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THIS DOES NOT
CIRCULATE

AGREEMENT
BETWEEN
THE TOWNSHIP OF OCEAN BOARD OF EDUCATION
OAKHURST, MONMOUTH COUNTY, NEW JERSEY
AND
TOWNSHIP OF OCEAN
EDUCATIONAL SECRETARIES ASSOCIATION

Ocean County

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TOWNSHIP OF OCEAN SCHOOL DISTRICT
July 1, 1977

7/1/77 - 6/30/79

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MEMBERS, OFFICERS AND STAFF

A. BOARD OFFICERS, MEMBERS AND STAFF *

1. Board Members and Staff

Mr. James F. Jeffries, President

Mrs. Constance Hughes, Vice President

Mr. Nicholas Donofrio

Dr. Harry Kacandes

Mr. James Filippo

Mr. Stephen Morse

Dr. Joel Shappirio

Dr. Carney A. Vetrano

Mr. Steven H. Wohlert

Mr. Robert J. Mahon, Superintendent of Schools

Mr. Marshall D. Conklin, School Business Administrator and
Board Secretary

Mr. Peter Shebell, Jr., Board Attorney

2. Administrators on Negotiating Committee

Mr. Robert J. Mahon, Superintendent of Schools

Mr. Marshall D. Conklin, School Business Administrator

B. Secretaries' Association Officers and Staff *

1. Secretaries' Association Officers

Gertrude Warren, President

Claire Adams, Vice President

Dorothy Hazelrigg, Secretary

Anne Caruba, Treasurer

2. Secretaries' Negotiating Committee

Frances Bruns, Chairperson

Gertrude Warren

Dorothy Hazelrigg

*SEE ADDENDUM - PAGE 24

PREAMBLE

THIS AGREEMENT entered into this 1st day of July, 1977, by and between the BOARD OF EDUCATION of the Township of Ocean, (hereinafter referred to as the BOARD) and the TOWNSHIP OF OCEAN EDUCATIONAL SECRETARIES ASSOCIATION, (hereinafter referred to as the ASSOCIATION) incorporates the articles indexed and defined in this contractual agreement.

ARTICLE I

RECOGNITION

- (A) The Board hereby recognizes the Township of Ocean Educational Secretaries Association as the sole and exclusive negotiating agent for the purpose of collective negotiations in any and all matters relating to all conditions of employment on behalf of all members of the Association.
- (B) Unless otherwise indicated the term "employee" when used hereinafter in this Agreement, shall refer specifically to those employees who are eligible for membership in the Association.

ARTICLE II

NEGOTIATION PROCEDURE AND DURATION OF AGREEMENT

- (A) The Association shall submit its proposals for collective negotiations, with the Board on or before November 16th of the calendar year preceding the period of the proposed agreement. These proposals shall be submitted, in writing, to the Superintendent of Schools for presentation to the Board. Following the submission of the written proposals by the Association representatives, the designated representatives of the Board and the Association shall meet thereafter at reasonable times and negotiate in good faith, with respect to terms and conditions of employment.
- (B) During negotiations, the Board and the Association shall possess relevant data, exchange points of view and make proposals and counter-proposals. In this connection, the Board will furnish the Association with all information in the public domain as soon as possible after the receipt of a request for such data.
- (C) Neither party, in any negotiations, shall have the control over the selection of the negotiating representative of the other party.
- (D) All meetings between the parties shall be regularly scheduled to take place on school property at a mutually agreed upon location and when employees involved are free from assigned duties unless otherwise agreed. When, however, both parties determine that a meeting shall be scheduled during the school day, the employees involved shall suffer no loss of pay.
- (E) Should a mutually acceptable amendment to this Agreement be negotiated by the parties, it shall be reduced to writing, be adopted by the Board and the Association, be signed by the Board and the Association and incorporated in this Agreement.
- (F) This Agreement shall be binding on the Township of Ocean Board of Education and the Township of Ocean Association of Educational Secretaries from July 1, 1977 to June 30, 1979.

ARTICLE III
GRIEVANCE PROCEDURE

DEFINITION:

- (A) A grievance shall mean a complaint by an employee or the ASSOCIATION, that there has been a personal loss or inequity because of a violation, misinterpretation or misapplication of policy, agreement or administrative decision to him or them.
- (B) A grievance to be considered under this procedure must be initiated within 30 calendar days of its occurrence, within the knowledge of the aggrieved, but under no circumstances will a grievance be processed if 6 months have elapsed since its actual occurrence.
- (C) The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to grievances. Both parties agree that these proceedings shall be kept as informal and confidential as may be appropriate at any level of the procedure.
- (D) Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement. In the event a grievance is filed at such time that it cannot be processed through all the steps in this procedure by the end of the school year, and if left unresolved until the beginning of the following school year it could result in irreparable harm to a party in interest, the time limits set forth shall be reduced so that the grievance procedure may be exhausted prior to the end of the school year or as soon as is practicable thereafter.

PROCEDURE:

- (A) Any employee (or group of employees) who has a grievance shall discuss it first with the immediate supervisor involved in an attempt to resolve the matter informally except in the case affecting the Association. The Association shall have the right to present the grievance at the appropriate level where the grievance occurred or at which the protested decision was made. Presentation of a grievance at a Board level under such circumstances shall be processed through the Office of the Superintendent (or designee) as the Board's representative.
- (B) If, as a result of the discussion, the matter is not resolved to the satisfaction of the employee within 5 school days, the employee shall set forth the grievance in writing to the immediate supervising Administrator, specifying the following:
 - 1. The nature of the grievance and the injury, loss or inequity suffered
 - 2. The results of previous discussions
 - 3. The employee's dissatisfaction with decisions previously rendered

Upon receipt of the grievance, the Administrator will send a copy of the grievance to the Office of the Superintendent who will forward a copy to the Association and immediate supervisor involved. Upon receipt of the grievance, the Association may elect to have a representative or representatives present at all grievance meetings.

Grievance Procedure - Continued

The Administrator will communicate his decision to the employee, the Association or its representative and the Superintendent of Schools, in writing, within three school days of receipt of the written grievance.

- (C) The employee may appeal the Administrator's decision to the Superintendent of Schools. The appeal to the Superintendent must be made in writing, reciting the matter submitted to the Administrator as specified above and the employee's dissatisfaction with decisions previously rendered. The Superintendent shall attempt to resolve the matter as quickly as possible, but within a period not to exceed 10 calendar days. The Superintendent shall communicate his decision, in writing, to the employee, the Administrator and the Association.
- (D) If the grievance is not resolved to the employee's satisfaction, the employee may request a review by the Board of Education. The request shall be submitted, in writing through the Superintendent of Schools who shall attach all related papers and forward the request to the Board of Education. The Board or committee thereof, shall review the grievance. The Board shall hold a hearing with the employee and a decision shall be rendered in writing, within 20 calendar days of receipt of the grievance by the Board or the date of the hearing, whichever comes later.
- (E) At no point prior to an official hearing or meeting of the Board shall any employee or the employee's representative discuss with members of the Board, or any one of them, the subject of the employee's grievance or matters relating thereto.
- (F) Nothing contained herein shall be construed as limiting the right of any employee having a grievance to discuss the matter informally with an appropriate member of the Administration and having the grievance adjusted without intervention of the Association, provided adjustment is not inconsistent with the terms of this Agreement and that the Association has been given the opportunity to be present at any level and to state its views.
- (G) The employees, Administrators and/or the Board may have representatives or witnesses of their choice in attendance at all levels of the grievance procedure.
- (H) All documents, communications and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personal file of any of the participants.
- (I) No reprisals of any kind shall be taken by the Board or any member of the Administration against any party in interest, any representative, any member of the Association or its committees, or any other participant in the grievance procedure by reason of such participation. Also, no reprisals of any kind shall be taken by an employee or the Association against any party in interest, any representative, any member of the Board of Education or its committees, or participant in the grievance procedure by reason of such participation.

ARTICLE IV

BOARD RIGHTS

- (A) The Board reserves to itself sole jurisdiction and authority over matters of policy and retains the right, subject only to the limitations imposed by the language of this agreement, in accordance with applicable laws and regulations to do the following:
1. To direct employees of the school district
 2. To hire, promote, transfer, assign and retain employees in positions in the school district, and for just cause to suspend, to demote, discharge or take other disciplinary action against employees.
 3. To relieve employees from duty because of lack of work or for other legitimate reasons
 4. To maintain the efficiency of the school district operations entrusted to them
 5. To determine the methods, means and personnel by which such operations are to be conducted
 6. To take whatever actions might be necessary to carry out the mission of the school district in situations of emergency
- (B) Participation by any member of the Association in a refusal to perform assigned duties, shall be just cause for disciplinary action.
- (C) It is understood by all parties that under the rulings of the courts of New Jersey and the State Commissioner of Education, the Board of Education is forbidden to waive any rights or powers granted by law.

ARTICLE V

EMPLOYEE RIGHTS

- (A) Pursuant to Chapter 303, P.L. 1968 the Board hereby agrees that every employee of the Board shall have the right freely to organize, join and support the Association and its affiliates for the purpose of engaging in collective negotiations. As a duly selected body exercising governmental power under the laws of the State of New Jersey, the Board undertakes and agrees that it shall not discourage or deprive or coerce any employee in the enjoyment of any rights conferred by Chapter 303, P.L. 1968 or any other laws of New Jersey or the Constitution of the United States and of New Jersey; and that it shall not discriminate against any employee with respect to hours, wages, or any terms or conditions of employment by reason of her membership in the Association and its affiliates.
- (B) Whenever any employee is required to appear before the Superintendent or his designee, Board or any committee member, representative or agent thereof concerning any matter which could adversely affect the continuation of that employee in her office, position or employment or the salary or any increments pertaining thereto then she shall be given prior written notice of the reasons for such meeting or interview and shall be entitled to have representatives of the Association and/or its agent present to advise her and represent her during such meetings or interviews. Any suspension of an employee pending charges shall be with full pay except in those instances not recommended by the Superintendent of Schools and not approved by the Board of Education because of charges involving moral turpitude or criminal offenses.
- (C) No employee shall be prevented from wearing pins or other identification of membership in the Association or its affiliates.

ARTICLE VI

ASSOCIATION RIGHTS AND PRIVILEGES

- (A) If any meeting is scheduled by the Superintendent, any representative of the Association invited may participate during working hours and shall suffer no loss in pay.
- (B) The Association and its representatives shall have the right to use school buildings for meetings. The approval for such meetings must be secured from the school principal and these meetings must not take place during working hours.
- (C) The Association shall have the right to use school equipment such as typewriters, mimeographing machines, other duplicating equipment, calculating machines and all types of audio/visual equipment, at reasonable times, when such equipment is not otherwise in use. The Association shall supply all materials incident to such use and for any reason pay for repairs necessitated as a result thereof.
- (D) The Association shall have the right to use the inter-school mail facilities as it deems necessary.
- (E) The Board and the Administration shall communicate with the Association in writing in reference to Association activities or business.

ARTICLE VII
SALARY AND HOURS OF WORK

(A) The salaries of all employees covered by this agreement are set forth as follows:

OFFICE PERSONNEL SALARY GUIDE
1977-1978 and 1978-1979

1. <u>STEPS</u>	<u>GRADE I</u>		<u>GRADE II</u>		<u>GRADE III</u>	
	<u>1977-1978</u>	<u>1978-1979</u>	<u>1977-1978</u>	<u>1978-1979</u>	<u>1977-1978</u>	<u>1978-1979</u>
1	\$5,390.	\$5,490.	\$6,030.	\$6,130.	\$6,700.	\$6,800.
2	5,605.	5,705.	6,264.	6,364.	6,966.	7,066.
3	5,956.	6,056.	6,615.	6,715.	7,371.	7,471.
4	6,307.	6,407.	6,966.	7,066.	7,776.	7,876.
5	6,658.	6,758.	7,317.	7,417.	8,181.	8,281.
6	7,009.	7,109.	7,668.	7,768.	8,586.	8,686.
7	7,360.	7,460.	8,019.	8,119.	8,991.	9,091.
8	7,711.	7,811.	8,370.	8,470.	9,396.	9,496.
9	8,062.	8,162.	8,721.	8,821.	9,801.	9,901.
10	8,413.	8,513.	9,072.	9,172.	10,206.	10,306.
11	8,764.	8,864.	9,423.	9,523.	10,611.	10,711.
12	9,115.	9,215.	9,774.	9,874.	11,016.	11,116.
13	9,466.	9,566.	10,125.	10,225.	11,421.	11,521.
14	---	9,917.	---	10,576.	---	11,926.

LONGEVITY 1977-1978

1. \$450. - at beginning of 14th and 17th years of service and annually thereafter
2. \$300. - at beginning of 20th year of service and annually thereafter

LONGEVITY 1978-1979

1. \$450 - at beginning of 15th and 17th years of service and annually thereafter
2. \$300. - at beginning of 20th year of service and annually thereafter

HEAD BOOKKEEPER - \$800.

Salary and Hours of Work - Continued

2. Credit For Prior Work Experience:

- a. One year's credit shall be given on the salary guide for 1 year of work experience in the same type of position in another public school system.
- b. One year's credit shall be given on the salary guide for 2 years of outside work experience in the same type of position in industry or other public work which does not include a public school system.
- c. Employees hired on or after July 1, 1970 shall be granted full credit for prior work experience immediately upon assumption of their work duties. New employees may receive as high as 3 years credit for the first year of their employment, thus placing them on the 4th step of the salary guide.

3. Credit Limitations:

Credit for prior work experience shall be limited to a maximum of 3 years.

- (B) The regular work week shall be 35 hours. Any time worked over the contractual hours shall continue to be paid at the rate of time and one-half.
- (C) The Association members shall work twelve months and will be paid in twenty-four semi-monthly installments, at the 15th and 30th of each month.
- (D) On specific days when lunch is not served employees will be granted a one hour lunch period.

ARTICLE VIII

GRADE DESCRIPTIONS

- GRADE I:** Under supervision, will perform routine office duties including typing, filing and operation of necessary machines.
- GRADE II:** Under limited supervision, will perform routine and special office duties; skilled in office procedure, will type, file, operate appropriate equipment, maintain accurate records and handle correspondence.
- GRADE III:** Under a minimum of supervision, will perform all special routine office duties; directly responsible to an administrator; prepare all reports necessary to each particular office; receive and handle all routine communications; deal in a direct manner in the field of public relations; able to make decisions required in the absence of an administrator; ability to develop own work procedures within the framework of broadly outlined objectives.

ARTICLE IX

VACANCIES, NEW POSITIONS, TRANSFERS AND REASSIGNMENT

- A. Notice of all vacancies in office positions shall be posted in each school by the Director of Personnel within five days of:
1. Receipt of a letter of resignation by Director of Personnel which has been acted upon by the Board
 2. Official Board action vacating a position or creating a new position within the school system
- B. The notice shall be posted for five work days and employees interested, upon notification of intent to immediate supervisor must submit a written application to the Director of Personnel within the aforementioned five (5) work days posting period to be considered for the vacancy. The notice shall state the name of the job and a short description of the same, and shall be posted at all work stations. (This provision does not apply in the case of an employee requesting a change in classification in the position she holds.)
- C. The qualifications and abilities of employees who apply shall be evaluated and, in the event two bidders are of equal experience and ability, the applicant with the greater seniority shall be awarded the position.
- D. Employees desiring a change in work assignment shall make their request in writing to the immediate supervisor. These requests shall be granted wherever possible. If there are no vacancies available at that time, prior consideration shall be given to the individuals requesting transfer when positions become available. Such requests shall be renewed annually.

ARTICLE X

SICK LEAVE

- A. Sick leave is hereby defined to mean the absence from duty of any employee because of personal disability due to illness or injury, or because she has been excluded from school by the school district's medical authorities because of a contagious disease or because of a quarantine for such a disease in her immediate household.
- B. All employees shall be allowed sick leave with full pay of one day per month's work during a contractual year. All unused sick leave shall be accumulative for addition sick leave as needed in subsequent years.
- C. In any illness over three days the Administration may require the submission of a doctor's certificate.
- D. After all sick leave allowed above has been used for thirty days thereafter employees shall receive the difference between their daily pay and the current substitute's pay.
- E. The Board of Education may at its discretion extend the above sick leave policy in individual cases.
- F. All employees employed ten years or longer, may at the discretion of the Board, be granted two additional sick days for each year of employment in the Township of Ocean School District, to be used only after all accumulated sick leave and personal leave have been exhausted.
- G. Unused personal days will be added to the employees accumulated sick leave.
- H. All days referred to are working days.

ARTICLE XI
OTHER LEAVE

- A. During the term of this contract, employees shall be entitled to the following temporary non-accumulative leaves of absence with full pay each school year:
1. Two personal days leave with full pay for personal business which cannot be accomplished at any other time. No personal leave shall be granted immediately prior or subsequent to a school holiday except in an emergency or in extenuating circumstances; however, the Superintendent shall have sole discretion to grant a personal day for reasons other than in an emergency or in extenuating circumstances immediately prior to or subsequent to a school holiday.
 2. Time necessary for appearances in any legal proceeding connected with the employee's employment or with the school system or for jury duty.
 3. Up to five days at any time in the event of death of an employee's spouse, child, parent, grandparents, son-in-law, daughter-in-law, father-in-law, mother-in-law, brother, sister, brother-in-law, sister-in-law, aunt, uncle and any other member of the immediate household.
 4. Other leaves of absence with pay may be granted by the Board for good reason.
- B. Leaves taken pursuant to Section A above shall be in addition to any sick leave to which the employee is entitled.
- C. Maternity Leave - An employee who becomes pregnant shall notify her supervisor as soon as pregnancy has been determined. Employment will be terminated when the employee deems it advisable or when recommended by a doctor. The employer reserves the right to require medical certification for continued employment.
- D. Upon request, office personnel will be allowed up to six (6) months leave of absence without pay after tenure for health purposes or any other unforeseen emergency. They shall be, upon return to employment, re-assigned to the same position which they held at the time said leave commenced. Said leave to be granted at the discretion of the Board.

ARTICLE XII

INSURANCE PROTECTION

The Board of Education shall pay up to the full cost of the Family Plan for the basic Comprehensive Group Packaged Protection of Blue Cross, Blue Shield with combined extended benefits of Rider "J", and shall be the same Insurance coverage that is now being provided. Also, the Board shall pay up to the full cost of the Family Plan for the Major Medical Insurance coverage that is now currently being provided by the "NEW JERSEY PUBLIC AND SCHOOL EMPLOYEES HEALTH BENEFITS PLAN".

The "NEW JERSEY PUBLIC AND SCHOOL EMPLOYEES HEALTH BENEFITS PLAN" is provided by the following:

1. Hospital Service Plan of New Jersey (New Jersey Blue Cross Plan)
2. Medical-Surgical Plan of New Jersey (New Jersey Blue Shield Plan)
3. The Prudential Insurance Company of America (Major Medical Plan)

ARTICLE XIII

VACATIONS

If by June 30th an employee has worked more than 6 months - 5 days
Completion of 1 year - 10 days
Completion of 10 years - 15 days
Completion of 15 years - 20 days

NOTE: Only years of service in the Township of Ocean School District shall be considered as credit towards an employee's vacation eligibility.

ARTICLE XIV

HOLIDAYS

Continue the present procedure of granting holidays on yearly basis at the discretion of the Board of Education and the Administration.

Office personnel may be required to work during the winter and spring recesses when the need arises and only when an administrator is present. It is understood that compensation for working during these periods would be in the form of compensatory time. This condition may be subject to review if a problem arises.

ARTICLE XV

EVALUATION PROCEDURE

- (A) All observation of the work performance of any office personnel shall be conducted openly and with full knowledge of the person.
- (B) The person shall be given a copy of any evaluation report prepared by her evaluator at least one day before any conference to discuss it. No such report shall be submitted to the personnel office, placed in the employee's file or otherwise acted upon without prior conference with the person. No person shall be required to sign a blank or incomplete evaluation form.
- (C) The Township of Ocean Board of Education believes that complete personnel records should be maintained regarding all employees. Copies of all evaluations, reports, requests for leave, absences, health reports and other pertinent information, will be kept in the files located in the office of the Director of Personnel. An employee may, upon written request, review her personal folder. However, references and other information given to the Superintendent of Schools in confidence from outside the school district will not be made available for review.
- (D) No material derogatory to a person's conduct, service, character or personality shall be placed in her personal file unless the person has had an opportunity to review such material by affixing her signature to the copy to be filed with the express understanding that such signature in no way indicates agreement with the contents thereof. The person shall also have the right to submit a written answer to such material, and her answer shall be reviewed by the Superintendent or his designee and attached to the file copy.
- (E) Supervisory reports shall be presented to persons by the party designated by the Superintendent periodically in accordance with the following procedures:
 - 1. Such reports shall be issued in the name of the person designated - and not in the name of the position - and shall be based upon a compilation of reports, or observations and of discussions with any or all supervisory personnel who come into contact with the person in the supervisory capacity.
 - 2. Such reports shall be addressed to the person.
 - 3. Such reports shall be written in narrative form and shall include, when pertinent:
 - a. Strengths of the person as evidenced during the period since the previous report
 - b. Weaknesses of the person as evidenced during the period since the previous report
 - c. Specific suggestions as to measures which the person might take to improve her performance in each of the areas wherein weaknesses have been indicated
 - 4. Such supervisory reports are to be provided for non-tenure persons at least two times each year; the first not later than six months and the last not later than 12 months.
- (F) Final evaluation of the person upon termination of her employment shall be concluded prior to severance and no documents and/or other material shall be placed in the personal file of such person after severance or otherwise than in accordance with the procedure set forth in this article.

ARTICLE XVI

SALARY DEDUCTIONS

Salary deductions shall be made as required by Federal and State Law, and for which deductions are currently being made.

ARTICLE XVII

FAIR DISMISSAL PROCEDURE

PROCEDURES :

(A) Tenure Personnel:

The Board of Education shall follow the procedures outlined in Title 18A:6-10, as supplemented and amended in the New Jersey Statutes Annotated when dismissing tenure personnel.

(B) Non-Tenure Personnel:

1. Any non-tenure employee who receives a notice of non-employment may, within five (5) working days thereafter, in writing, request a verbal review of the reasons for such non-employment from their immediate supervisor which review shall be held within five (5) working days after receipt of such request or as soon thereafter as practical.
2. Any non-tenure employee who has received such notice of non-employment and a verbal review of the reasons shall be entitled to a private meeting before the Board, provided a written request for such a meeting is received in the Office of the Superintendent within five (5) working days of said review.
3. The Board shall issue its determination as to the employment of non-employment of said non-tenure employees for the next succeeding school year within five (5) working days after the completion of the aforesaid meeting. Both the Board, the individual and/or the Association are entitled to have representatives of their own choosing at this meeting.

ARTICLE XVIII

TUITION

Tuition will be refunded to anyone taking courses to improve their position in the school system.

Approval for such course work must be obtained from the Director of Personnel prior to taking the courses. Tuition refunds will be limited to \$ per credit for approved courses only.

ARTICLE XIX

MISCELLANEOUS

- A. Any individual contract between the Board and an individual employee, heretofore or thereafter executed, shall be subject to and consistent with the terms and conditions of this Agreement. If an individual contract contains any language inconsistent with this Agreement, this Agreement, during its duration shall be controlling.
- B. Copies of this Agreement shall be reproduced at the expense of the Board after agreement with the Association on format within thirty days after the Agreement is signed. The Agreement shall be presented to all employees now employed, hereafter employed, or considered for employment by the Board.
- C. Whenever any notice is required to be given by either of the parties to this Agreement to the other, pursuant to the provision of this Agreement, either party shall do so by writing to the following addresses:
 - 1. If by Association, to Board, at Superintendent's Office
 - 2. If by Board, to Association, at Association Secretary's Office, school building to be provided
- D. Copies of this Agreement shall be given to each Administrator.

ARTICLE XX

CERTIFICATION OF AGREEMENT

IN WITNESS WHEREOF, the Association has caused this Agreement to be signed by its President and Secretary, and the Board has caused this Agreement to be signed by its President and Secretary and has placed hereon its corporate seal:

TOWNSHIP OF OCEAN EDUCATIONAL
SECRETARIES ASSOCIATION

TOWNSHIP OF OCEAN BOARD OF EDUCATION

Executed for the Association

Executed for the Board

<u>Clair M. Adams</u>	<u>5/23/78</u>	<u>St. H. Whit</u>	<u>5/23/78</u>
President	Date	President	Date
<u>Dorothy V. Hoyle</u>	<u>5/23/78</u>	<u>Marshall D. Cook</u>	<u>5/23/78</u>
Secretary	Date	Secretary	Date

(SEAL)

ADDENDUM

April, 1978

A. BOARD OFFICERS, MEMBERS AND STAFF

1. Board Members and Staff

Mrs. Constance Hughes, President
Mr. Steven H. Wohlert, Vice President

Mr. Nicholas Donofrio, Jr.
Mr. James F. Jeffries
Mr. Thomas Magglo
Mr. Stephen Morse
Dr. Joel R. Shappirio
Mr. Albert Talerico
Dr. Carney A. Vetrano

B. SECRETARIES' ASSOCIATION OFFICERS AND STAFF

1. Secretaries' Association Officers

Claire Adams, President
Annette Martin, Vice President
Dorothy Hazelrigg, Secretary
Anne Caruba, Treasurer