

Contract no. 661

AGREEMENT

between

RIDGEWOOD BOARD OF EDUCATION

and

**RIDGEWOOD BUILDING SERVICE
STAFF ASSOCIATION**



Effective July 1, 1990 - June 30, 1993

AGREEMENT
between
RIDGEWOOD BOARD OF EDUCATION
and
RIDGEWOOD BUILDING SERVICE STAFF ASSOCIATION

CORRECTIONS
July 1, 1990 - June 30, 1993

1. Pages 5, 6, and 7 of the contract (Salary Guides 1990-91, 1991-92, and 1992-93) should contain the following sentence:

Custodians with less than four (4) years of service, who are promoted to a head custodian position, will start at Step 4 on the guide.

2. On page 4, the clause "**at least thirty (30) days in advance**" is deleted.
3. On page 27, the last sentence "**(In order to receive a new jacket, the old jacket must be returned before a new one can be issued.)**" is deleted.
4. On pages 8 and 9 corrections to Holiday Schedule as follows:

1991-92 Holiday Schedule (page 8):

Monday, May 25, 1992 - Memorial Day

1992-93 Holiday Schedule (page 9):

Friday, April 9, 1993 - Good Friday

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Effective July 1, 1990 - June 30, 1993

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ARTICLE I

OBJECTIVE

This agreement is entered into in order to comply with and conform to the New Jersey Employer-Employee Relations Act as amended. It is designed to establish the basic framework for negotiations between the Board of Education and the Ridgewood Building Service Staff personnel leading to agreements on terms and conditions of employment. It shall be referred to as The Negotiated Agreement to distinguish it from other agreements to be negotiated from time to time to cover specific subjects. The latter shall be lettered consecutively and shall become appendices to this agreement. They shall be recorded on the attached Index of Articles.

ARTICLE II

RECOGNITION

The negotiating unit to which this agreement applies consists of all employees in classifications set forth in Article V. The Board of Education hereby recognizes the Ridgewood Building Service Staff Association as the exclusive representative of this negotiating unit for negotiations concerning the terms and conditions of their employment.

ARTICLE III

GENERAL

The Board of Education and the Ridgewood Building Service Staff Association are referred to respectively as "the Board" and "the Association."

Both parties shall conduct all negotiations in good faith.

The Board undertakes to give the Association thirty (30) days notice of any proposed changes in its Policy Manual that affect terms and conditions of employment of the building service staff.

There shall be no discrimination in any way against any staff member on account of not being a member of the Association.

ARTICLE IV

NEGOTIATIONS

To foster mutual participation in the discussion of and agreement to terms and conditions of employment, a Negotiations Committee shall be established. The Committee shall consist of not more than three (3) persons on each panel at any meeting. Each side shall designate its own chair. The respective chairs shall conduct the negotiating session in the manner of dialogue; there shall be no single presiding officer.

"Terms and conditions of employment" means matters which the Board and the Association agree are within the purview of this Negotiations Agreement.

"Negotiating sessions" means a meeting called for the purpose of negotiation under this Agreement.

References to the Superintendent include his deputy as designated from time to time.

A request for a negotiating session shall be initiated when either the Board or the Association delivers a written request, containing the reason for the request, to the Superintendent. Upon receipt of such a request, the Superintendent shall transmit copies to each member of the negotiating panels.

The Superintendent shall set, after consultation with each side, a mutually agreeable date, time, and place for the initial meeting. Subsequent meetings shall be arranged by the chair of each panel until the matter is resolved.

By mutual consent of both sides, negotiating sessions may be attended by persons who are not members of the respective negotiating panels; sub-committees, ad hoc committees, and other groups may be set up; and advice and information from outside sources may be sought and obtained.

ARTICLE V

POSITION CLASSIFICATION

1. Light Duty Custodian
2. Custodian
3. Head Custodian - small elementary
Bus Driver
Truck Driver
Night Foreman - BF & GW
4. Head Custodian - large elementary
Night Foreman - RHS
5. Head Custodian - GW
Fireman/Utility
Head Groundskeeper
- 5A. Mechanic
6. Head Custodian - BF
7. Head Custodian - RHS

ARTICLE VI

SALARY GUIDE FOR BUILDING SERVICE EMPLOYEES 1990-91, 1991-92 AND 1991-93

Pages 5, 6, and 7.

ARTICLE VII

VACATIONS

Schedule

Employees are entitled to annual paid vacation during the year in accordance with the following schedule of satisfactory service of employment from July 1 of any year:

<u>Length of Service</u>	<u>Vacation</u>
Less than 10 months	1 working day for each full month of service
10 months to 5 years	10 working days
After 5 full years	15 working days
After 12 full years	20 working days

Any additional day of vacation shall be allowed any employee whose vacation includes a legal holiday on a working day recognized by the Board of Education. One recess day will be allowed after ten (10) full years of service in the district. This day must be taken during one of the school recess periods.

Vacation may be requested during school recess periods providing prior approval is granted by the supervisor, building principal, and the Director of Buildings and Grounds, at least thirty (30) days in advance.

RIDGEWOOD PUBLIC SCHOOLS
Ridgewood, New Jersey

SALARY GUIDE FOR RIDGEWOOD BUILDING SERVICE STAFF
PROPOSED 1990-91

POSITION CLASSIFICATION	PROBATIONARY	STEPS						
		1	2	3	4	5	6	7
1 - Light Duty Custodian (1D Monthly)	12,300	13,141	13,677	14,602	15,044	15,559	16,337	18,629
2 - Custodian	21,741	22,892	23,980	25,357	26,125	26,503	27,628	30,583
3 - Head Custodian - Small Elementary Bus Driver Fireman - High School Truck Driver Night Foreman - BF & GW	22,708	24,317	25,042	26,798	27,534	27,891	28,785	32,296
4 - Head Custodian - Large Elem. Night Foreman - High School	23,749	24,685	26,177	27,197	27,954	28,343	29,216	32,643
5 - Head Custodian - GW Mechanic, Head Groundsman	23,991	25,494	26,440	28,091	29,153	29,826	30,919	34,031
6 - Head Custodian - BF	24,685	26,241	27,197	28,890	30,015	30,824	31,844	34,441
7 - Head Custodian- High School	24,758	26,535	27,176	29,226	30,383	31,581	33,064	36,817

Differentials: \$690 for midnight to 8:00 a.m. shift; \$1,390 for bus driver coordinator.

Work Day: The normal work day for all full-time employees is eight (8) hours plus one hour for lunch.
Employees on evening or night schedules work eight (8) hours plus one-half hour for lunch.
Mechanics work eight (8) hours plus one-half hour for lunch.

Work Week: The normal work week is forty (40) hours.

Longevity: 3% of base salary payable beginning with 11th year of service.

Base salary for the purpose of this provision shall be defined as the highest regular salary an employee is authorized to receive at the beginning of each fiscal year.

Work Shoe Allowance: Each employee covered by this agreement is entitled to a \$75 per year work shoe allowance.

RIDGEWOOD PUBLIC SCHOOLS
Ridgewood, New Jersey

1991 - 92 SALARY GUIDE
RIDGEWOOD BUILDING SERVICE STAFF

STEPS

POSITION CLASSIFICATION	PROBATIONARY	1	2	3	4	5	6	7
1 - Light Duty Custodian (10 Months)	12,732	13,603	14,158	15,115	15,573	16,106	16,911	19,284
2 - Custodian	22,505	23,800	24,823	26,249	27,044	27,435	28,600	31,559
3 - Head Custodian - Small Elementary Bus Driver Fireman - High School Truck Driver Night Foreman - BP & GW	23,506	25,172	25,923	27,740	28,502	28,972	29,797	33,432
4 - Head Custodian - Large Elem. Night Foreman - High School	24,584	25,553	27,097	28,153	28,937	29,340	30,243	33,791
5 - Head Custodian - GW Head Groundsman	24,835	26,390	27,370	29,079	30,176	30,875	32,006	35,226
5A - Mechanic	26,990	27,970	29,679	30,776	31,475	31,908	32,606	35,826
6 - Head Custodian - BP	25,553	27,164	28,163	29,906	31,071	31,908	32,964	35,652
7 - Head Custodian - High School	25,629	27,468	28,132	30,254	31,451	32,692	34,227	38,112

Differentials: \$785 for midnight to 8:00 a.m. shift; \$1,480 for bus driver coordinator.

Work Day: The normal work day for all full time employees is eight (8) hours plus one hour for lunch. Employees on evening or night schedule work eight (8) hours plus one-half hour for lunch. Mechanics work eight (8) hours plus one-half hour for lunch.

Work Week: The normal work week is forty (40) hours.

Longevity: 4% of base salary payable beginning with 11th year of service.

Base salary for the purpose of this provision shall be defined as the highest regular salary an employee is authorized to receive at the beginning of each fiscal year.

Work Shoe Allowances: Each employee covered by this agreement is entitled to a \$75 per year work shoe allowance.

(Revised 8/21/91)

RIDGEWOOD PUBLIC SCHOOLS
Ridgewood, New Jersey

1982-83 SALARY GUIDE
RIDGEWOOD BUILDING SERVICE STAFF

POSITION CLASSIFICATION	STEPS						
	1	2	3	4	5	6	7
1 - Light Duty Custodian (10 Months)	13,275	14,782	15,780	16,237	16,793	17,632	20,107
2 - Custodian	23,465	25,882	27,369	28,198	28,806	29,821	33,010
3 - Head Custodian - Small Elementary Bus Driver Fireman - High School Truck Driver Night Foreman - BF & GW	24,509	27,029	28,924	29,719	30,104	31,069	34,869
4 - Head Custodian - Large Elem. Night Foreman - High School	25,633	26,253	29,354	30,172	30,592	31,534	35,233
5 - Head Custodian - GW Head Groundsman	25,885	28,538	30,320	31,468	32,193	33,372	36,731
SA - Mechanic	28,136	28,158	30,940	32,086	32,813	33,972	37,351
6 - Head Custodian - BF	28,323	29,354	31,182	32,397	33,270	34,371	37,174
7 - Head Custodian - High School	28,723	29,333	31,545	32,793	34,087	35,668	39,739

Differentials: \$780 for midnight to 8:00 a.m. shift; \$1,575 for bus driver coordinator.

Work Day: The normal work day for all full time employees is eight (8) hours plus one hour for lunch.
Employees on evening or night schedules work eight (8) hours plus one-half hour for lunch.
Mechanics work eight (8) hours plus one-half hour for lunch.

Work Week: The normal work week is forty (40) hours.

Longevity: 4% of base salary payable beginning with 11th year of service.

Base salary for the purpose of this provision shall be defined as the highest regular salary an employee is authorized to receive at the beginning of each fiscal year.

Work Shoe Allowance: Each employee covered by this agreement is entitled to a \$75 per year work shoe allowance.

(Revised 6/2/91)

ARTICLE VII

HOLIDAY SCHEDULE

The number of holidays in any school year shall be guaranteed at 12.

For the contract period July 1, 1990, to June 30, 1991:

Wednesday, July 4, 1990	Independence Day
Monday, September 3, 1990	Labor Day
Monday, October 8, 1990	Columbus Day
Friday, November 9, 1990	N.J.E.A. Convention
Thursday, November 22, 1990	Thanksgiving Day
Friday, November 23, 1990	Thanksgiving Recess
Monday, December 24, 1990	Christmas Eve
Tuesday, December 25, 1990	Christmas Day
Tuesday, January 1, 1991	New Year's Day
Monday, January 21, 1991	Martin Luther King Day
Monday, February 18, 1991	Washington's Birthday
Friday, March 29, 1991	Good Friday
Monday, May 27, 1991	Memorial Day

For the contract period July 1, 1991, to June 30, 1992:

Thursday, July 4, 1991	Independence Day
Monday, September 2, 1991	Labor Day
Wednesday, September 18, 1991	Yom Kippur
Friday, November 8, 1991	N.J.E.A. Convention
Thursday, November 28, 1991	Thanksgiving Day
Friday, November 29, 1991	Thanksgiving Recess
Tuesday, December 24, 1991	Christmas Eve
Wednesday, December 25, 1991	Christmas Day
Wednesday, January 1, 1991	New Year's Day
Monday, January 20, 1992	Martin Luther King Day
Monday, February 17, 1992	Washington's Birthday
Friday, April 17, 1992	Good Friday
Monday, May 26, 1992	Memorial Day

For the contract period July 1, 1992, to June 30, 1993:

Monday, September 7, 1992	Labor Day
Wednesday, October 7, 1991	Yom Kippur
Friday, November 6, 1992	N.J.E.A. Convention
Thursday, November 26, 1992	Thanksgiving Day
Friday, November 27, 1992	Thanksgiving Recess
Thursday, December 24, 1992	Christmas Eve
Friday, December 25, 1993	Christmas Day
Friday, January 1, 1993	New Year's Day
Monday, January 18, 1993	Martin Luther King Day
Monday, February 15, 1993	Washington's Birthday
Friday, April 19, 1993	Good Friday
Monday, May 31, 1993	Memorial Day

ARTICLE IX

OVERTIME

Overtime, at the rate of one and one-half (1 1/2) times the basic hourly rate shall be paid to full-time employees who are scheduled to work over forty (40) hours in one (1) week or eight (8) hours in one (1) day. The hourly rate is determined by dividing the basic annual salary by 2,080. All overtime shall be for actual time worked and shall be rounded off to the nearest half-hour (1/2). Any employee called to return to work outside of his/her regularly scheduled shift shall be guaranteed a minimum of two (2) hours work.

ARTICLE X

HOSPITAL/MEDICAL SURGICAL PLAN

Health benefits shall not take effect for each new employee until sixty (60) days from the commencement of employment.

For Eligible Employees

The Board of Education shall pay 100% of the premium costs for Connecticut General Prevailing Fee Hospital/Medical/Surgical Plan.

For Dependents of Eligible Employees (up to age 23 for dependent children)

The Board of Education shall pay 100% of premium costs for Connecticut General Prevailing Fee Hospital/Medical/Surgical Plan.

Retired Board employees and their dependents shall be included in the Ridgewood Hospital/Medical/Surgical Plan at the employee's expense and option. Dependents of deceased employees shall be allowed to remain as members of the Ridgewood Hospital/Medical/Surgical Plan at their expense and option as long as they qualify as dependents.

ANNEX XI

MAJOR MEDICAL/DENTAL COVERAGE

Major Medical insurance, including catastrophic coverage, for eligible employees and their dependents shall be provided 100% by the Board.

A comprehensive dental plan shall be provided for all eligible employees and their dependents. The plan provides for the payment of 80% of all reasonable and customary charges for basic services and 50% of all major restoration with a \$50 deductible to a maximum of \$1,000 per year.

Retired Board employees and their dependents shall be included in the Major Medical and/or Dental Plans at the employees expense and option. Dependents of deceased employees shall be allowed to remain as members of the Ridgewood Group Major Medical/Dental Plans at their expense and option as long as they qualify as dependents.

In compliance with the 1986 Budget Reconciliation Act, health insurance coverage shall be continued for eighteen (18) months for terminating employees and for thirty-six (36) months for dependents of active and retired employees after death, divorce, or legal separation of the covered employee and for dependent child(ren) after ceasing to be a dependent under the Board's insurance plan. Premiums for this mandatory extended group health care coverage shall be paid by the terminating/retired employee or dependents.

ARTICLE XII

FIREMAN'S LICENSE

The Board of Education shall pay for an employee's license fees, including renewals for all Building Service employees.

ARTICLE XIII

GRIEVANCE PROCEDURES

- 1 A. A building service staff member shall be entitled to be heard concerning a claim that there has been a violation of this Agreement, or Board policies by an administrative decision which has directly affected his/her terms and conditions of work.

- B. An individual must present his/her grievance to his/her immediate supervisor within thirty (30) days of the event which caused the staff member to feel aggrieved. In unusual circumstances, the thirty (30) day limitation may be waived and the waiver shall not be unreasonably withheld.**
- 2. In the case of an individual, such difference shall be presented orally to his/her immediate supervisor with the purpose of resolving the matter informally. The immediate supervisor shall respond to each grievance presented within ten (10) school days following the presentation.**
- 3. A. If the grievance is not settled satisfactorily after the informal presentation, a staff member may file a written grievance within ten (10) school days of the decision rendered as a result of the initial presentation. The written grievance shall be filed with the administrator or immediate supervisor of the staff member. It shall be in writing on the approved forms and shall include the following information:**
- a. The name and position of the aggrieved party/parties.**
 - b. The identity of the provision of this Agreement, Board policy, or administrative decision on which the grievance is based.**
 - c. A general statement of the facts of the grievance, including the date when the grievance arose and the events or conditions which constitute the grievance.**
 - d. The identity of the party alleged to have caused the grievance.**
 - e. A general statement of the redress sought by the aggrieved party/parties.**

- B. Within ten (10) school days of the filing of the written grievance, the administrator or immediate supervisor shall hold a hearing with the grievant in an attempt to resolve the grievance. The grievant may invite a representative of the grievant's own choosing to accompany the staff member at this presentation to the administrator involved. The administrator shall have the right to have a representative of his/her choosing at the formal hearing. Such representative shall also have the opportunity to be heard. The administrator hearing the grievance shall issue his written decision on the grievance within ten (10) school days of the hearing.**
- 4 A. If the grievance is not resolved at the conference or the staff member is not satisfied with the written decision, an appeal may be made by the grievant to the Superintendent of Schools. Such appeal must be filed with the Superintendent of Schools within ten (10) school days of receipt of the decision under paragraph "C" and shall be in writing on the appropriate form and shall state the reasons for the appeal.**
- B. Within ten (10) school days of the receipt of the appeal, the Superintendent and/or his/her designee shall schedule and hold a hearing with the staff member(s) and/or Association representative(s) in an attempt to resolve the grievance. If the grievance is resolved, the resolution shall be stated in writing and signed by the staff member(s) and the Superintendent. If no resolution is reached, the Superintendent shall issue his written decision on the grievance within ten (10) school days of the hearing.**

5. If the staff member is not satisfied with the disposition of the grievance by the Superintendent, an appeal to the Board of Education may be made within ten (10) school days after receipt of the Superintendent's written decision. In the instance of an appeal, the Superintendent shall make the necessary arrangements. The appeal shall be in writing, shall state the reasons for the appeal, and shall contain the written decision rendered at the lower levels. The individual or group shall have the right to be accompanied by a representative or representatives, who shall have the right to be heard. Within ten (10) school days of receipt of the appeal, the Board of Education shall schedule a hearing on the grievance. The Board or its designee shall render a decision in writing within twenty (20) school days of the hearing. In unusual circumstances, this time limit may be waived by mutual agreement and the waiver shall not be unreasonably withheld.

6. A. If a grievance relating to interpretation, application or violation of the terms of any formal written agreement between the Board and the Association or of formal Board policies which affect the terms and conditions of employment of the party claiming to be aggrieved cannot be resolved to the satisfaction of both parties, advisory arbitration shall go into effect.

B. If the association wishes review by an arbitrator for a grievance, it shall so notify the Board through the Superintendent within ten (10) days of the Board's decision, except in case of a grievance involving any of the following points:
 - a. Any matter for which a method of review is provided by law or any regulation of the State Commissioner of Education or any matter which

according to law is either beyond the scope of Board authority or limited to action of the Board alone.

- b. A complaint of nontenured building service staff member that arises by reason of his/her not being reemployed.
 - c. A complaint by any building service staff member occasioned by appointment to, or lack of appointment to, retention in, or lack of retention in any position for which tenure is either not possible or required.
- C. The services of an arbitrator shall be secured using procedures previous established with other negotiating units in the district. All costs shall be borne equally by the Board and the Association.

ARTICLE XIV

FAIR DISMISSAL PROCEDURE

On or before April 30 of each year, the Board shall give to each nontenured employee continuously employed since the preceding September 30 either:

- A. A written offer of a contract for employment for the next succeeding year providing for at least the same terms and conditions of employment but with such increase in salary and benefits as may be required by law or agreement between the Board and the Association, or
- B. A written notice that such employment shall not be offered.

ARTICLE XV

JOINT COMMITTEE

The parties hereto believe that the efficiency of the respective department's services to the student population, the professional staff, and the welfare of the Ridgewood Building Service Staff Association shall best be served by meetings of a Joint Committee. A Joint Committee of three (3) members to be selected from the Ridgewood Building Service Staff Association and three (3) members of the administrative staff, to be appointed by the Superintendent of Schools, shall meet regularly to study the following issues.

- A. Job Descriptions and Responsibilities
- B. Employee Improvement
- C. Other issues relating to terms and conditions of employment.

ARTICLE XVI

EVALUATION PROCEDURE

- A. Employees shall be evaluated in accordance with an Employee Performance Evaluation form. Division heads and principals are responsible for the evaluation of building service staff employees, but may delegate this responsibility to a staff member with supervisory responsibilities.
- B. A staff member shall be given a copy of his/her evaluation report prior to a conference with his/her immediate supervisor. The results of the evaluation shall be submitted to the Superintendent and placed in the employee's file. The employee shall have the right to submit a written reply to his/her evaluation and his/her

answer shall be reviewed by the Superintendent, or his designee, and attached to the filed evaluation.

C. Evaluation reports shall be completed annually.

ARTICLE XVII

PROMOTIONS

It is the desire and policy of the Board to reward competent and faithful building service staff employees by promotion within the ranks wherever possible and consistent with the needs of the administration. All openings for promotional and/or new positions shall be adequately publicized in every school and all administrative offices. All qualified building service staff personnel shall be given adequate opportunity to make application for such positions.

There shall be a maximum sixty (60) day probationary period for all new employees. Substitute service for a regular employee is not applicable.

ARTICLE XVIII

SICK LEAVE POLICY

- A. Sick leave is hereby defined to mean the absence from duty of any employee because of personal disability due to illness or injury, or because he or she has been excluded from school by the school district medical authorities because of a contagious disease or because of a quarantine for such a disease in his/her immediate household.
- B. In case of sick leave claimed, the Board of Education or the Superintendent of Schools may require a physician's certificate to be filed with the Director of Human Resources. When the illness extends beyond

the seventh (7th) calendar day and sick leave is being claimed, the employee shall send, or cause to be sent to the Superintendent of Schools, a doctor's certificate indicating the nature and extent of the illness. The Board of Education, at its discretion, may extend the sick leave of any staff member on an individual basis. All sick leave shall be governed by applicable state law.

- C. New building service staff members under contract for the first time in Ridgewood receive up to ten (10) days of sick leave during their first five (5) months of service.
- D. An unlimited number of fully-compensated days for illness or approved medical care, in accordance with need, is allowed all building service staff members under contract after five (5) months of service. Prolonged absence, beyond those sick leave days accrued in accordance with state law (18A:30-1, 30-2, 30-7), shall be reviewed by the Superintendent of Schools to determine whether or not it shall be possible for a staff member to return to work within a reasonable period. In unusual cases of chronic absenteeism or where the possibility of an extended multi-year absence exists, the Superintendent shall review the details with the Board of Education and make a recommendation concerning the status of the employee.
- E. All employees who expect to be absent because of illness must notify their supervisor, who reports the absence to the office of the Director of Buildings and Grounds. Day shift employees must notify their supervisor by 6:00 a.m. and night shift crews should give as much advance notice as possible. Light duty custodians, custodians, firemen, and night foremen report to their head custodian. Bus drivers notify the Coordinator of Bus Drivers, and head custodians notify the Coordinator of Custodial Services. It is the responsibility of the staff member to notify his/her

supervisor if an absence is to extend beyond the first day.

- F. After twenty (20) years in the district, a building service staff member who uses 33% or less of accumulated sick leave shall, at retirement, receive a \$2,000 stipend.

ARTICLE XIX

TEMPORARY LEAVES

1. Death in Immediate Family or Household

- A. Absence is fully compensated for as many days as the Superintendent considers suitable in the individual case, up to a maximum of five (5) days.
- B. Additional leave may be granted at the discretion of the Superintendent. For purposes of definition regarding absence, the immediate family includes: husband, wife, child, or the father, mother, brother, sister, grandfather, grandmother, or relatives by marriage in the same degree in loco parentis, or any relative whose actual household at the time is also the household of the absentee.

2. Serious Injury or Illness in the Immediate Family

Absence due to a serious injury or illness in the immediate family shall be fully compensated up to one (1) full day to enable the staff member to make arrangements for the essential security of the family. Additional leave with full pay may be granted at the discretion of the Superintendent but shall normally be with full pay less the amount of the prevailing daily substitute pay rate.

3. Performance of Legal Responsibilities

- A. Leave for performance of civic duty in serving on a petit or grand jury when required by law shall be granted providing a letter confirming purpose of such leave from a sheriff, court, or United States attorney, depending upon jurisdiction, is filed with the Superintendent of Schools. An amount equal to the income derived from jury service shall be deducted from the staff member's base salary.**
- B. Leave for acquiescing to a court, or other valid subpoena, may be allowed without loss of pay, dependent upon circumstances and at the discretion of the Superintendent.**

4. Personal Business

- A. Personal business is defined as a leave for any reason except recreation, rest, or recuperation, any venture resulting in remuneration for services rendered by the staff member or any other reason provided in this Agreement. A staff member shall have available each school year three (3) personal business days, one without loss of pay and without reason given, and two without loss of pay but with the prior approval of the Superintendent or his representative.**
- B. The essential nature of the reasons for such absence and evidence that working time is required must be clear and beyond question. No personal business day without reason furnished shall be allowed immediately before or after a holiday or any vacation period for which the schools are closed as designated by the official school calendar. All requests for absence for personal business shall be**

submitted on the appropriate forms by the staff member to the Superintendent.

C. Absences which have not been approved or authorized shall result in full salary deduction.

5. Procedures

A. A Request for Absence (pink form) must be completed by the employee, in duplicate, and submitted to the principal or the person to whom the employee is responsible. The principal or division head indicates his/her recommendation and forwards the request to the Superintendent of his consideration. Following action, one copy of the form is returned to the applicant. Necessary substitute arrangements are made by the Superintendent's office.

B. Among the reasons which may be considered valid are:

- House closing or other important business transaction
- College graduation of self or member of the immediate family
- Death of a relative or a close friend
- Wedding of staff member or member of immediate family
- Medical appointments which can only be scheduled during work time

C. The white Request for Absence forms are submitted when requesting time off for attendance at conferences or other school business.

- D. Most personal business can normally be anticipated in advance and therefore the pink form can be filled out and forwarded to the main office. However, there are times, because of an emergency situation, when a telephone request for personal business shall be made. For payroll purposes, all personal business requests need to be transmitted on the pink form. Therefore, individual employees who are granted personal leave as a result of a telephone conversation shall fill out the pink form upon their immediate return to school.

ARTICLE XX

ASSOCIATION DUES DEDUCTIONS FROM SALARY

The Board agrees to deduct Association dues from the salary of members of the Association as said Association member individually and voluntarily authorizes the Board to deduct. Said deductions shall be made in compliance with Chapter 310, Public Laws of 1967 (NJSA 52:14-15.9e) and under rules established by the State Department of Education. Said monies together with records of any corrections shall be transmitted to the treasurer of the Association by the 15th of each month following the monthly pay period in which deductions are made. The Association treasurer shall disburse such monies to the appropriate association or associations. Authorization shall be in writing in the form set forth below:

**AUTHORIZATION
TO DEDUCT ASSOCIATION MEMBERSHIP DUES**

Name _____ Soc. Sec. No. _____

School
Building _____

To: Disbursing Officer, Ridgewood Board of Education

I hereby request and authorize the above-named disbursing officer to deduct from my earnings an amount sufficient to provide for the payment of those yearly membership dues as certified by the organizations indicated in equal monthly payments for all or part of the current school year, and for the succeeding school years. I understand that the disbursing officer shall discontinue such deductions only if I file such notice of withdrawal prior to July 1 or January 1 next succeeding the date on which notice of withdrawal is filed. I also agree that upon termination of employment, the disbursing officer shall deduct any remaining amounts due for that current school year. I hereby waive all right and claim for said monies, so deducted and transmitted in accordance with this authorization, and relieve the governing board and all of its officers from any liability therefor.

ARTICLE XXI

FOUL WEATHER GEAR

Several sets of foul weather gear (rain-type rubberized wear) shall be provided in each building for staff assigned to do outside work during inclement weather.

ARTICLE XXII

REPRESENTATION FEE

A. Purpose of Fee

If a building service staff member does not become a member of the Association during any membership year (i.e., from September 1 to the following August 31) which is covered in whole or in part by this agreement, said employee shall be required to pay a representation fee to the Association for that membership year to offset the costs of services rendered by the Association as majority representative.

B. Amount of Fee

Prior to the beginning of each membership year, the Association shall notify the Board in writing of the amount of the regular membership dues, initiation fees and assessments charged by the Association to its own members for that membership year. The representation fee to be paid by nonmembers shall be 85%.

C. Deduction and Transmission of Fee

The Board agrees to deduct from the salary of any building service staff member who is not a member of the Association for the current membership year the full amount of the representation fee set forth in Section B above and each month shall transmit the amount so deducted to the Association.

D. Termination of Employment

If a building service staff member who is required to pay a representation fee terminates his/her employment with the Board before the Association has received the full amount of the representation fee to which it is entitled under this Article, the Board shall deduct the unpaid portion of the fee from the last paycheck paid to said building service staff member during the membership year in question and promptly forward same to the Association.

E. Mechanics

Except as otherwise provided in this Article, the mechanics for the deduction of representation fees and the transmission of such fees to the Association shall, as nearly as possible, be the same as those used for the deduction and transmission of regular membership dues to the Association.

ARTICLE XXIII

TUITION REFUND POLICY

The Board of Education agrees to pay 100% of the tuition cost for approved job-related or college level courses up to a limit of \$500 per contract year. To receive reimbursement, courses must receive prior approval of the staff member's supervisor, the Director of Human Resources, and official transcripts must be presented indicating the successful completion of the approved course(s).

ARTICLE XXIV

DURATION OF AGREEMENT

This Agreement shall go into effect on July 1, 1990, and shall expire on June 30, 1993. It shall be negotiated prior to its expiry by use of the negotiations procedures provided in this Agreement; but if neither side requests a negotiations session for this purpose at least one month prior to the expiry date, the Superintendent shall set a date for such a session.

This Agreement may be amended by mutual written agreement of the Board and the Association at any time. It may not be amended orally, but this provision shall not preclude oral agreement as to matters of procedure set forth under the heading "Negotiations."

If an article or provision of this Agreement is held to be contrary to law, then this shall not affect all other valid articles or provision of this Agreement and they shall continue in full force and effect.

THE RIDGEWOOD BOARD OF EDUCATION

BY

Thomas R. Brome
President

THE RIDGEWOOD BUILDING SERVICE STAFF ASSOCIATION

BY

Paul Kenna
President

DATED:

July 22, 1991

**Board of Education/Ridgewood Building Service Staff
Association**

Attachment 1

LETTER OF UNDERSTANDING

In accordance with the negotiated agreement, the Board of Education agrees to provide winter jackets for bus drivers, truck driver, mechanics, outside custodian at Ridgewood High School, and the outside security attendant at Ridgewood High School. (In order to receive a new jacket, the old jacket must be returned before a new one can be issued.)

Dated: November 23, 1987

