaries' Association  
2 Swartzel Drive  
Middletown, New Jersey 07748

ARTICLE XI

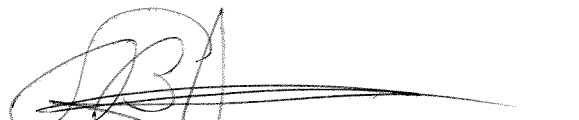
DURATION OF AGREEMENT


This agreement shall be effective as of execution and shall continue in effect until June 30, 1981. This agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated.

IN WITNESS WHEREOF, the Association has caused this agreement to be signed by its President and attested by its Secretary, and the Board has caused this agreement to be signed by its President and attested by its Secretary, all on the day and year first above written.

  
\_\_\_\_\_  
Beatrice Crane, President  
Monmouth County Vocational School  
Secretaries Association

  
\_\_\_\_\_  
Eva Smerecznik, Secretary  
Monmouth County Vocational School  
Secretaries Association

  
\_\_\_\_\_  
Sidney B. Johnson, President  
Monmouth County Vocational School  
Board of Education

  
\_\_\_\_\_  
Betty Perro, Secretary  
Monmouth County Vocational School  
Board of Education



APPENDIX A  
SALARY GUIDE  
Building Clerks

	<u>1979-1980</u>	<u>1980-1981</u>
1-3 years 1.	\$ 5,500.00	\$ 5,650.00
4-6 years 2.	5,700.00	5,900.00
7 or more years 3.	6,000.00	6,150.00
	4.	6,250.00
	5.	6,500.00
	6.	6,750.00
	7.	7,000.00
	8.	7,250.00
	9.	7,500.00
	10.	7,750.00
	11.	8,000.00
		8,300.00

Teacher Aides

	<u>1979-1980</u>	<u>1980-1981</u>
1.	\$ 3.50 per hour	\$ 3.75 per hour
2.	3.75	4.00
3.	4.00	4.25
4.	4.25	4.50
5.	4.50	4.75