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**AGREEMENT BETWEEN**  
**WILLINGBORO TOWNSHIP BOARD OF EDUCATION**  
**and**  
**THE EMPLOYEES ASSOCIATION OF THE**  
**WILLINGBORO SCHOOLS**

**With respect to compensation  
and the terms and conditions  
of employment of its members.**

**JULY 1, 1985 - JUNE 30, 1988**

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## PREAMBLE

In order to comply with and effectuate the provisions of Chapter 303 of the Public Laws of 1968 for the State of New Jersey, as amended by Chapter 123 of the Public Laws of 1974, THIS AGREEMENT IS MADE AND EXECUTED on this        day of,        19        , by and between the BOARD OF EDUCATION OF THE TOWNSHIP OF WILLINGBORO, hereinafter referred to as "The Board" and the EMPLOYEES ASSOCIATION OF WILLINGBORO SCHOOLS, hereinafter referred to as "The Association."

## AGREEMENT

It is the intent and purpose of the parties hereto that this Agreement is the complete Agreement covering the rates of pay and the terms and conditions of employment to be observed between the parties hereto.

This Agreement expresses the entire understanding of the parties; any and all prior agreements between the parties with respect to the subject matter herein are hereby cancelled and terminated.

The violation by either party of any provision of this Agreement shall not render the Agreement inoperative.

## ARTICLE I - RECOGNITION

1. The Board recognizes the Association as the sole collective bargaining agent with respect to rates of pay and the terms and conditions of employment for employees engaged as follows:
  - A. building, grounds, and pool maintenance;
  - B. custodians and custodial assistants;
  - C. transportation maintenance and mechanics;
  - D. warehousemen;
  - E. food handlers and drivers;
  - F. food service personnel;
  - G. aides;
  - H. security aides;

I. bus and van drivers;

J. Special Education teacher assistants.

2. The term "employee" as used in the Agreement shall apply to all workers engaged in jobs but excluding supervisory employees with authority to hire, promote, discharge, discipline, or otherwise effect changes in the status of employees or effectively to recommend such action.

3. Reference to employees of one gender in this Agreement shall apply to employees of both genders.

4. The parties hereto agree that the position "lead custodian," which had been abolished in the school district effective December 8, 1975, will be reinstated for the elementary schools. Persons newly appointed to such positions shall receive a five percent (5%) salary increase. Any person appointed to such position who previously held the position of lead custodian and whose salary was previously increased as a result of holding said position shall not receive an additional increase. The parties understand that the Board intends to create custodial supervisor positions for the two (2) secondary schools, and that such positions will be outside of the unit.

5. The parties hereto agree that the position of "food handler" has been reduced from a twelve (12) month position to a ten (10) month position, effective July 1, 1975. However, the Board agrees that it will offer those persons who are employed as food handlers in the 1974-75 contract year employment as custodians during the summer months of the 1976-77 contract year at the same rates of pay which said persons would have earned as food handlers. The Board further agrees that persons in this category who accept employment during the aforementioned summer months as custodians will be issued twelve (12) month contracts, with the designation of their split position specified thereon.

6. The Board will in no way discriminate against or in favor of any employee by reason of the employee's membership or non-membership in the Association, nor by reason of the employee's engaging in permissible Association activities as provided herein. Neither the Association, nor its representatives, nor its members will use discrimination, intimidation, or coercion against any employees who do not join the Association.

7. The parties agree that the position previously known as Title I Aide has been reclassified as Special Education Teacher Assistant and is now separate from the aides. In connection with this reclassification, there will be forty cents (\$.40) per hour salary increase for said positions in addition to the general

overall unit increase. Both increases are reflected in the salary guide.

## ARTICLE II - MANAGEMENT

The control of all matters relative to the management and operation of the plants and the operation of the school district's business is vested exclusively in the Board, except as these matters may be expressly limited by the terms of this Agreement.

## ARTICLE III - OPERATION OF AGREEMENT

1. The Board and the Association, as parties to this Agreement, accept the provisions of the same as commitments which they will each, cooperatively and in good faith, honor, support, and fulfill.

2. No provision of this Agreement will operate retroactively unless expressly so stated herein.

3. Nothing contained herein shall be construed to deny or restrict to any employee or to the Board such rights as either may have under the existing laws of the United States or of the State of New Jersey.

4. Employees hired in the unit shall be considered as probationary employees for the first ninety (90) days of their employment. When an employee completes his probationary period, he shall be entered on the seniority lists of the unit and shall rank for seniority purposes ninety (90) days prior to the day he completed his probationary period. The Board shall issue an individual contract of employment for a fixed duration for each employee at the next regularly scheduled public Board meeting following the completion of his probationary period.

5. Each employee in the unit who has successfully completed his probationary period shall execute an individual contract of employment for a fixed duration, terminating at the end of the Board's fiscal year. Said individual contract shall control the employee's legal status, shall reflect the rate of compensation provided in this Agreement, and shall be subject to this Agreement with respect to each employee's rate of pay and the terms and conditions of his employment. Upon approval by the Board of the contract for the fixed duration of any unit member who has completed the probationary period, said member shall be paid retroactively to the date on which he completed the probationary services the difference between the

probationary rate and the regular rate applicable to said position.

6. Whenever any employee is required to appear before the Board or any committee thereof concerning any matter which could adversely affect the continuation of that employee's employment or position or the salary or any increments pertaining thereto, the employee shall be given prior written notice of the reasons for such meetings or interviews and shall be entitled to have a representative of the Employees Association present to advise or represent him during such meeting or interview.

7. All employees with less than ninety (90) days continuous service shall be subject to discharge without recourse, provided such discharge shall not be used by the Board for the purpose of discrimination against employees because of membership in or legitimate activity in the Association.

8. On or before June 15th, the Board shall issue to each employee in the bargaining unit who has been continuously employed therein since the preceding July 1 with respect to twelve (12) month employees and the preceding September 1 with respect to ten (10) month employees either:

A. A written offer of a contract for employment for the next succeeding work year at the then-existing compensation rate or such increase as may be negotiated by the Association, or

B. A written notice that employment will not be renewed for the next succeeding work year. In the event that the Board fails to comply with the above provision, it shall be deemed to have issued a written offer of a contract for employment for the next succeeding work year as of June 15th. Offers of employment shall expire within thirty (30) days of the date of issue unless the same are accepted in writing by the employee and said written acceptance delivered to the office of the Personnel Manager within said thirty (30) day period.

9. Where administratively feasible, the Board will provide the Association with notice of the intended suspension or termination of any unit member at least twenty-four (24) hours prior to the effective date of said suspension or termination.

#### ARTICLE IV - RESPONSIBILITIES OF PARTIES

1. Each of the parties hereby acknowledges the rights and responsibilities of the other party and agrees to discharge its responsibilities under this Agreement. The Association (its officers, representatives, and members) is bound to abide by the provisions of the Agreement.

2. The Board (its officers and any of its representatives) is bound to abide by the provisions of this Agreement.

3. Application to the Job: In addition to the responsibilities that may be provided elsewhere in this Agreement, the following shall be observed:

A. It is recognized that sound, equitable, and competitive work practices are an essential ingredient to the establishment of a climate for the growth and the security of job opportunities at the Board of Education.

(1) It is the duty of every employee to apply himself diligently to his work during all of their working hours. To this end, the Association will support the Board's efforts to curb absenteeism and other practices which curtail work; to eliminate waste and inefficiency; to improve the quality of workmanship; to prevent accidents; and to promote good will between the Board and its employees.

(2) No Association Representative or Association member shall conduct Association activities on Board time unless otherwise provided herein.

(3) The Association shall designate one Association Representative and one alternate for each school in the district. The Association Representative shall have the right in his school to conduct Association activities on Board time, provided that the same does not interfere with the performance of the normal duties of school personnel and provided that the Association Representative first secures the permission of his immediate supervisor to conduct such activities, which permission shall not be unreasonably withheld. In the event that the Association Representative designated to represent a given school is absent or otherwise unavailable, the rights referred to in this subparagraph may be exercised in said person's absence by a member of the Association's Executive Board.

(4) Either the Association President or the President's designee from among the membership of the Association Executive Board shall have the right to enter any school during normal business hours for the purpose of conducting appropriate Association business, provided that said person obtains both the permission of his immediate supervisor to leave his duty station and the prior approval of the principal of the building which he seeks to enter, which permission shall not be unreasonably withheld.

(5) In the event that an emergency arises relating to the alleged breach or administration of this contract after



normal school hours or at such other times when the building principal is not available, the Association President or the President's designee from among the membership of the Association's Executive Committee shall have the right to enter the school building for the purpose of discussing or alleviating said problem, provided that said person secures the prior permission of the Director of Plant Facilities, which permission shall not be unreasonably withheld.

(6) The Board will permit the Association to examine all records for the purpose of investigating compliance with the provisions of this Agreement, provided the Association makes an appointment to do so with the office of the Personnel Manager.

(7) The authority of Association Representative designated by the Association shall be limited to, and shall not exceed, the following duties and activities:

(a) Investigation and presentation of grievances in accordance with the provision of this Agreement;

(b) Transmission of written messages and written information concerning Association business to Association members.

(8) Association officers or designated Association Representatives shall be permitted to inspect records pertaining to members of the unit at reasonable times and upon reasonable notice to the Personnel Manager.

(9) The Association shall supply the Board with a complete list of Association officers. Grievance Committeemen and Association Representatives shall promptly report in writing to the Personnel Manager any additions or changes. The list shall indicate the Department or group of employees to be represented by each Association Representative. Recognition of Association Representatives will depend upon such written notification. The Association shall designate one Association Representative and one alternate for each school building with respect to the exercise of those rights referred to in subparagraph 3 of this Article.

(10) The right to determine the size of the work force at any given level of activity, including all types and classifications, is a recognized Board right.

(11) Experimentation by and training of administrative or supervisory employees on any equipment will not require the presence of a bargaining unit employee unless one or more unit employees are assigned by the Board for such work. It is understood that it is not the intent of the Board to replace any

bargaining unit employee by an administrative or supervisory employee through the exercise of this right, nor to use any administrative or supervisory employee's work performance for purposes of establishing standards in any area covered by the Labor Agreement.

(12) The Board will provide five uniforms per year to employees in the following categories: building, grounds, pool and transportation maintenance; custodial personnel; and food handlers and food service drivers. The Board will also provide one additional uniform to any employee within the aforementioned categories upon the written certification by the employee's supervisor that an additional uniform is necessary. The Board further agrees that any employee assigned to outside duties during inclement weather shall be provided a raincoat and a rainhat. The Board further agrees that any employee who is assigned to direct traffic shall be provided with a luminous overlay for use during that particular assignment. It shall be the responsibility of the employee receiving the uniform or item of clothing specified under the terms of this Agreement to return the same to the Board upon termination of his employment, and any employee who fails to do so shall be individually liable to the Board for the reasonable value thereof. Unless safety factors indicate otherwise, at the beginning of the summer, the Board shall give each employee the choice of receiving summer or regular uniforms for the summer. The summer is defined as the months of June, July, and August. The employee shall indicate which type of uniforms is chosen and shall receive that type for that entire summer. The Board shall have the right to require the wearing of uniform items other than those chosen by the employee for safety purposes.

(13) Every employee to whom the Board provides uniforms as previously set forth shall be required to be in uniform while on duty. Any such permanent employee who appears for work not in uniform, without having acquired the prior written permission of the Director of Plant Facilities, may be sent home without pay.

(14) The Board does not expect any employee to operate any equipment or vehicle that is not in proper and safe order. In the event that any employee deems any equipment or vehicle to be in unsafe condition, said employee shall immediately notify the office of the Director of Plant Facilities. The Director of Plant Facilities shall in turn notify the person designated in writing by the Association to act as the Association Safety Officer, and both shall then proceed to inspect the equipment or vehicle. If the Director of Plant Facilities determines that the vehicle or equipment is in safe operating condition, the employee shall utilize the same for any task that said employee is directed to perform. In the event that the Association Safety Officer disagrees with the determination of the Director of Plant

Facilities, the Association Safety Officer may register a dissent in writing but the decision of the Director of Plant Facilities shall be final. Any equipment or vehicle which is designated as unsafe for operation by the Director of Plant Facilities shall be appropriately tagged and identified so that it cannot be used by other employees until appropriate adjustments have been made. After the completion of said adjustments, or repairs, the equipment or vehicle shall be reinspected by the Director of Plant Facilities and by the Association's Safety Officer. The determination of the Director of Plant Facilities with respect to the return to service of the equipment or vehicle shall be final and binding, but the Association Safety Officer shall have the right to register any dissent or disagreement with that determination in writing. It shall be the obligation of all employees to report known defects in machinery or equipment. Failure to do so shall be considered on a case-by-case basis to determine if disciplinary action is warranted. Employees shall at the end of their respective shift report all equipment defects which are not of an emergency nature in writing to the Director of Plant Facilities and to the Association Safety Officer.

(15) The Association and its members shall have the right to use the school building at reasonable hours for meetings, conferences, and activities relating to Association business if they comply with regular procedures for use of facilities.

(16) The Association shall have in each school building the exclusive use of a bulletin board in accordance with, and pursuant to, the provisions of Article XVI herein.

(17) The Board agrees to make available to the Association one mail box in each school which the Association shall have the right to use in a reasonable manner for the purpose of communicating with its membership.

(18) Employees shall report all accidents immediately.

4. All custodians hired after July 1, 1982 may be required to obtain black seal licenses within two (2) years of their hire date. If any individual fails to so obtain a black seal license, he is subject to discharge at the discretion of the Board. Any review shall be limited to the procedural aspects only.

#### ARTICLE V - ASSOCIATION CHECK-OFF

1. The Board agrees that, in accordance with existing statutes, and upon receipt of individual written authorization from any employee, it will deduct from such employee's net earnings for the first pay period of each month that employee's Association

dues, the amount of which shall be specified in writing by either the Secretary Treasurer of the Association or the President of the local Association. The Board agrees that it will then disburse the monies so deducted to the Association promptly, and the Association agrees to officially advise the Personnel Manager of the name and address of the party to whom such disbursement should be directed. The Board will provide the local Association with a copy of all check-off information including the identity of the person for whom deductions are being made and the amount and the date of said deductions.

2. Changes in dues, assessments, or amounts of deductions will be made by the Board only as authorized in writing by the President or Secretary of the Association.

3. Any written authorization or notice submitted to the Board is deemed to be only an authority for the Board to deduct dues and assessments as set forth in the Association's form presently in use.

4. The Association shall indemnify the Board and hold it harmless against any and all suits, claims, demands, and liabilities which shall arise out of, or by reason of, any action taken by the Board for the purpose of complying with the provisions of this Article.

#### ARTICLE VI - COMPENSATION

1. Under the terms of this Agreement, the Board shall not be required to pay for any time except time spent at work to which the Board assigns the employee unless otherwise specifically provided in this Agreement.

2. All earnings are calculated on a semi-monthly basis.

3. Salaries for the various positions represented by the Association have been prepared by the Board and reviewed and accepted by the Association. Those salaries are set forth as Schedule A (1) for the 1985-86 year; and Schedule A (2) for the 1986-87 year. Schedule A (3), which will be for the 1987-88 year, will be developed by the parties pursuant to the salary negotiations reopener for that year. These salary schedules are intended to provide an eight (8%) percent salary increase for the 1985-86 contract year over the 1984-85 contract year and another approximate eight (8%) percent salary increase for the 1986-87 contract year over the 1985-86 contract year. Security aides' salaries were increased slightly more while certain food services employees had their annual salaries reduced as the result of a reduction in their work hours.

4. Employees who have completed a year's service in a position and who are on Schedule A (1) for the 1985-86 year shall move to the next step on Schedule A (2) for the 1986-87 year. Employees who have completed a year's service in a position and who are on Schedule A (2) for the 1986-87 year shall move to the next step on Schedule A (3) for the 1987-88 year at 7 1/2 percent.

5. The rate of pay for probationary custodians shall be three dollars and ninety-two cents (\$3.92) per hour. Upon becoming permanent employees, such employees shall be placed upon the first step of the salary guide.

6. When promoted, an employee shall be placed on the step of the guide for the new position which provides the employee with a salary equal to or immediately greater than he was receiving in the position from which he was promoted.

7. In addition to the aforesaid compensation adjustments, the Board agrees to pay an additional longevity increment of one hundred dollars (\$100.00) to each eligible employee upon the issuance to said employee of the fourth, seventh, tenth, thirteenth, and sixteenth consecutive contracts of employment in this district. In order to be eligible for said longevity increment, the employee must be regularly employed for a minimum of seven (7) hours per day, five (5) days per week, except that the eleven (11) central kitchen personnel who were reduced in hours from approximate eight (8) to six (6) in the 1985-88 contract settlement shall have the longevity which they actually received in the 1985-86 contract year frozen so long as they stay in the reduced six (6) hour position. The parties hereto acknowledge that certain employees become initially eligible for longevity consideration under the 1974-75 collective bargaining agreement between the parties, and with respect to the employee who became first eligible at that time, longevity eligibility shall be computed on the basis of the 1974-75 contract year being the first year of such eligibility.

8. With respect to persons holding a black seal license, the Board will agree to pay as additional maximum annual compensation the sum of five hundred dollars (\$500.00) to every employee holding such license who is employed for a forty (40) hour week and a twelve (12) month work year. That sum shall be paid in two (2) equal installments of two hundred and fifty dollars (\$250.00), one with the last paycheck in December and one with the last paycheck in June. To be eligible for either of those two hundred and fifty dollar (\$250.00) payments, an employee must be in the active employ of the district as provided above for the full half year preceding that respective payment and must have held a valid black seal license for that full half year preceding that payment. Overtime shall be allocated for black seal turns on a district wide seniority cycle, and if the district does not

receive a sufficient number of employees who are willing to voluntarily work black seal assignments at any time, such overtime assignments can be involuntarily assigned again utilizing the district wide seniority cycle. An employee who refuses an overtime assignment drops to the bottom of the list, and the Board then continues down the list. If no one agrees to work the overtime, then the Board may require the employee who first refused that assignment to work.

9. In addition to the aforementioned compensation rates, any employee working the third shift shall receive an additional compensation adjustment equivalent to ten percent (10%) of the otherwise applicable rate for that position as premium pay. This premium pay will be due and payable only when an employee is actually employed on the third shift. In the event that the employee is transferred to another shift, or that the third shift work is eliminated, this premium pay differential shall not become part of the employee's salary in any succeeding pay period.

10. New hires shall be placed on step one (1) of the salary guide.

11. Central Kitchen

A. The parties agree that starting with the 1982-83 contract year, there shall be two (2) job classifications in the central kitchen. Those job classifications shall be Central Kitchen Lead and Central Kitchen Personnel. The salaries of these positions shall be established so that all current employees who remain employed in the applicable positions will receive the raises negotiated under this contract.

B. The parties agree that starting with the 1986-87 contract year, the following reduction in work hours and corresponding reduction in salary shall occur:

(1) Eleven (11) eight (8) hour positions shall be reduced to six (6) hour positions.

(2) Four (4) six (6) hour positions in the dishroom shall be reduced to five (5) hour positions.

(3) These reductions may entail the staggering of work hours.

(4) This reduction of hours can be negotiated under the 1987-88 negotiations reopener.

(5) 1985-86 longevity for the positions reduced from eight (8) hours is frozen pursuant to Article VI, Paragraph 7.

12. Overtime pay shall be included in the check for the pay period which follows the pay period in which the overtime is worked.

13. Provisions shall be made to permit unit members to purchase tax sheltered annuities. Such employees utilizing this provision shall waive any right to make a claim against the Board as a result thereof.

14. Salary checks shall be distributed in envelopes.

15. There was a twenty cent (\$.20) per hour adjustment made in the 1982-83 school year for the Special Education Aides, in addition to the general overall increase. Both increases were reflected in the 1982-85 schedules setting forth salaries.

16. In each of the 1985-86 and 1986-87 contract years, Security Aides, whose positions were reclassified from hall aides, received a ten cent (\$.10) per hour increase in addition to the general unit-wide negotiated increase. Both yearly increases for each year are reflected in the 1985-86 and 1986-87 salary schedules for that position. The salaries for Security Aides are part of the reopener for the 1987-88 contract year.

#### ARTICLE VII - HEALTH INSURANCE, PRESCRIPTION PLAN, AND DENTAL PLAN

1. Except as provided under Section B of this Article, the Board shall pay the full cost of a health insurance program for the personnel in this unit whose regular employment contract is more than twenty (20) hours per week. The plan provided shall be the Blue Cross, Plan 365, Blue Shield Prevailing Fee Plan, and Rider J. The Major Medical coverage shall contain those features set forth on the plan summary attached hereto as Schedule D.

A. For unit members whose regular employment contract is for a work week of less than seventeen (17) hours per week, no health insurance other than the prescription plan shall be paid for by the district.

B. Newly hired unit members or those rehired after a break in service after July 14, 1986 whose regular contract employment is more than seventeen (17) but equal to or less than twenty (20) work hours per week shall receive an employee-only health insurance program. Unit members under contract as of July 13, 1986 with no break thereafter in active employment shall not be covered by this provision and shall be grandfathered with full health insurance as listed under Paragraph 1 above.

Employees in this bargaining unit who qualify to and actually retire, as that term is used by the Public Employees Retirement System (PERS), shall be eligible to apply for medical insurance, prescription, and dental coverage to age sixty-five (65). The premium for such coverage shall be paid by the Board. The coverage provided is adjustable to keep the premium level within any statutory or regulatory limitation. In the event that during the term of this Agreement, legislation is enacted which would provide health insurance for retirees under PERS, the Board of Education would no longer be obligated to provide this benefit at Board expense, and all health benefits scheduled to be paid would cease.

2. Rider J coverage shall be extended to provide diagnostic and pathology laboratory work to a combined total of four hundred dollars (\$400.00) per year.

3. Unit members who retire, as the term is used by the Teachers Pension and Annuity Fund or the Public Employees Retirement System, whichever applies, or who are on an extended long-term unpaid leave of absence, or who are not provided the full health insurance program under Paragraph 1 above, shall be eligible to apply for medical insurance coverage at a group rate. The premium for such coverage shall be paid solely by the unit member receiving that coverage with no costs of any kind whatsoever to the Board. The coverage provided is adjustable to keep the premium level within any statutory or regulatory limitations. The parties agree and direct any person interpreting this contractual provision or deciding the rights created hereunder to treat any challenge to this provision which attempts to or could result in imposing costs whatsoever upon the Board as a result hereof as a waiver of this contractual provision. The intent is that no costs whatsoever be imposed upon the Board.

4. No unit member whose regular, contracted employment is seventeen (17) or less hours per week shall receive any fringe benefits other than the prescription plan under this contract or Board policy.

5. Prescription: For the duration of the 1985-86, 1986-87, and 1987-88 contract years, unit members shall be provided a prescription plan as set forth on the plan summary attached hereto as Schedule D. The co-payment provision commencing September 1, 1982 shall be increased to one dollar (\$1.00) per prescription.

6. The Board shall provide a maximum of one hundred and ten dollars (\$110.00) per unit employee per contract year for each of the 1985-86, 1986-87, and 1987-88 contract years for the purpose of purchasing employee-only dental insurance coverage in each of those contract years. The Association shall provide input as to



the type and extent of the coverage to be purchased; however, the Board shall make the final decision. Under no circumstances shall the cost to the Board exceed the maximum one hundred and ten dollar (\$110.00) per unit employee for the year of coverage. The parties direct any arbitrator or anyone else reviewing this contract to apply and abide by the maximum one hundred ten dollar (\$110.00) per year limitation.

7. For those employees whose spouses are employed in the district, the Board shall provide a maximum of one (1) family insurance coverage per family unit, provided that should the marital status change, or should the covered employee leave the district's employ, the non-covered employee shall become eligible immediately for the appropriate coverage with no delay or waiting period.

8. The Board will permit any employee whose regular employment contract is for seventeen (17) hours per week or less to purchase the insurance coverage set forth in paragraph 1 of this Article, provided that the cost for this insurance coverage shall be paid solely by the employee and no cost whatsoever paid by the Board.

#### ARTICLE VIII - SICK LEAVE

1. All members of the unit employed on a twelve (12) month basis shall be entitled to fifteen (15) days paid sick leave during the term hereof, to be pro-rated where necessary with respect to new employees at the rate of one and one-quarter (1.25) days per month for new twelve (12) month employees. All members of the unit employed on a ten (10) month basis shall be entitled to thirteen (13) days paid sick leave during the term hereof, to be pro-rated where necessary with respect to new ten (10) month employees at the rate of one point three (1.3) days per month.

The term "Sick Leave" as used herein is defined to mean the absence from one's position due to illness, injury, or exclusion by the district's medical authorities due to quarantine or contagious disease. Any portion of such sick leave not utilized within the term of this Agreement may be accumulated by the employee for use as additional sick leave if reemployed by the Board in subsequent years.

2. There shall be a written accounting of accumulated sick leave for each unit member, computed as of July 1 of each year and provided to each employee on or before the next September 15.

3. If any employee otherwise entitled to sick leave under the provisions hereof shall be required to be absent from his post of duty as a result of an accidental personal injury arising out of

and in the course of his employment, the Board agrees to pay such employee the full salary or wages for the period of such absence up to one (1) calendar year from the commencement thereof without charging such absence to the employee's annual or accumulated sick leave. Such payment shall be made for any absence during the period in which the employee received or may have been eligible to receive temporary disability benefits under the Workman's Compensation Law. However, any amount of salary or wages payable to an employee pursuant to this provision shall be reduced by the amount of any workman's compensation award or benefits made to the employee for temporary disability.

4. Any employee working a day shift who is unable to report to work will notify the central call-in number of such inability before 7:30 A.M. of the day on which that shift begins. Any employee working a night shift who is unable to report for work shall similarly notify the central call-in number of said inability before 1:00 of the day on which that shift begins. Any employee who fails to comply with these notice provisions, except where conditions beyond the employee's control prevent the same, shall not be paid for the day's absence. The employee shall likewise be required to notify his immediate supervisor or the Board Office of his intention to return to work before the same hour as set forth above, and if he fails to do so, the Board shall incur no obligation to said employee for the day on which he reports to work. Notwithstanding the provisions of this article, aides and cafeteria employees shall continue with the call-in and substitute procedures, if any, as were in effect in 1979-80.

5. Same doctor's note requirement for sick leave as WEA.

#### ARTICLE IX - EMPLOYEE ABSENCE

1. Paid Leave - In addition to the sick leave provision previously set forth herein, employees within the unit shall be entitled to the following time off with pay:

A. Three (3) days for personal business, without the necessity for specification of the nature of said business. However, a request for a personal business day must be submitted to the office of the Personnel Manager for approval at least three (3) working days prior to the day for which leave is requested. Personal business days will not be granted on days immediately preceding or immediately following scheduled holidays. Personal business days will not be cumulative from year to year.

B. Five (5) work days for death in the immediate family. For purpose of definition, the "immediate family" will mean

father, mother, grandparents, wife, husband, children, step-children, grandchildren, brother(s), sister(s), mother-in-law, father-in-law, or other relatives domiciled in the employee's household.

2. Unpaid Leaves of Absence - Leaves of absence without pay may be made available under the following conditions:

A. Any employee who is absent for more than two (2) weeks and who has acquired seniority of six (6) months or more with the Board and is to be absent because of personal illness beyond accrued personal illness days (personal illness shall be construed to include the quarantining of any employee by the health department when such quarantining prevents the employee from reporting to work), or illness in the immediate family (which shall be construed as husband, wife, mother, father, or children), or physical disability, shall upon written request to the Board be granted a leave of absence for an additional sixty (60) days. All such written requests must be accompanied by a physician's certificate. Leaves shall be granted without pay but with full seniority accumulating during the term thereof. Any employee on leave of absence June 30 of any year must actively return to work for at least one (1) day in the ensuing year in order to be eligible for vacation pay.

B. In the event that any employee requests leave due pregnancy, the Board will grant the same without pay for the balance of the employee's work year. An employee absent on maternity leave may apply for reinstatement prior to the end of the employee's work year, if the employee provides the Board with a physician's certificate certifying that the employee is capable of returning to work and if there is a vacancy in the employee's job classification at that time. The Board will further agree and honor such an employee's request for reinstatement if a vacancy thereafter occurs in that job classification prior to the end of the applicable work year.

C. If the employee fails to report for work on the first regular work day after the termination of the leave of absence, and the employee's continued absence is not covered by some recognized emergency, the employee shall be subject to immediate discharge and shall forfeit all rights under the terms of this Agreement.

D. Whenever any employee is by mutual agreement of the Board and the Association scheduled during his regular work hours to participate in negotiations, grievance proceedings, or joint conference between the Board and the Union, said employee shall be paid as if the employee were performing his regular duties.

### 3. Retirement Pay Plan

A. Employees who retire from the District or who die while in the active employ of the District shall be entitled to a retirement pay plan to be calculated as follows:

(1) Payment shall be at the rate of five dollars (\$5.00) per unused in-district accumulated sick day up to a maximum of one hundred (100) such days if the retirement or death is during either the 1982-83 or 1983-84 school years, and ten dollars (\$10.00) per unused in-district accumulated sick leave day up to a maximum of one hundred (100) such days if the retirement or death is during the 1984-85 school year. This provision applies only to employees whose regular contracted work week exceeds seventeen (17) hours per week.

(2) Such payment shall only be for sick leave days accumulated while the individual is in the active employ of the District and as such in a position which has a regular, contracted work week of more than seventeen (17) hours.

(3) (a) If any employee has any time credited upon beginning employment in the district, the subsequent annual sick leave shall be utilized prior to such credited or carry-over time for sickness during the individual's employment.

(b) If an employee accumulated any time in a seventeen (17) or less hours per week position and moves to a seventeen (17) or more hours per week position after July 1, 1982, the subsequent annual sick leave shall be utilized prior to any sick leave previously accumulated in the previous seventeen (17) hours or less per week position.

(4) Payment shall be to the retiree or his/her estate, whichever is applicable.

B. Retirement is defined as the term is used by the employee's applicable public pension fund, and does not mean the mere termination of employment with the District.

### ARTICLE X - HOLIDAYS

1. The following days shall be designated as paid holidays during the term hereof, subject to the terms and conditions otherwise set forth in this Article:

The day before New Year's Day;

New Year's Day;

Martin Luther King, Jr.'s Birthday (effective 1986-87);

Washington's Birthday;

Good Friday;

Either Holy Thursday or Easter Monday (depending on school closing calendar);

Memorial Day;

Independence Day;

Labor Day;

Veterans' Day;

Thanksgiving Day;

the Day after Thanksgiving;

Christmas Day;

Either the day before or the day after Christmas (depending on school closing calendar);

Two additional holidays to be agreed upon by the parties which shall be on the day on which the schools in the district are closed.

2. The aforementioned paid holidays shall be available for all members of the unit who are employed on a twelve (12) month basis.

3. Ten (10) month employees who work the school calendar shall be entitled to paid leave on only three (3) of the holidays listed in paragraph 1 herein, namely Thanksgiving Day, Christmas Day, and Martin Luther King Jr.'s Birthday effective the 1986-87 contract year. In order to transform Martin Luther King Jr.'s Birthday into a paid holiday for ten (10) month employees, since the day is currently not a work day for employees, the 1986-87 base salary for such employees will be increased by one hundred and eighty-second (1/182nd) of their base annual salary for the 1986-87 contract year.

4. A holiday shall be considered generally as starting at 7:00 A.M. of the holiday, or the day when the holiday is observed. Holidays which fall on Saturday shall be celebrated on the preceding Friday, provided that schools are closed on that day. Holidays that fall on Sunday will be celebrated on the following

Monday, provided that schools are closed on that day. If schools are open on a day on which a holiday would be otherwise celebrated, the Board and the Association shall negotiate a mutually acceptable day on which to celebrate that holiday consistent with the prevailing school calendar.

5. To be eligible to receive any pay for not working on any of the above holidays, an employee must:

- A. Complete thirty (30) days of service prior to the holiday, or
- B. Be on any approved absence with pay status, or
- C. When holiday occurs during the first two weeks of leave of absence granted pursuant to Article IX.

6. An employee is not eligible to receive holiday pay while laid off by the Board.

7. The Board shall not be obliged to schedule work for any employee on a holiday even though work would have been scheduled for the day if it had not been a holiday. If work is scheduled, it shall be distributed on a shift in a continuous cycle by unit seniority among qualified employees in the unit in a specific department; provided, however, scheduling agreements may be made in the department if qualified people are not available or in cases of emergency.

8. All employees in the bargaining unit must work the work day preceding and the work day following a paid holiday except in case of illness. A doctor's certificate may be requested for absence on these days.

9. Eligible employees who do not work on the above holidays shall receive their regularly assigned daily rate current immediately preceding the holiday.

10. Employees scheduled to work on the above holidays will receive double time for all hours worked on the holiday plus the regular pay for the holiday itself, provided that a minimum of forty (40) hours of work including the holiday is accumulated, during the week of the holiday. If less than forty (40) hours is accumulated during the week in which the holiday occurs, the employee will receive time and one-half for all hours worked on the holiday rather than double time.

**ARTICLE XI - VACATIONS**

1. The provisions of this Article with respect to vacation leave shall be applicable only to those employees in this unit who are employed on a twelve (12) month basis.

2. The vacation base period shall begin on July 1st and end June 30th. Every employee whose anniversary of continuous employment is prior to and including June 30th of the vacation year shall be eligible for vacation in accordance with the following:

<b>ACCUMULATED SERVICE</b>	<b>VACATION</b>
If employed during the base period for 6 months, exclusive of the probationary period, but less than 1 full year	1 Week
1 year to less than 5 years	2 Weeks
5 years to less than 15 years	3 Weeks
15 years or more	4 Weeks

3. Each employee who has qualified for vacation allowance during the first year of his employment or who has accumulated six (6) months of service during the base period of vacation computation during any subsequent year of employment shall be entitled to full vacation benefits, notwithstanding the fact that his services may have been terminated for any reason in the ensuing year prior to the receipt of vacation pay. Employees who were not on the active payroll on July 1st, but who became active thereafter as a result of recall, will receive vacation pay so long as they work six (6) months between July 1st and June 30th of the vacation year.

4. All vacations for custodians, custodial assistants, building maintenance personnel, transportation maintenance personnel, and driver-porters shall be taken and completed within the calendar months of July and August, except that up to a total of five (5) employees in this combined category may be permitted to take their vacation in months other than July and August. Requests to exercise vacation leave during months other than July and August for categories previously mentioned shall be forwarded in writing to the Personnel Manager at least one (1) week in advance of the first of the calendar month during which such leave is requested, and the same shall be granted up to a maximum of five percent (5%) fixed for any such month on the basis of seniority of the personnel requesting the same. Personnel employed in the

categories of ground maintenance, pool maintenance, and warehouse personnel shall take their vacation leave in months other than July and August. The Board will tender written responses to all written requests received for vacation scheduling.

5. All requests for vacations to be taken during the months of July and August shall be submitted in writing to the office of the Personnel Manager on or before June 1 of the year in which the vacation is to be taken. Requests will be granted in the order of seniority of the employee within the district. The Board will tender written responses to all written requests received for vacation scheduling.

6. In the case of a death of any employee who is eligible for and has earned a vacation, such vacation due as of the date of the employee's death will be paid to the employee's estate.

7. Vacations of one (1) week or more may be scheduled as consecutive days, or in combination of five (5) consecutive days, beginning on Monday.

8. Vacations will, so far as possible, be granted at times most desired by employees (employees with the greatest seniority being given preference as to choice), but the final right to schedule vacation periods is reserved to the Board in order to insure the orderly operation of the plants. This includes the right by the Board to determine whether or not the schools shall be closed during the vacation period and to schedule vacations at such time.

9. Vacation pay for employees shall be based on the average hours worked for the twelve (12) pay periods starting with the first full work week of the year. In the event employees are eligible for a vacation during the vacation period but have not worked during the first twelve (12) week period of the year, the vacation pay for such employee shall be based on the average hours worked for the first two (2) week period of the four (4) weeks immediately preceding their eligibility dates. Vacation pay for each vacation week with respect to eligible full time employees shall not be less than twenty (20) hours nor more than forty (40) hours per week.

10. Vacation pay will be based on the employee's regular job rate (not temporary rate) current at the time of vacation.

11. In no cases will vacations be allowed to accumulate from year to year.

12. Employees who are scheduled for vacation during the week in which a paid holiday falls shall be required to take an



additional day off, which shall be the first normally scheduled work day following the vacation.

13. Employees shall receive their vacation pay on the last working day prior to the beginning of their vacation period, provided that they have requested their vacation pay be made available to them on that date by filing an appropriate written request with the office of the School Business Administrator at least thirty (30) days in advance of the date on which they desire to receive said pay.

#### ARTICLE XII - HOURS OF WORK AND OVERTIME

1. There shall be four (4) work day classifications within the bargaining unit, namely:

- A. three (3) hours;
- B. four (4) hours;
- C. six (6) hours; and
- D. eight (8) hours

New hires may be employed in three (3) hour positions to replace openings in four (4) hour or more positions. Present employees are grandfathered in positions held as of July 1, 1982.

2. Each employee whose work day exceeds four (4) hours shall receive a one-half (1/2) hour lunch period upon the completion of his first four (4) hours of work. (Lunch periods not paid for by the Board). Employees may leave the school premises for their lunch period provided that they clock out and clock in.

3. Each employee shall be entitled to a fifteen (15) minute break after the first two (2) hours of work. Those employees whose work day exceeds four (4) hours shall be entitled to a second fifteen (15) minute break after the completion of one-half (1/2) of their regular work day.

4. Upon reporting to and leaving their respective jobs, all employees in the unit shall be required to clock in and clock out through the use of an automatic time clock device.

5. With respect to those employees whose regular work day consists of eight (8) hours the following provisions shall apply:

A. Work Week: A normal work week shall consist of five (5) consecutive eight (8) hour days worked from Monday through Friday, except where off-standard work schedules exist; the

normal week shall consist of five (5) consecutive days followed by two (2) days of rest.

B. A Day and A Day's Work: A day shall be defined as a consecutive twenty-four (24) hour period beginning with the starting time of an employee's shift. Eight (8) continuous hours of work, interrupted by regularly scheduled lunch periods, shall constitute a day's work.

C. Standard Schedules: The following are the standard schedules for the working hours of the various shifts. It is understood that the Board has the right to operate two different standard schedules simultaneously within a department. The Board will notify the Association Representative before such schedules go into effect. When the Board changes employees from one standard to a different standard schedule, seniority will be considered whenever practicable.

First Shift 7:00 A.M. - 3:30 P.M.

Second Shift 3:00 P.M. - 11:30 P.M.

Third Shift 11:00 P.M.- 7:30 A.M.

#### 6. Overtime Work

A. When the Board desires to schedule overtime work for the seventh day of the work week for a unit in the department, qualified employees in the unit in the department will be scheduled in a continuous cycle by unit seniority in the department as required for the work, but they may be scheduled for a shift other than their normally assigned shift.

B. An overtime turn is defined as four (4) or more overtime hours scheduled and/or worked in the first five (5) days of the work week. Any overtime hours scheduled and/or worked on the seventh day of the employee's work week shall constitute an overtime turn. Overtime distribution schedules shall be maintained for each classification. Declining to work or failure to work overtime when scheduled or working any overtime shall constitute a turn for an employee.

C. The responsibility for the distribution of overtime rests with the Director of Plant Facilities.

D. If any discrepancy occurs with respect to turns between shifts, the supervisor must be notified in writing before the overtime is worked so that the supervisor may have time to change the schedule. If the overtime is worked before the error is detected, the Board's liability shall be limited to granting a make-up turn to the proper employee at the employee's convenience

when partial overtime is scheduled. The parties also recognize the need in cases for exceptions to overtime schedule which can exist only because of emergency or unavailable qualified personnel.

7. Overtime Pay:

A. Except as provided in (B) or (C) below, time and one-half shall be paid for all hours or parts of hours worked:

- (1) In excess of eight (8) hours in any one work day.
- (2) In excess of forty (40) hours regular shift in any one work week.

B. Double time shall be paid for all hours or parts of hours worked:

- (1) In excess of forty (40) hours regular shift in any work week if excess falls on Saturday or Sunday.
- (2) Overtime rates shall not be paid to employees on more than one overtime basis whether hourly, daily, or weekly. Overtime payments for all employees shall be computed from the employee's average hourly earnings for the current payroll week.

C. No hours attributable to benefit days, including but not limited to sick leave, personal days, or any other leave time, if unpaid, shall be counted towards any overtime entitlement under this contract.

8. Division of Overtime:

A. The Board has the right to schedule overtime work. No employee shall be discriminated against or disciplined for failure to work overtime. Employees who indicate they will work overtime shall be expected to work as scheduled. The Association, its members, and all employees will in good faith comply with this provision and will not take any concerted action to circumvent it.

B. On a shift, scheduled overtime work shall be divided as equally as practicable in a continuous cycle by unit seniority among qualified employees in the unit in a specific department. A qualified employee is one who can perform the full job requirements as normally performed in the job classification for which the overtime is scheduled. However, if employees are scheduled for overtime work for which they alone are qualified, they shall not participate in overtime turns in other work for

which they are also qualified until other qualified employees have had an equal number of turns. Overtime shift work may be scheduled for qualified employees in the unit in the specific department on their regularly assigned shift so long as the employees so scheduled are not more than two (2) turns ahead of other qualified employees on any other shift.

9. Overtime Records:

The Board will make available to the Association monthly records of all overtime worked by members of the unit on or before the 15th day of the following month.

ARTICLE XIII - SENIORITY

1. District-wide seniority is defined as the length of an employee's continuous service in the school district that shall date from the employee's most recent hiring. Departmental seniority is defined as the length of an employee's continuous service in a given department or job category and that shall date from the time of the employee's most recent assignment to said department or job category. The Board and the Association agree to jointly develop a seniority list with respect to all employees presently in the bargaining unit, which shall be signed by both parties and shall be considered as binding upon both parties with respect to future determinations of seniority with respect to employees in the unit. Seniority shall cease upon:

- A. Resignation or voluntary quit.
- B. Justifiable discharge.
- C. Failure to report for work within five (5) consecutive work days without good reason and without written notice to the employee's supervisor and to the Board within said five (5) days.
- D. Failure to notify the Board by certified mail (return receipt requested) of acceptance or rejection of recall within three (3) days of receipt of recall notice, or failure to prove inability to give written acceptance of rejection, or failure to return to work from lay-off within five (5) consecutive work days after being notified to return. Notification shall be by certified mail to the last address of the employee as shown on the records of the Board. Copies of recall letters will be mailed to the Association at the same time such letters are sent to the employees.

E. A lay-off by the Board for more than twelve (12) months of an employee having six (6) months or more of accumulated service.

F. A lay-off by the Board for a period exceeding the period of accumulated service of any employee having less than six (6) months service.

Any employee whose seniority has ceased under the foregoing and who is subsequently rehired shall be covered under the terms of this Agreement in the same manner as a new employee.

2. Probationary Period:

A. All employees with less than ninety (90) days continuous service shall be subject to discharge without recourse, provided such discharge shall not be used by the Board for the purposes of discriminating against employees because of membership or legitimate activity in the Association.

B. After completion of the ninety (90) day probationary period, an employee's record of continuous service will date back to the original employment date.

3. Seniority Records:

A. The Board will maintain seniority records of employees which will be available in the Personnel Division for examination by the Association Representative and grievance committeemen.

B. The Board shall notify the Association of all occurring seniority changes as soon as possible.

4. Seniority Units and Classifications:

A. The seniority provisions shall operate within the various labor grades that make up the seniority units which are attached and made a part of this Agreement. The seniority units are made up of one or more job classifications of the same or different departments doing similar work. The units as presently constituted shall remain in effect unless changed by agreement between the parties.

B. An employee when hired shall be assigned to a classification in a unit, and shall accumulate seniority in that unit on the basis of that employee's accredited Board service.

5. Layoff of unit members shall be accomplished in the manner utilized in 1976-77 utilizing the concept of "an aide is an aide."

**6. Job Vacancies:**

A. Job vacancies are open jobs other than of a temporary nature for which the Board required additional employees. Such vacancies will be filled in the following ways:

(1) When a job opening occurs, it will be filled by the highest qualified employee who has indicated a preference by submitting an appropriate application for the vacant job.

a. An upgrading or downgrading will be filled by the highest senior employee who has indicated a preference for the job and has the skill and ability required for the job.

(2) It is understood that an employee may file for a transfer from one area of the same job classification and must be approved by the Director of Plant Facilities.

(3) Job vacancies will be posted at the clock in each department in the seniority unit in which the opening occurs.

(4) The initial posting shall be in each school and in each department for five (5) days starting at 1:00 P.M. on the day the requisition is received by the Personnel Office.

(5) Interested employees may apply by applying in the office of the Director of Plant Facilities.

(6) Persons who are absent through no fault of their own (e.g. sickness, etc.) during posting will have the opportunity within three (3) days after return to indicate their interest in the job. This pertains to absences other than those covered by formal leaves.

**7. Right of Assignment and Transfers:**

A. The Board will have the right of job assignments on a particular shift within a labor grade in a specific unit.

B. A temporary transfer is defined as a transfer of an employee to any job other than that employee's regularly assigned job and shall not exceed a period of four (4) weeks, except that employees may be transferred within a labor grade within a unit for a period not exceeding sixty (60) days.

C. If a transfer has been made for the period defined above, the condition shall no longer be considered as temporary condition and thereafter the Board will make a permanent adjustment. However, the duration of a temporary transfer may be extended beyond the above limitation by agreement among the

employee, the Association Representative, and the Director of Plant Facilities. All parties are expected to apply a reasonable application of these limitations taking into consideration the operating problems of the Board. Employees on temporary transfers shall retain and accumulate seniority in their currently assigned unit.

**8. Urgency:**

A. If temporary transfers are required for reasons other than work not being scheduled or available, the Board may transfer employees without regard to seniority.

B. Payment for Temporary Transfers: Employees involved in temporary transfers shall be paid their assigned personal rate or the rate of the job to which they are transferred, whichever is higher.

C. Voluntary permanent transfers shall be made in accordance with the following:

(1) The request shall be made in writing.

(2) When an employee has voluntarily transferred to another unit, that employee shall not be permitted to transfer again to another unit until said employee has accumulated eighteen (18) months seniority in his present unit.

(3) When an employee makes a voluntary permanent transfer to another unit, he shall waive all of his seniority rights to return to the labor grade and unit from which he was transferred, unless he is laid off from the unit to which he transferred.

(4) This section shall not limit the Board from assigning an employee to duties within his job description.

(5) Trades helpers will normally work in their own trade unit, but there shall be no restriction at any time regarding their working other trade units.

(6) Trades helpers should be used to train additional maintenance personnel from within the district.

(7) Trades helpers shall receive the same rate of pay as they are receiving in their previous employment.

(8) Trades helpers should always be accompanied by a maintenance man.

(9) There shall be no separate salary scale for trades helpers.

(10) In the event an employee has at any time in the past been employed in any job which is now within the bargaining unit and has been or is transferred to a job out of the bargaining unit, the employee may be returned to his former department, or if such department is no longer in existence, to a job in a unit performing similar work, on the basis of the employee's Board service and providing the employee has the skill and ability to perform the job within a two (2) week trial period.

9. Physical Disability Transfer:

A. All temporary Board-incurred disabilities necessitating a temporary transfer will be governed by the temporary transfer provisions of this Article.

B. Non-Board incurred permanent disability transfer requests may be made only by employees having at least ten (10) years Board service who are permanently unable to perform their assigned jobs. Transfers may only be made on jobs held by employees within the lowest three (3) years of Board seniority actively employed at the time the request is made. Under such transfers, the transferee takes full school board seniority into the unit to which he transfers. Only one (1) such transfer is permitted unless the job is abolished thereafter.

C. Employees who are permanently unable to perform their regularly assigned jobs as a result of a Board-incurred disability may apply for a permanent transfer subject to the following condition: The search by the Board for an appropriate job must be begun first by reviewing jobs held by employees with less than three (3) years seniority and continuing the search at yearly intervals. In no event may the applicant displace an employee with more Board seniority. An employee transferred pursuant to this Section relinquishes recall rights to his former job and carries his full Board seniority into the unit in which the new job is located.

D. An employee who has, as a result of a Board-incurred injury, suffered the loss of an eye, or the equivalent of complete amputation of an essential body member, may apply for preferred seniority on their regularly assigned job as long as the employee is physically able to perform the duties thereof. If the injury prevents the efficient performance on the regularly assigned job, the employee may request a transfer, whereupon the Board will attempt to place the employee in a job commensurate with the employee's skill and physical capability. An application approved under this section shall mean that the



employee shall not be subject to displacement as long as the employee is physically capable of efficiently performing the duties of that job. The intent of this Section is to protect employees who would find it extremely difficult to obtain other employment due to the type of disability covered under this section.

E. Any of the above transfers shall be to a job for which the disabled employee is physically fit and has the present skill and ability to perform the work required. The extent of any disability shall be determined by reference to competent medical reports. The Board will decide whether or not the employee has the skill and ability to perform the available job.

F. The salary of an employee who does suffer a Board connected disability will be the same as the salary prior to the injury regardless of the job to which the employee is transferred.

10. Preferences: During their term of office, Association officers (President, Vice-President, Secretary, and Treasurer) shall be preferred to retention and recall of the work force at any time of any adjustment in the force or layoff of employees. This provides the named officers with top Board seniority.

11. Employees assigned as black seal operators shall do other work as assigned. The black seal assignment shall be a portion of their work during that assignment.

#### ARTICLE XIV - PHYSICAL EXAMINATIONS

All employees of the Board shall be required to undergo an annual physical examination, the scope of which shall be in accordance with the rules promulgated by the Office of the State Commissioner of Education. The examination shall be at the expense of the Board and shall be conducted by a physician designated by the Board to make the examination. All examinations shall be conducted on the employee's time. The Board further reserves the right to require additional individual physical or psychiatric examinations of any employee whenever, in the judgment of the Board, the employee shows evidence of deviation from normal physical or mental health. Such additional examination shall likewise be at the expense of the Board, but shall be conducted on the employee's own time.

#### ARTICLE XV - PART-TIME EMPLOYEES

1. It is also recognized by the parties that for periods of time during summer months of June through September, certain

additional part-time employees are hired on an hourly basis. Personnel so employed shall not be entitled to receive, in addition to their compensation, any of the benefits listed herein with respect to health insurance, sick leave, holidays, other paid absences, vacations, or unpaid leaves of absence. When said persons are so hired on an hourly basis, the applicable hourly rate shall not exceed the rate paid to probationary employees hired in the same job category, job classification, or doing similar work.

2. Except as provided in this article, no person shall be hired within this bargaining unit on anything other than a probationary or contract basis.

#### ARTICLE XVI - BULLETIN BOARDS

1. The Association shall have the right, subject to approval of the Personnel Manager, to have posted on the designated bulletin boards notices of Association meetings, Association elections, names of Association officials and representatives, and Association social and educational gatherings. Association notices shall contain nothing political and controversial nor adversely reflecting upon the Board.

2. The Association agrees it will not make, publish, or circulate any false or misleading remarks about the Board, its management, or other personnel.

3. The Board agrees that it will not make, publish, or circulate any false or misleading remarks about the Association, its officers, representatives, or members.

#### ARTICLE XVII - SUPERVISORS' WORK

1. The Supervisor may perform such work normally under the Supervisor's jurisdiction and direction as is necessary: (1) to maintain an uninterrupted flow of work and normal departmental efficiency; (2) to train employees; and (3) to relieve bottlenecks.

2. This Article shall not limit the supervisor in performing other or similar work which is a part of their regular duty so long as doing such work does not affect the work opportunities of those employees under the Supervisor.

#### ARTICLE XVIII - SUSPENSION, DISCHARGE, AND TERMINATION OF EMPLOYMENT

1. The departmental supervisor will notify the employees involved in any suspension or discharge together with the written reason therefore. A hearing on such action may be held before the Personnel Manager within one (1) week after the action is taken by the Personnel Manager. The Association Representative can attend the hearing. Necessary witnesses can be called, but not more than two (2) witnesses shall be present at the hearing at any one time.

2. An employee who has been subject to suspension or discharge shall have the right to file a grievance initiated at the Fourth step of the grievance procedure, as set forth in Article XX of this Agreement.

3. Should it be decided that an employee has been suspended or discharged without just cause, such employee shall be reinstated without loss of seniority and will be paid for the hours the employee would have worked less any deductions required by law. Pay for this purpose shall be forty (40) hours of pay for each week lost at the employee's average hourly rate of earnings for the two (2) week period immediately preceding the suspension or discharge exclusive of overtime premium, but including night shift bonus for that period of time the employee would have worked on the night shift if the employee is a regularly assigned night shift worker.

4. This Article shall not apply to probationary employees.

5. Employees who are suspended or discharged in accordance with provisions of this Article or who resign shall not be entitled to any compensation other than wages due them or to any other benefits under this Agreement except as provided in Article XI, Vacations.

6. No employee shall be disciplined, reprimanded, or reduced in rank or compensation without just cause. Any such action asserted by the Board, or any agent thereof, shall not be made in public and shall be subject to the grievance procedure. Any dismissal or suspension shall be considered disciplinary action and shall be subject to the grievance procedure.

7. Application to the job: In addition to the responsibilities that may be provided elsewhere in this Agreement, the following shall be observed:

A. It is recognized that sound, equitable, and competitive work practices area an essential ingredient to the establishment of a climate for the growth and the security of job opportunities at the Board of Education. In connection with this recognition, such practices as are listed below will subject any employee engaging in such activities to immediate suspension or discharge.

(1) Stopping work prior to the end of a shift, or extensive absence from a work station without permission.

(2) Complete disregard to rules and regulations as set forth by the Director of Plant Facilities, provided such regulations do not violate the terms of this Agreement.

(3) The consumption of any alcoholic beverage, drugs, or other substance which may impair the work performance of any employee.

(4) All new regulations shall be presented to the Association Executive Board at least one (1) week for review prior to implementation.

B. The general lateness procedure shall be as follows:

(1) For lateness of more than five (5) minutes up to fifteen (15) minutes, dock fifteen (15) minutes pay. For lateness in excess of fifteen (15) minutes, dock pay in fifteen (15) minute intervals, such as for lateness of sixteen (16) minutes to thirty (30) minutes, dock thirty (30) minutes pay.

(2) If late for any length of time of one (1) minute or more for a combined total of more than five (5) times in any two (2) consecutive pay periods, the employee be suspended without pay for (1) day. If five (5) such suspensions have been imposed in any school year, the employee can be terminated with review limited to the procedural aspects only.

#### ARTICLE XIX - DEFENSE OF LEGAL ACTIONS

1. Whenever any civil action has been or shall be brought against any employee in the unit for any act or omission arising out of and in the course of the performance of his duties, the Board agrees to defray all costs of defending such action, including reasonable counsel fees and expenses, together with costs of appeal, if any, and shall save harmless and protect such persons from any financial loss resulting therefrom, provided, however, that the Board retains the right to designate the legal counsel who will so represent the employee and to control the course of said litigation.

2. In the event that any criminal action may be instituted against any employee for any act or omission arising out of and in the course of the performance of his duties, which proceeding is dismissed or terminated with a final disposition in favor of the employee so accused, the Board agrees that it will reimburse said employee for the reasonable cost of defending such

proceedings, including reasonable counsel fees and reasonable expenses incident to the hearing, trial, or appeal.

3. Any employee involved in an accident arising out of or during the course of his employment shall immediately report said accident and any physical injury sustained therein to the employee's supervisor. This report shall be reduced to writing by the employee before going off duty or as soon thereafter as reasonably practicable. The failure of any employee to comply with this provision shall render the employee subject to appropriate disciplinary action by the Board.

4. When an employee is required to appear in any court to testify on behalf of the Board with respect to any event arising out of or occurring during the course of the employee's employment, the employee shall be reimbursed by the Board for any pay which the employee would have earned in the Board's employment during the period in question.

#### ARTICLE XX - GRIEVANCE PROCEDURE

1. The following definitions are set forth for the purpose of explaining the meaning of certain terms utilized in the remainder of this article:

A. A "grievant" is a person or persons making a claim cognizable under the terms of this Article.

B. A "grievance" is defined to mean a claim by an employee that as to said employee there has been an improper interpretation, application, or violation of this Agreement, or a claim with respect to some working condition which directly affects the grievant.

C. A "day" is defined to mean a regular working day.

2. The purpose of this procedure is to procure equitable and proper solutions of grievances at the lowest possible level.

3. Any employee shall have the right to file a grievance pursuant to this procedure within thirty (30) days after the occurrence which allegedly resulted in the grievance.

4. The time limitations set forth for processing of various steps in the grievance procedure hereinafter specified shall be regarded as maximum limits, and every effort shall be made to process all grievances as expeditiously as possible within those maximum time limitations.

5. The procedure by which grievances are to be prosecuted is as follows:

A. Step 1 - The aggrieved employee, with or without the Association Representative, shall first present the grievance to and discuss the same informally with his immediate supervisor, who will attempt to resolve it. The supervisor shall be allowed a maximum period of three (3) days after presentation of a grievance to study the problem and advise the grievant of the supervisor's determination. The following steps are to be implemented by the Association and the aggrieved party:

B. Step 2 - In the event the grievance is not resolved satisfactorily with the immediate supervisor, the aggrieved employee shall have three (3) days after the receipt of the supervisor's decision within which to make a formal presentation of grievance to the Director of Plant Facilities, the Director of Food Services, or to the building Principal, Director of Elementary Education, or Director of Secondary Education, depending upon the job category of the employee involved. The presentation of the grievance shall indicate the nature of the complaint and the specific facts that the grievant considers to be relevant to its resolution. The Director of Plant Facilities, the Director of Food Services, or the building Principal shall render a written decision with respect to the grievance within five (5) days of the receipt of the formal written presentation.

C. Step 3 - In the event no mutually satisfactory decision is received within five (5) days after the completion of the presentation made at the level of the Principal, Director of Plant Facilities, or Director of Food Services, within seven (7) calendar days thereafter a written statement of the grievance shall be delivered either manually or by ordinary mail to the office of the Superintendent, who shall have seven (7) additional days, measured from the date of such delivery, to provide a response. In that interim, the appropriate representative or representatives of the Association shall confer with the Superintendent or with the Superintendent's designee in an effort to affect a voluntary settlement.

6. In any event, if the response of the superintendent is unsatisfactory, or if the superintendent has made no response within the time provided above, the grievance may, at the election of either party hereto, be submitted to final and binding arbitration to be conducted under the applicable rules of the American Arbitration Association, provided that the party wishing to submit to arbitration files a written demand therefor with the American Arbitration Association, and serves a copy of the same upon the other party within thirty (30) school days after the date on which the superintendent had replied, or was required to have replied if no reply was submitted.

7. In the administration of the aforementioned grievance procedure, failure at any one step of this procedure of one charged with the responsibility of rendering a decision to do so within the specified time limits shall permit the aggrieved party to proceed immediately to the next step. The failure at any step of this procedure to appeal a grievance to the next step with the specified time limits shall be deemed to be in acceptance at the decision rendered in that step, and that decision will be a final determination of the grievance. In all cases in which the grievant is represented by the Association, the Association shall be considered the appellant for the purposes of implementing the cost provisions of paragraph 6 herein.

8. Subject to the foregoing limitations and restrictions, the Association may indicate a class action or group grievance, in either the unit's own name or as the representative of a group or class whose individual signatures shall not be indicated, at the second level of the grievance procedure.

9. The arbitrator shall be without authority or ability to amend, modify, delete, or expand this contract.

#### ARTICLE XXI - BOARD-STAFF RELATIONS COMMITTEE AND NEGOTIATIONS COMMITTEE

1. The parties hereto jointly recognize the fact that there are continuing problems involving non-negotiable matters which the parties should review and discuss on a periodic basis. In order to foster such continuous review and discussion, the parties hereto do agree to establish a Board-Staff Relations Committee which shall be composed of three (3) members designated by the Association, three (3) members designated by the Board, the Personnel Manager, and the Directors of Elementary and Secondary Education. This committee shall meet regularly at least once a month on a day of the month to be regularly fixed by mutual agreement of the committee members immediately after their designation. The Committee may meet at such additional times during the course of the year as may be designated by mutual agreement. Any member of the Committee shall be free to suggest subject matter for discussion and action by the Committee. It is, however, mutually agreed in view of past experience that the Committee shall immediately undertake a review of the following subjects for the purpose of resolving administrative problems with respect thereto in submitting possible recommendations for future incorporation into the Board policy or the collective bargaining agreement:

A. Overtime distribution;

- B. Safety with respect to mechanical equipment;
- C. Employment and utilization of substitutes;
- D. Designation and maintenance of parking areas for school maintenance vehicles;
- E. Development of a school district safety manual;
- F. Any additional topics which the Association desires to discuss and which are specified in a written notice filed with the Personnel Manager;
- G. Number of sick and personal days.

2. The negotiation committees can meet if mutually desired to deal with negotiable matters, if any, which the parties wish to discuss.

#### ARTICLE XXII - OPERATIONAL CONTINUITY

The Association agrees that during the term of this Agreement, neither it nor its officers, employees, or members will engage in, encourage, sanction, support, or institute any work stoppage, boycotts, slowdowns, mass resignation, mass absenteeism, picketing, or other similar practices which would promote the performance of, or interference with, the normal operation of the school district and/or of the Board. In the event that Association members do participate in such proscribed activities despite the aforementioned efforts of the Association, no liability will be imposed upon the Association itself as a result thereof. In the event that the Association members do participate in such activities in violation of this provision, the Association agrees that it will notify its members so engaged to cease and desist from such activities forthwith, and that it will further take all reasonable action necessary to bring about the cessation of such activities. Any employee engaged in such activity may be dismissed or otherwise disciplined by the Board, and the action of the Board in so disciplining employees shall not be subject to the grievance procedure previously set forth in this Agreement.

#### ARTICLE XXIII - DISTRIBUTION OF TOOLS

The Board agrees that it will provide each employee in the building maintenance, ground maintenance, and pool maintenance category with a set of general tools as listed on Schedule A annexed hereto. The tools so provided by the Board will be



inventoried when assigned, and the person to whom they are assigned will be responsible to reimburse the Board for cost of replacing any tools assigned to them which are thereafter lost. The Board further agrees to provide on a "pool" basis for periodic use in the district those tools listed on Schedule B attached hereto. The parties hereto recognize that the tools listed on Exhibit B are required for special use on a non-continuing basis, and the same will be available for use as required in accordance with such guidelines as are established and promulgated by the Director of Plant Facilities.

#### ARTICLE XXIV - DURATION OF AGREEMENT

1. This Agreement shall become effective as of the date of execution but shall have retroactive application to July 1, 1985, and shall extend from that date through June 30, 1988.

2. There shall be a limited reopening of negotiations for the 1987-88 contract year under which the negotiation obligation of either party is expressly agreed to be limited to the following listed items, otherwise this contract represents the complete collective negotiations obligation of both parties for the period of July 1, 1985 through June 30, 1988 with all proposals which were made or could have been made in those collective negotiations being dropped and waived:

- A. 1987-88 salaries, unit wide;
- B. 1987-88 insurance benefits;
- C. 1987-88 security aide salary adjustment; and
- D. Food Service workers' hours of work.

#### ARTICLE XXV - REPRESENTATION FEE

##### 1. Purpose of Fee

Any employee included in Article I who does not become a member of the Association during any membership year (i.e., from September 1 to following August 31) which is covered in whole or in part by this Agreement will be required to pay a representation fee to the Association for that year. The purpose of this fee is to offset the employee's per capita cost of services rendered by the Association as majority representative.

##### 2. Notification

Prior to the beginning of each membership year, the Association will notify the Board in writing of the amount of the regular membership dues charged by the Association on its own members for that membership year.

### 3. Deduction and Transmission of Fee

Once during each membership year covered in whole or in part by this Agreement, the Association will submit to the Board a list of those employees who have not become members of the Association for the current membership year. The Board will deduct from the salaries of such employees, in accordance with paragraph 2 below, the full amount of the representation fee and promptly will transmit the amount so deducted to the Association.

#### A. Payroll Deduction Schedule

The Board will deduct the representation fee in equal installments, as nearly as possible, from the paychecks paid to each employee on the aforesaid list during the remainder of the membership year in question. The deductions will begin with the first paycheck paid:

1. Ten (10) days after receipt of the aforesaid list by the Board; or

2. Thirty (30) days after the employee begins his or her employment in a bargaining unit position, unless the employee previously served in a bargaining unit position and continued in the employment of the Board in a non-bargaining unit position or was on layoff, in which event the deductions will begin with the first paycheck paid ten (10) days after the resumption of the employee's employment in a bargaining unit position, whichever is later.

#### B. Termination of Employment

If an employee who is required to pay a representation fee terminated his or 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 will deduct the unpaid portion of the fee from the last paycheck paid to said employee during the membership year in question.

#### C. Mechanics

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

#### **D. Changes**

The Association will notify the Board in writing of any changes in the list provided for in paragraph 1 above and/or the amount of the representation fee, and such changes will be reflected in any deductions made more than ten (10) days after the Board received said notice.

E. Once per month the Board will submit a list of new employees hired by the Board in positions represented by the Association during the month preceding the month in which the report is made. The list will include name, job title, and date of employment for such employees.

#### **4. Indemnification, Hold Harmless, and Guarantee Clause**

A. The Employees Association of Willingboro Schools and its affiliates shall indemnify and hold the Board harmless against and from any and all claims, demands, suits, and any other forms of liability or costs whatsoever, including but not limited to liability for reasonable counsel fees and other legal costs paid to counsel of the Board's choice that may arise out of or by reason of any action taken or not taken by the Board in conformance with or in attempted conformance with the agency shop or representation fee provision. Furthermore, and in addition hereto, the Employees Association of Willingboro Schools and its affiliates guarantee that they will be responsible for and reimburse to the Board any costs or expenses, including but not limited to the above enumerated types of costs arising from or by reason of any action taken or not taken by the Board in conformance with or in attempted conformance with the agency shop or representation fee provision.

B. The Employees Association of Willingboro Schools and its affiliates shall be solely responsible for any costs, liabilities, refunds, or charges of any type of expense whatsoever arising from the use of the demand and return system or other appeal or challenge to the representation fee. In the event of such a situation, the Employees Association of Willingboro Schools and its affiliates shall indemnify and hold the Board harmless from any such costs, liabilities, refunds, or charges, including but not limited to reasonable counsel fees and other legal costs paid to the counsel of the Board's choice that may arise out of or by reason of any such appeal or challenge.

5. In the implementation and operation of this Agency Fee Provision, the Association guarantees that it will comply with all constitutional, statutory, and regulatory provisions and requirements.

IN WITNESS WHEREOF, the parties hereto have caused the hands of their respective officers and the seals of their respective organizations to be affixed this 4th of April, 1990.

BOARD OF EDUCATION OF THE  
TOWNSHIP OF WILLINGBORO

(Seal)

Gerard T. Whittle  
Gerard T. Whittle, President

Attest:

Lee Muller  
Lee Muller, Secretary to the  
Board of Education

EMPLOYEES ASSOCIATION OF  
WILLINGBORO

(SEAL)

Constance R. Wilzopolske  
President

Attest:

Louis D. Loney  
Secretary

EMPLOYEES ASSOCIATION OF  
WILLINGBORO PUBLIC SCHOOLS  
SALARY GUIDES 1985-1988

A LA CARTE HRS

	1985-86	1986-87	1987-88
STEP	SALARY	SALARY	SALARY
1	3572	3779	3958
2	3672	3879	4062
3	3780	3988	4170
4	3796	4104	4287
5	3920	4122	4412
6	4039	4257	4431
7	4293	4386	4576
8	4416	4661	4715
9	4530	4796	5011
10	4642	4919	5156
11	4858	5041	5288
12	4943	5275	5419
13	5022	5368	5671
14		5454	5771
15			5863

CASHIER 6HRS

STEP	1985-86 SALARY	1986-87 SALARY	1987-88 SALARY
1	5328	5597	5820
2	5508	5786	6017
3	5702	5981	6220
4	5940	6192	6430
5	6178	6450	6656
6	6439	6709	6934
7	6636	6992	7212
8	6862	7206	7516
9	7093	7452	7746
10	7307	7702	8011
11	7535	7934	8280
12	7693	8182	8529
13	7862	8354	8796
14	8049	8538	8981
15		8741	9178
16			9397

CENTRAL KITCHEN LEAD

STEP	8 hrs. 6 hrs.		6 hrs.	
	1985-86 SALARY	1986-87 SALARY	1987-88 SALARY	1987-88 SALARY
1	8660	8666	7194	
2	8910	7044	7381	
3	9180	7245	7572	
4	9504	7471	7788	
5	9801	7732	8031	
6	10098	7981	8312	
7	10407	8218	8580	
8	10601	8467	8834	
9	10798	8633	9102	
10	11025	8787	9280	
11	11285	8977	9446	
12	11579	9190	9650	
13	11903	9427	9879	
14	12280	9688	10134	
15	12684	9997	10415	
16	13139	10329	10747	
17	13594	10696	11104	
18	13984	11064	11498	
19	14441	11384	11894	
20	14914	11752	12238	
21		12143	12633	
22			13054	

CENT KITCH PERS				
STEP	8 hrs.		6 hrs.	
	1985-86 SALARY	1986-87 SALARY	1986-87 SALARY	1987-88 SALARY
1	5740	4525	4711	
2	5940	4672	4864	
3	6156	4826	5022	
4	6296	5004	5188	
5	6445	5123	5379	
6	6593	5241	5507	
7	6733	5360	5634	
8	6862	5479	5762	
9	7024	5585	5890	
10	7220	5716	6004	
11	7415	5870	6145	
12	7611	6036	6310	
13	7835	6190	6489	
14	8059	6380	6654	
15	8260	6558	6859	
16	8456	6724	7050	
17	8704	6878	7228	
18	8911	7079	7394	
19	9245	7257	7610	
20	9411	7518	7801	
21	9474	7660	8082	
22	9879	7790	8235	
23	10200	8040	8374	
24		8301	8643	
25			8924	



DISHROOM

STEP	6 hrs.		5 hrs.		5 hrs.	
	1985-86	1986-87	1986-87	1987-88	1986-87	1987-88
	SALARY	SALARY	SALARY	SALARY	SALARY	SALARY
1	4826	4159	4159	4267	4267	4267
2	5076	4358	4358	4471	4471	4471
3	5366	4585	4585	4685	4685	4685
4	5666	4832	4832	4929	4929	4929
5	5962	5109	5109	5194	5194	5194
6	6160	5386	5386	5492	5492	5492
7	6332	5554	5554	5722	5722	5722
8	6524	5722	5722	5971	5971	5971
9	6681	5900	5900	6151	6151	6151
10	6852	6038	6038	6343	6343	6343
11	7072	6196	6196	6491	6491	6491
12	7258	6394	6394	6661	6661	6661
13	7442	6562	6562	6874	6874	6874
14	7657	6730	6730	7054	7054	7054
15		6927	6927	7235	7235	7235
16				7447	7447	7447

FOOD HANDLER/DRIVER 8 HRS

-STEP	1985-86 SALARY	1986-87 SALARY	1987-88 SALARY
1	10050	10374	10659
2	10530	10854	11152
3	11048	11372	11668
4	11579	11932	12225
5	12108	12505	12827
6	12664	13077	13443
7	13047	13677	14058
8	13290	14091	14703
9	13675	14354	15148
10	14216	14769	15431
11	14565	15353	15877
12	15071	15730	16504
13	15540	16277	16910
14	15926	16783	17498
15	16353	17200	18042
16	16587	17662	18490
17		17914	18987
18			19258

STEP	6 hrs.		5 hrs.		5 hrs.	
	1985-86	SALARY	1986-87	SALARY	1987-88	SALARY
1	5228	6498	6498	4604		
2	5508	4724	4835	4835		
3	5821	4981	5078	5078		
4	6175	5267	5355	5355		
5	6359	5583	5662	5662		
6	6559	5751	6002	6002		
7	6696	5929	6182	6182		
8	6901	6058	6374	6374		
9	7073	6236	6512	6512		
10	7336	6394	6704	6704		
11	7657	6631	6874	6874		
12	7876	6927	7128	7128		
13	8162	7125	7447	7447		
14		7382	7659	7659		
15			7936	7936		

LEAD ELEMENTARY/4 HRS.

STEP	1985-86 SALARY	1986-87 SALARY	1987-88 SALARY
1	3283	3373	3469
2	3453	3546	3626
3	3640	3753	3812
4	3812	3953	4034
5	3985	4140	4249
6	4117	4328	4451
7	4244	4470	4653
8	4378	4609	4805
9	4483	4755	4955
10	4602	4869	5112
11	4725	4997	5234
12	4866	5131	5372
13	5033	5285	5516
14	5203	5465	5681
15	5328	5651	5875
16		5785	6075
17			6219

SENIOR HIGH LEAD/6 HRS.

STEP	1985-86 SALARY	1986-87 SALARY	1987-88 SALARY
1	4924	5087	5203
2	5186	5367	5669
3	5465	5629	5748
4	5726	5935	6051
5	6024	6216	6380
6	6181	6562	6682
7	6368	6712	7033
8	6567	6915	7215
9	6766	7131	7434
10	6972	7347	7666
11	7051	7571	7898
12	7413	7657	8139
13	7642	8050	8231
14	7876	8299	8654
15	8110	8553	8921
16	8366	8807	9196
17	8611	9061	9468
18	8804	9351	9741
19	9032	9561	10052
20		9808	10278
21			10544

SERVERS/4 HRS.

STEP	1985-86 SALARY	1986-87 SALARY	1987-88 SALARY
1	2885	2955	3012
2	3046	3116	3177
3	3219	3307	3350
4	3383	3496	3555
5	3525	3674	3758
6	3669	3828	3950
7	3776	3984	4115
8	3888	4100	4283
9	4010	4222	4408
10	4132	4355	4539
11	4244	4487	4682
12	4359	4609	4824
13	4473	4733	4955
14	4616	4858	5088
15	4723	5013	5222
16	4787	5129	5389
17	4878	5197	5514
18	4972	5298	5587
19	5098	5400	5695
20		5536	5805
21			5951

PM PRODUCTION & HRS

STEP	1985-86 SALARY	1986-87 SALARY	1987-88 SALARY
1	2885	2972	3031
2	3046	3133	3195
3	3219	3308	3368
4	3382	3495	3556
5	3525	3673	3757
6	3663	3828	3948
7	3818	3978	4115
8	3882	4146	4276
9	3918	4216	4457
10	4046	4255	4532
11	4159	4394	4574
12	4274	4516	4724
13	4387	4641	4855
14	4501	4764	4989
15	4616	4888	5121
16	4728	5013	5255
17	4844	5134	5389
18	4972	5260	5519
19		5399	5655
20			5804

CUSTODIAN/8 HRS.

STEP	1985-86 SALARY	1986-87 SALARY	1987-88 SALARY
1	10090	10774	10659
2	10530	10854	11152
3	11048	11372	11668
4	11579	11932	12225
5	12108	12505	12827
6	12663	13077	13443
7	13047	13676	14058
8	13290	14091	14702
9	13675	14354	15148
10	14216	14769	15431
11	14608	15353	15877
12	15071	15777	16504
13	15540	16277	16960
14	15926	16783	17498
15	16353	17200	18042
16	16587	17662	18490
17	16979	17914	18987
18	17329	18337	19258
19	17870	18715	19712
20	18184	19300	20119
21	18647	19639	20748
22	19195	20139	21112
23	19735	20730	21649
24	20277	21314	22285
25	20826	21899	22913
26	21444	22492	23541
27		23160	24179
28			24897



CUSTODIAN-ASSISTANT

STEP	1985-86 SALARY	1986-87 SALARY	1987-88 SALARY
1	982	1027	10815
2	982	10457	11026
3	10098	10673	11241
4	10538	10906	11473
5	10897	11381	11724
6	11254	11769	12235
7	11546	12154	12652
8	11904	12470	13066
9	12210	12856	13405
10	12523	13187	13820
11	12998	13525	14176
12	13282	14038	14539
13	13677	14345	15091
14	14091	14771	15421
15	14513	15218	15879
16	14948	15674	16359
17	15394	16144	16850
18	15859	16626	17355
19	16428	17128	17873
20		17742	18413
21			19073

GROUNDS/8 HRS.

STEP	1985-86 SALARY	1986-87 SALARY	1987-88 SALARY
1	11264	11765	12232
2	11664	12165	12647
3	12096	12597	13077
4	12593	13064	13542
5	13087	13600	14044
6	13753	14134	14620
7	14181	14853	15194
8	14692	15315	15967
9	15228	15867	16464
10	15697	16446	17057
11	16160	16953	17679
12	16623	17453	18224
13	17093	17953	18762
14	17522	18460	19299
15	18020	18924	19845
16	18611	19462	20343
17	19038	20100	20922
18	19430	20561	21608
19	19814	20984	22103
20	20207	21399	22558
21		21824	23004
22			23461

MAINTENANCE 8 HRS

STEP	1985-86 SALARY	1986-87 SALARY	1987-88 SALARY
1	13088	13885	14662
2	13338	14135	14926
3	13608	14405	15195
4	14040	14697	15485
5	14672	15163	15799
6	14969	15846	16300
7	15503	16167	17034
8	16065	16743	17380
9	16688	17350	17999
10	17093	18023	18651
11	17284	18460	19375
12	17763	18667	19845
13	18234	19184	20067
14	18721	19693	20623
15	19038	20219	21170
16	19302	20561	21735
17	19871	20846	22103
18	20512	21461	22409
19	21131	22153	23071
20	21759	22821	23814
21	22186	23500	24533
22	22378	23961	25263
23	22999	24168	25758
24	23625	24839	25981
25	24245	25515	26702
26	24836	26185	27429
27	25426	26823	28149
28	26190	27460	28835
29		28285	29520
30			30406

POOL MAINTENANCE

STEP	1985-86 SALARY	1986-87 SALARY	1987-88 SALARY
1	13092	13839	14565
2	13392	14135	14877
3	13716	14463	15195
4	14256	14813	15548
5	14731	15396	15924
6	15350	15909	16551
7	15989	16578	17102
8	16567	17268	17821
9	17166	17892	18563
10	17792	18539	19236
11	18347	19215	19929
12	18902	19815	20656
13	19459	20414	21301
14		21016	21945
15	*25561	*27606	*29676

WAREHOUSE BHRS

STEP	1985-86 SALARY	1986-87 SALARY	1987-88 SALARY
1	11588	12115	12607
2	11988	12515	13024
3	12420	12947	13454
4	12949	13414	13918
5	13529	13985	14420
6	14287	14611	15034
7	14800	15430	15707
8	15340	15984	16587
9	15897	16567	17183
10	16474	17169	17810
11	16779	17792	18457
12		18121	19126
13			19480

BUS DRIVER & HRS

STEP	1985-86 SALARY	1986-87 SALARY	1987-88 SALARY
1	4134	4249	4323
2	4374	4489	4568
3	4633	4750	4826
4	4904	5031	5106
5	5151	5325	5408
6	5370	5594	5724
7	5627	5831	6014
8	5842	6111	6268
9	6083	6344	6569
10	6340	6606	6820
11	6602	6885	7101
12	6873	7169	7401
13	7151	7464	7707
14	7364	7765	8024
15	7577	7997	8347
16	7800	8228	8597
17		8470	8845
18			9105

BUS/VAN 6 HRS

STEP	1985-86 SALARY	1986-87 SALARY	1987-88 SALARY
1	6820	7166	7494
2	7020	7366	7703
3	7236	7582	7918
4	7452	7815	8151
5	7722	8048	8401
6	7990	8340	8652
7	8287	8629	8966
8	8468	8950	9276
9	8754	9145	9621
10	9040	9454	9831
11	9327	9763	10163
12	9613	10073	10495
13	9936	10382	10828
14	10250	10731	11161
15	10619	11070	11536
16	10719	11469	11900
17	11338	11577	12329
18	11693	12245	12445
19		12628	13163
20			13575

MECHANICS

STEP	1985-86 SALARY	1986-87 SALARY	1987-88 SALARY
1	12028	12490	12910
2	12528	12990	13427
3	13068	13530	13964
4	13828	14113	14545
5	14601	14934	15171
6	15143	15769	16054
7	15776	16354	16952
8	16524	17038	17581
9	16725	17846	18316
10	17806	18063	19184
11	18446	19230	19418
12		19922	20672
13			21416

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VANS & HRS

STEP	1985-86 SALARY	1986-87 SALARY	1987-88 SALARY
1	4134	4249	4323
2	4374	4489	4568
3	4633	4750	4826
4	4904	5031	5106
5	5151	5325	5408
6	5370	5594	5724
7	5591	5832	6014
8	5830	6071	6269
9	6018	6331	6526
10	6296	6535	6806
11	6523	6837	7025
12	6837	7084	7350
13	7151	7424	7615
14		7765	7981
15			8347

1987-88  
SALARY

6950  
7264  
7592  
8006  
8390  
8762  
9314  
9594  
9869  
10146  
10410  
10692  
10982  
11274  
11566

SECURITY AIDES 8HRS

STEP	1985-86 SALARY	1986-87 SALARY	1987-88 SALARY
1	7383	8046	8376
2	7603	8309	8649
3	7841	8548	8932
4	8078	8807	9189
5	8391	9064	9468
6	8606	9404	9744
7	8885	9638	10109
8	9187	9940	10361
9	9436	10268	10686
10	9730	10539	11038
11	10086	10858	11329
12	10449	11245	11672
13	10826	11639	12088
14	11168	12048	12512
15	11511	12420	12952
16	11864	12792	13352
17		13175	13751
18			14163

SPECIAL EDUC. TEACHER AIDES 6 HRS

STEP	1985-86 SALARY	1986-87 SALARY	1987-88 SALARY
1	5120	5279	5388
2	5400	5560	5675
3	5702	5864	5977
4	5868	6192	6304
5	6200	6351	6656
6	6378	6733	6827
7	6570	6926	7238
8	6768	7135	7465
9	6926	7328	7670
10	7139	7521	7878
11	7317	7752	8085
12	7495	7966	8333
13	7718	8139	8562
14		8381	8769
			9010

TEACHER AIDES 3HRS

STEP	1985-86 SALARY	1986-87 SALARY	1987-88 SALARY
1	2364	2447	2508
2	2484	2567	2631
3	2614	2697	2760
4	2732	2839	2899
5	2849	2967	3052
6	2956	3094	3190
7	3034	3210	3326
8	3134	3294	3451
9	3219	3403	3541
10	3312	3496	3658
11	3419	3597	3758
12	3562	3713	3867
13	3703	3868	3991
14	4450	4022	4158
15		4176	4324
16		4330	4489
17		4484	4655
18		4638	4820
19		4832	4986
			5194

TEACHER AIDES 4HRS

STEP	1985-86 SALARY	1986-87 SALARY	1987-88 SALARY
1	3252	3381	3480
2	3402	3531	3635
3	3564	3694	3796
4	3774	3870	3971
5	3903	4098	4160
6	4132	4238	4405
7	4260	4487	4556
8	4316	4626	4824
9	4530	4687	4973
10	4672	4919	5039
11	4815	5073	5288
12	4957	5229	5453
13		5383	5621
14			5787

TEACHER AIDES 7HRS

STEP	1985-86 SALARY	1986-87 SALARY	1987-88 SALARY
1	5567	5780	5941
2	5832	6045	6214
3	6118	6333	6498
4	6465	6644	6808
5	6910	7021	7142
6	7079	7504	7548
7	7266	7687	8067
8	7465	7890	8264
9	7664	8106	8482
10	7861	8323	8714
11	8063	8536	8947
12	8261	8756	9176
13	8468	8971	9413
14	8668	9196	9644
15	8888	9413	9886
16	9167	9652	10119
17	9491	9955	10376
18	9907	10307	10702
19		10758	11080
20			11565