

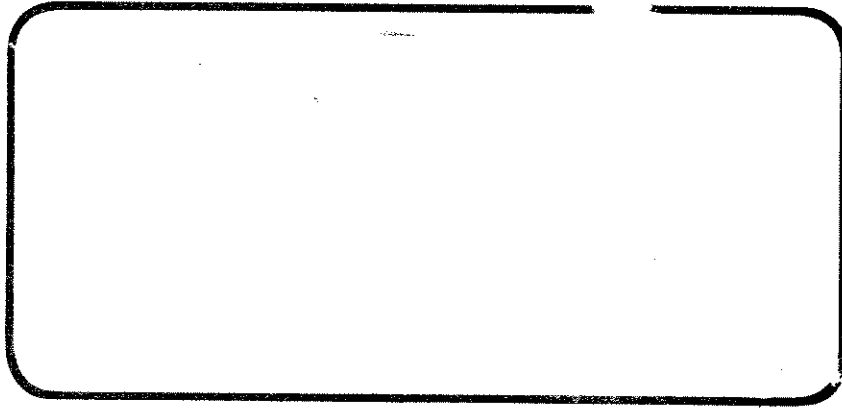
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MAINLAND REGIONAL HIGH SCHOOL



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of Management and
Labor Relations

1967

RUTGERS UNIVERSITY

LINWOOD, NEW JERSEY

AGREEMENT

Between The Board of Education
Mainland Regional High School District

and

The Mainland Regional Secretaries' Association
for the Period July 1, 1975 - June 30, 1977

Atlantic County

Preamble

This Agreement is made and entered into on this 14th day of July 1975, by and between The Mainland Regional High School District Board of Education, hereinafter called the "Board", and the Mainland Regional Secretaries' Association, hereinafter called the "Association".

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ARTICLE I

Recognition

A. The Board hereby recognizes the Mainland Regional Secretaries' Association during the lifetime of this Agreement as the exclusive representative for purposes of collective negotiations concerning the terms and conditions of employment for full-time personnel who comprise the unit hereunder as follows:

1. Secretaries
2. Clerk-Typists
3. Teacher Aides
4. Secretary/Bookkeeper
5. Bookkeeper

B. The Superintendent's secretary and all other individuals employed or to be employed by the Board not specifically enumerated above are excluded from the negotiating unit.

C. Unless otherwise indicated, the term "employee", when used in this Agreement, shall refer to all employees represented by the Association in the negotiating unit as above defined.

ARTICLE II

Negotiations Procedure

- A. The parties agree to enter into collective negotiations over an agreement in accordance with the New Jersey Employees Relations Act, Public Laws of New Jersey, in a good faith effort to reach agreement on all matters concerning the terms and conditions of employment. Any successor agreement so negotiated shall apply to all employees covered by the recognition clause, be reduced to writing, and after ratification by the Board and Association, shall be signed and adopted by both parties.
- B. During negotiations, the Board and the Association shall present data, exchange points of view, and make proposals and counter-proposals. The Board shall make available to the Association, upon specific request therefor, any public information concerning negotiations.
- C. Neither party in any negotiations shall have control over the selection of the negotiating representatives of the other party. The parties mutually pledge that their representatives shall be clothed with the necessary power and authority to make proposals, consider proposals, and make counter-proposals in the course of negotiations.
- D. All meetings between the parties shall be regularly scheduled whenever possible to take place when the employees involved are free from assigned duties, unless otherwise agreed.

ARTICLE II - Negotiations Procedure (cont'd)

- E. This Agreement incorporates the entire understanding of the parties 1
on all matters which are or could have been the subject of negotia- 2
tions during the term of this agreement. Neither party shall be 3
required to negotiate with respect to any such matter whether or not 4
covered by this agreement, and whether or not within the knowledge 5
or contemplation of either or both parties at the time they negotiated 6
or executed this agreement. 7
- F. This agreement shall not be modified in whole or in part by the parties 1
except by an instrument in writing duly executed by both parties. 2

ARTICLE III

Grievance Procedure

A. Purpose

1. The purpose of this procedure is to secure, at the lowest possible level, an equitable solution to the problems which may arise affecting the terms and conditions of this agreement and to resolve grievances as soon as possible so as to assure efficiency and employee morale. The parties agree that this procedure will be kept as informal as may be appropriate. 1
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2. Nothing contained herein shall be construed as limiting the right of any employee having a grievance to discuss the matter informally with any appropriate member of the administration and having the grievance adjusted without the intervention of the Association. 1
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B. Definition

1. The term "grievance" as used herein means any controversy arising over the interpretation or adherence to the terms and conditions of this agreement and may be raised by an individual employee covered by this agreement. 1
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2. An "aggrieved person" is the individual employee making the claim. 1
3. The term "grievance" and the procedure relative thereto shall not be deemed applicable in the following instances: 1
2
 - a. The failure or refusal of the Board to renew the contract to a non-tenured employee; 3
4
 - b. In matters where a method of review is set forth by law, or by any rule, regulation, or order of the State Commissioner of Education or the State Board of Education; 1
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ARTICLE III - Grievance Procedure (cont'd)

- 3-c. Any complaint by any certified personnel occasioned by
appointment or lack of appointment to retention in or lack
of retention in any position for which tenure is either not
possible or not required;
- d. In matters where the Board is without authority to act.

C. Steps of the Grievance Procedure

The following constitutes the sole and exclusive method for
dissolving grievances between the parties covered by this agreement
and shall be followed in its entirety unless any step is waived by
mutual consent:

1. Level One - Informal Resolution

An aggrieved employee shall institute action under the pro-
visions hereof within ten (10) days of the occurrence or after
becoming aware of a potentially grievable situation during the
summer months by discussing it with her immediate superior or
principal, with the objective of resolving the matter informally.
Failure to act within said ten (10) days shall be deemed to con-
stitute an abandonment of the grievance.

2. Level Two - Immediate Superior

If the aggrieved individual is not satisfied with the dis-
position of her grievance at Level One or if no decision has been
rendered within five (5) school days after the presentation of the
grievance, she shall then discuss it with her school principal
with the objective of resolving the matter informally. The em-
ployee shall indicate to the building principal that a grievance
hearing is taking place.

ARTICLE III - Grievance Procedure (cont'd)

C. Steps of the Grievance Procedure (cont'd)

3. Level Three - Superintendent

If the aggrieved individual is not satisfied with the disposition of her grievance at Level Two, or if no decision has been rendered within five (5) school days after the presentation of the grievance, she may submit the grievance in writing within five (5) school days after the decision at Level Two or ten (10) school days after the grievance was presented at Level Two, whichever is earlier, to the Superintendent of Schools.

4. Level Four - Board of Education

If the aggrieved individual is not satisfied with the disposition of her grievance at Level Three, or if no decision has been rendered within ten (10) school days after the grievance was delivered to the Superintendent, she may within five (5) school days after a decision by the Superintendent or fifteen (15) school days after the grievance was delivered to the Superintendent, whichever is sooner, request in writing that her grievance be submitted for review by the Board of Education. The Board shall review the case and may hold a hearing with the employee, if requested by the employee. An administrator may be present at this level.

The Board shall render a decision in writing within twenty-one (21) school days of receipt of the grievance. Copies of the decision of the Board of Education shall be sent to the aggrieved, to the Superintendent, and to the principal and President of the Association.

ARTICLE III - Grievance Procedure (cont'd)

C. Steps of the Grievance Procedure (cont'd)

5. Level Five - Arbitration

- a. If the aggrieved person is not satisfied with the disposition of his grievance at Level Four, or if no decision has been rendered within twenty-two (22) school days after the grievance was delivered to the Board, she may within five (5) school days after a decision by the Board, or twenty-two (22) school days after the grievance was delivered to the Board, whichever is sooner, request in writing that her grievance be submitted to arbitration.
- b. Within ten (10) school days after such written notice of submission to arbitration, both parties shall attempt to agree upon a mutually acceptable arbitrator and shall attempt to obtain a commitment from said arbitrator to serve. If the parties are unable to agree upon an arbitrator, or to obtain such a commitment within the specified time period, a request for a list of arbitrators may be made to the American Arbitration Association by either party. The parties shall then be bound by the rules and procedures of the American Arbitration Association concerning the selection of an arbitrator.
- c. The arbitrator so selected shall hold hearings promptly and shall issue his decision no later than twenty (20) school days from the date of the close of the hearings, or if oral hearings have been waived, from the date the final statements and proofs on the issues are submitted to him. The arbitrator shall be bound by the provisions of this agreement and

ARTICLE III - Grievance Procedure (cont'd)

C. Steps of the Grievance Procedure (cont'd)

5. Level Five - Arbitration (cont'd)

c. (cont'd) restricted to the application of the facts presented to him involving the grievance. The arbitrator shall not have the authority to add to, modify, detract from, or alter in any way the provisions of this agreement or any amendment or supplement thereto. The arbitrator's decision shall be in writing and shall set forth his findings of fact, reasoning, and conclusions on the issues submitted; the arbitrator shall be without authority or power to make any decision which requires the commission of an act prohibited by law or which is violative of the terms of this agreement. The arbitrator's decision shall be submitted to the Board and the Association and shall be binding on both parties. 1
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d. The costs for the services of the arbitrator shall be borne equally between the Board of Education and the Association; any other expenses, including but not limited to the presentation of witnesses, room rental, or any other matter, shall be paid by the party incurring same. 1
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D. Time Limits

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 expediate the process. The time limit specified may, however, be extended by mutual agreement. Failure in any step of this procedure to communicate 1
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ARTICLE III - Grievance Procedure (cont'd)

D. Time Limits (cont'd)

the decision on the grievance within the specified time limits shall 1
permit the grievant to proceed to the next step. Failure in any step 2
of this procedure to appeal a grievance at the next step within the 3
specified time limits shall be deemed to be a waiver of further appeal 4
of the decision rendered. 5

E. Year-End Grievances

In the event a grievance is filed at such time that it cannot 1
be processed through all of the steps in this grievance procedure by 2
the end of the school year, and, if left unresolved until the beginning 3
of the following school year could result in irreparable harm to a 4
party in interest, the time limit set forth herein shall be reduced so 5
that the grievance procedure may be exhausted prior to the end of the 6
school year or as soon thereafter as possible. 7

F. Rights of Employees to Representation

1. Any aggrieved person may be represented at all stages of the 1
grievance procedure by herself, or, at her option, by a representative 2
of her choosing. When an employee is not represented by the Association, 3
the Association through a designated representative, shall have the right 4
to be present and state its views at all levels of the grievance pro- 5
cedure above Level Two. 6

2. No reprisals of any kind shall be taken by either party to this 1
agreement against any employee whether or not a member of the bargain- 2
ing unit or the Association who shall participate in the grievance 3
procedure by reason of such participation. 4

ARTICLE III - Grievance Procedure (cont'd)

G. Miscellaneous

1. If a grievance affects a group of employees, by mutual agreement of the parties, such grievance may be consolidated, and where appropriate, may be instituted at Level Two of the grievance procedure.

2. Forms for filing grievances, serving notices, taking appeals, making reports and recommendations and other necessary documents shall be prepared jointly by the Superintendent and the Association subject to Board approval and shall be given appropriate distribution so as to facilitate operation of the grievance procedure.

3. All meetings and hearings under this procedure shall not be conducted in public and shall include only such parties and their designated or selected representatives as heretofore referred to in this Article.

4. 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 personnel file of any of the participants.

ARTICLE IV

Employee Rights and Privileges

Procedure for Withholding Employment or Adjustment Increment
of Tenured Employees

A. Evaluation

1. The performance of each tenured employee in the unit shall be evaluated annually by the immediate superior. 1
2
2. Any employee receiving less than a Satisfactory rating shall be so notified in writing and given thirty (30) school days to improve. 1
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B. Decision to Withhold Increment

1. The Superintendent shall advise the employee by March 1st of the decision to withhold employment or adjustment increment. 1
2
2. The employee may appeal the Superintendent's action to the Superintendent within ten (10) school days. 1
2
3. If dissatisfied at this level, employee may appeal to Board. 1

C. Board of Education

1. The Board of Education shall take statutory action by April 15th. 1

D. Appeal

1. The employee may appeal the Board's action to the New Jersey Commissioner of Education. 1
2

ARTICLE V

Association Rights and Privileges

- A. The Board hereby agrees to furnish to the Association in response to reasonable requests therefor, relevant information which is in the public domain, concerning negotiations and pending grievances. 1
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- B. The Association and its representatives shall have the right to request in writing use of school buildings at all reasonable hours for meetings subject to the approval of the Superintendent. The Association shall pay any other out-of-pocket expenses incurred. The Association shall designate one individual who will initiate requests for school facility use and she will be the liaison person between the Association and the School Administration. The Association shall be solely responsible for the restoration of any facility to its original condition upon the conclusion of an Association meeting. 1
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- C. Subject to the prior approval of the Superintendent, the Association shall have the right to use school facilities and equipment, including 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 pay for the reasonable cost of all materials, services, and supplies incident to such use. 1
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ARTICLE VI

Work Year

- A. The work year of employees shall be as follows: 1
- 10-month contract employee - September 1 thru June 30 2
 - 12-month contract employee - July 1 thru June 30 3
- B. All 10 and 12 month employees shall be entitled to paid holidays 1
- coinciding with the days during the school year upon which the 2
- schools of the Mainland Regional High School District are closed 3
- for the purpose of observing such holidays pursuant to the 4
- "School Calendar" adopted by the administrating body of said 5
- district. Said holidays are as follows: 6
- Labor Day 7
 - Columbus Day 8
 - County Workshop Day 9
 - Veteran's Day 10
 - N.J.E.A. Convention 11
 - Thanksgiving Holidays 12
 - Christmas Holidays 13
 - New Year's Day 14
 - Presidents' Day 15
 - Good Friday 16
 - Easter Holidays 17
 - Memorial Day 18
 - Independence Day 19
- C. The Superintendent may request coverage of office by an employee 1
- on specific holidays. This schedule to be worked out to the mutual 2
- satisfaction of the Superintendent and the members of the Associa- 3
- tion on a voluntary and seniority basis. In the event a volunteer 4
- cannot be found, an employee shall be selected on a rotating basis 5
- by the Superintendent. Compensatory day off or overtime shall be 6
- granted on any holiday worked as mutually agreed upon by Superin- 7
- tendent and employee. Prior approval of compensatory day is re- 8
- quired by the Superintendent and immediate superior. 9

ARTICLE VII

Daily Work Hours

- A. The work day shall consist of a seven-hour day. In addition to the 1
seven hours, there shall be a one-hour lunch period. Where possible, 2
all employees shall work regular hours, with starting and finishing 3
times worked out to the mutual satisfaction of supervisor and employee. 4
- B. Each employee shall be allowed a fifteen-minute coffee break to be 1
taken at the approval of her immediate supervisor. 2
- C. Summer hours for all employees shall be based on a five-hour day. In 1
addition to the five hours worked, there shall be a one-hour lunch 2
period. Where possible, staggered working time schedules shall be 3
worked out to the mutual satisfaction of employee and administration. 4

ARTICLE VIII

Overtime

- A. Overtime shall be defined as time worked beyond the regular ^{7 HRS / 5 DRS SUMMER} work day 1
or work week. Overtime shall be paid at the rate of 1½ hours worked 2
over 35 hours in one week, or the equivalent time off with pay will 3
be granted with approval of the Superintendent. 4

ARTICLE IX

Temporary Leaves of Absence

- A. All employees, upon application to the Superintendent for permission, 1
shall be granted up to three (3) days leave of absence with full pay 2
for the death or critical illness of a member of the employee's 3
immediate family. 4
- B. Immediate family for purposes of this article is defined to mean 1
mother, father, spouse, child, brother, sister, or any other rela- 2
tive residing in the employee's immediate household. 3
- C. All employees shall receive 1 day's leave of absence with full pay 1
which requires absence during school hours for personal, legal, 2
business, household, or family matters by submitting a request in 3
writing to the Superintendent 48 hours before the leave is to 4
commence. 5
- D. Personal leave in accordance with the preceding paragraph shall not 1
be permitted except at the discretion of the Superintendent on any 2
day immediately preceding or following a school holiday or weekend. 3

ARTICLE X

Sick Leave

- A. Sick leave at full pay shall accrue at the rate of ten (10) days 1
per year for employees on a ten (10) month contract, and at the 2
rate of twelve (12) days per year for employees on a twelve (12) 3
month contract. 4
- B. Sick leave shall be allowed on notice to the Superintendent in the 1
event of the employee's absence due to illness. 2
- C. Accumulative sick leave not utilized during the year earned shall 1
be applicable to subsequent years. 2
- D. Sick leave in excess of three (3) consecutive working days must be 1
supported by certification from an attending physician. Notwith- 2
standing this three (3) day limitation, in cases of frequent applica- 3
tion of sick leave or suspected abuse, the Superintendent may require 4
submission of a statement of a physician or submission to physical 5
examination by a physician designated by the Board of Education. 6
Abuse of sick leave shall be cause for disciplinary action. 7

ARTICLE XI

Extended Leaves of Absence

A. Maternity Leave

1. An employee shall notify the Superintendent of her pregnancy 1
as soon as it is medically confirmed. Said employee may re- 2
quest a maternity leave without pay and said leave shall be 3
granted in accordance with Board policy and state and federal 4
law. 5

2. Any employee adopting an infant may request leave which shall 1
commence upon receiving de facto custody of said infant, or 2
earlier, if necessary to fulfill requirements for adoption. 3
The duration of said leave shall be determined in the same 4
manner as maternity leave above. 5

B. A leave of absence of one (1) year without pay may be granted upon 1
the recommendation of a doctor for the purpose of caring for a 2
sick member of the employee's immediate family. Additional leave 3
may be granted at the discretion of the Board of Education. 4

C. Other leaves of absence without pay may be granted by the Board for 1
good reason. 2

D. Any extensions or renewals of leave of absence shall be applied for 1
in writing, and if approved, granted for a specific period of time. 2

E. Any employee on leave shall indicate to the Superintendent her in- 1
tention for the following year no later than March 1 of the year in 2
which the leave is taken. 3

ARTICLE XI - Extended Leave of Absence (cont'd)

F. Return from Leave

1. Salary

Upon return from leave granted pursuant to Section A or B 1
of this article, an employee shall not be considered as if she 2
were actively employed by the Board during the leave and shall 3
not be placed on the salary schedule at the level she would 4
have achieved if she had not been absent. If an employee is 5
absent pursuant to Sections A and B more than one-half year, 6
she shall not receive the increment. If she is absent a half 7
year or less, she shall receive her salary increment. 8

2. Benefits

All benefits to which an employee was entitled at the time 1
of her leave of absence commenced, including unused sick leave, 2
shall be restored to her upon her return, and she shall be 3
assigned to the same position, if available, which she held 4
at the time said leave commenced; or, if not available, to a 5
substantially equivalent position. Pursuant to Section A and B, 6
vacation time shall be pro-rated based on the time worked during 7
the 12-month period. 8

ARTICLE XII

Vacations

- A. Employees on a 12-month contract shall be eligible for vacations on the following basis:
1. At the completion of 12 months of service, vacation time shall be two calendar weeks (10 working days).
 2. At the completion of 10 years of service, vacation time shall be three calendar weeks (15 working days).
- B. Any employee who has been employed at Mainland Regional High School for a period of one year and is promoted from a 10-month position to a 12-month position shall be entitled to the vacation due a 12-month employee. This shall be effective immediately upon assuming the new position as per A-1 above.
- C. Vacation time shall be scheduled to coordinate with the work schedule and shall be subject to the approval of the immediate superior.

ARTICLE XIII

Summer Employment

Any 10-month employee who works during the summer shall be 1
compensated at the daily rate of 1/200th of the annual salary 2
rate in effect as of July 1 of the summer worked. 3

ARTICLE XIV

Coordinating Council

Mainland Regional Secretaries' Association shall appoint a 1
Coordinating Committee, consisting of two members, to meet with 2
the Superintendent once a month. Items to be discussed shall 3
include but shall not be limited to procedural recommendations, 4
writing of job descriptions, and equipment and material needs. 5

ARTICLE XV

Employment Procedures

A. Placement on Salary Schedule

1. Adjustment to Salary Schedule

Each employee shall be placed on her proper step of the salary schedule. Any employee employed prior to January 1 shall be given full credit for one (1) year of service toward the next increment step for the following year.

B. Notification of Contract and Salary

1. Employees shall be notified of their contract and salary status for the ensuing year no later than April 30. If notice has not been given by April 30, the employee shall automatically be considered employed in the same position as occupied before April 30.

C. Assigned Duties

1. The Board or any agent thereof may assign or direct any employee covered by this contract to duties outside of her assigned position but consistent with her general job description and consistent with the needs for the efficient operation of the school system.

D. Resignation

1. An employee who is resigning from her position shall give the normal 30 days' notice.

2. Earned vacation will be granted at the rate of one (1) day per month but not to exceed a total of ten (10) days per fiscal year. However, if an employee (10 plus years in district) completes her fiscal year she shall receive her fully-earned vacation.

ARTICLE XV - Employment Procedures (cont'd)

E. Pay Dates

1. Employees shall be paid twice monthly. The pay dates shall be 1
set by the Board. In the event that the regular pay date falls 2
on a weekend or scheduled holiday, the pay date shall be the 3
last working day preceding the weekend or holiday. 4

ARTICLE XVI

Voluntary Transfers and Reassignments

- A. During the month of May of each school year, the Superintendent shall make known to the Association the known vacancies which shall occur during the following year. Employees who desire transfers to another position may file a written statement of such desire with the Superintendent by June 15. 1
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- B. In the determination of requests for voluntary reassignment and/or transfer, the wishes of the individual employee shall be honored to the extent that the transfer does not conflict with the best interests of the school system. 1
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- C. When school is in session, a notice shall be posted as far in advance as practicable, but no later than 10 working days before the final date when applications must be submitted for the vacated position. 1
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ARTICLE XVII

Involuntary Transfers and Reassignments

- A. An involuntary transfer or reassignment shall be made only after
a meeting between the employee involved and the Superintendent,
at which time the employee shall be notified of the reason therefor.
- B. When an involuntary transfer or reassignment is necessary, an em-
ployee's area of competence and length of service in the school
shall be considered in the determination of which employee is to
be so transferred and there shall be no reduction in classification
or total compensation.
- C. An employee being involuntarily transferred or reassigned shall
be placed only in an equivalent position - i.e., one which, among
other things, does not involve reduction in classification or in
total compensation.

ARTICLE XVIII

Health Insurance Program

- A. The Board agrees to provide hospitalization insurance to employees 1
working a minimum of twenty (20) hours per week, in accordance with 2
the schedule below. 3
- B. Eligibility for payment of premium for dependents is established on 1
the basis of years of participation in the program while an employee 2
of Mainland Regional High School District Board of Education. 3
1. The Board hereby agrees to pay the full cost of the pre- 1
 mium for individual employee participants. 2
2. The Board hereby agrees that for employees seeking family 1
 plan coverage, it will pay fifty (50%) percent of the dif- 2
 ference between employee and family premium rates for em- 3
 ployees for whom it is the first year of family participation, 4
 seventy-five (75%) per cent of the difference between in- 5
 dividual and family premium rates for employees in the 6
 second year of participation, in the family program, and 7
 the full premium for employees who have been in the family 8
 plan for three (3) or more years. 9
- C. The Board hereby retains the right to change insurance carriers so 1
 long as substantially similar benefits are provided. 2
- D. Covered employees are required to file an application with the District 1
 Business Administrator at the beginning of the contract year, accepting 2
 or rejecting the plan. 3
- E. A change in an employee's coverage may take place only during the 1
 January enrollment period. 2

ARTICLE XIX

Association Payroll Dues Deductions

- A. The Board agrees to deduct from the salaries of its employees 1
dues for the New Jersey Education Association and the Mainland 2
Regional Secretaries' Association. Said employees individually 3
and voluntarily authorize the Board to deduct in compliance 4
with Chapter 233 N. J. Public Laws of 1969 (NJSA 52:14-15.9e) 5
and under rules established by the State Department of Educa- 6
tion. Said monies together with current records of any collec- 7
tions shall be transmitted to such person as may from time to 8
time be designated by the Mainland Regional Secretaries' Associa- 9
tion by the 25th of each month following the monthly pay period 10
in which deductions were made. The person designated shall dis- 11
burse such monies to the appropriate association or associations. 12
- B. The above shall certify to the Board in writing the current rate 1
of its membership dues. Any association which shall change the 2
rate of its membership dues shall give the Board written notice 3
sixty (60) days prior to the effective date of such change. 4

ARTICLE XX

Salaries

A. Salary Schedule 1975-77

1. The salary of each employee covered by this agreement is set
forth in the schedule A and schedule B attached and made a part
hereof. 1
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3
2. New employes may be hired at a rate up to the maximum step on the
schedule, Superintendent's discretion. 1
2

B. Compensation for Substitute Caller

1. Additional compensation for employee assigned the duty of obtain-
ing substitute teachers shall be \$400.00 per school year. Person
fulfilling this responsibility shall be allowed to report to
school one hour later than the time that her work day would nor-
mally begin. 1
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2. The specific duties of the substitute caller shall be set forth
before the opening of school in September and shall appear in
staff manual. Also, times of day to receive calls regarding
teacher absences shall appear in the teachers' manual and shall
be strictly adhered to. 1
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3. The employee designated as the substitute caller shall have a
telephone installed in her home with a call number entirely for
her duties as the substitute caller. This telephone will be
billed directly to the Mainland Regional High School Board of
Education. 1
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C. Summer Pay Plan

1. Each 10-month employee may elect to have ten (10%) per cent of
her monthly salary deducted from her pay and to receive those 1
2

ARTICLE XX - Salaries (cont'd)

- funds during the summer. 1
2. These funds shall be paid to the employee or her estate in two 1
equal installments - one each July 20 and August 20, or upon 2
termination or death of employee. 3
3. Standard application forms for this purpose are available in 1
the Business Administrator's Office. They must be completed 2
no later than June 30. 3

ARTICLE XX

Salary Guide 1975-76 - Schedule A

<u>Step</u>	<u>Bookkeeper - Secretary to Business Administrator</u>	<u>Secretary - 12 months</u>	<u>Secretary - 10 months</u>	<u>Clerk-Typist/ Teacher Aides</u>
10	\$7,363	\$7,093	\$5,910	\$5,730
9	7,093	6,823	5,685	5,515
8	6,823	6,553	5,460	5,300
7	6,553	6,283	5,235	5,085
6	6,283	6,013	5,010	4,870
5	6,013	5,743	4,785	4,655
4	5,743	5,473	4,560	4,440
3	5,473	5,203	4,335	4,225
2	5,203	4,933	4,110	4,010
1	4,933	4,663	3,885	3,795

ARTICLE XX

Salary Guide 1976-77 - Schedule B

<u>Step</u>	<u>Bookkeeper - Secretary to Business Administrator</u>	<u>Secretary - 12 months</u>	<u>Secretary - 10 months</u>	<u>Clerk-Typist/ Teacher Aides</u>
10	\$7,683	\$7,413	\$6,177	\$5,995
9	7,413	7,143	5,952	5,780
8	7,143	6,873	5,727	5,565
7	6,873	6,603	5,502	5,350
6	6,603	6,333	5,277	5,135
5	6,333	6,063	5,052	4,920
4	6,063	5,793	4,827	4,705
3	5,793	5,523	4,602	4,490
2	5,523	5,253	4,377	4,275
1	5,253	4,983	4,152	4,060

ARTICLE XXI

Miscellaneous

- A. Copies of this agreement shall be printed at the expense of the Board and the Association after the agreement is signed. The agreement shall be presented to all employees now employed and hereafter employed by the Board. 1
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- B. The Board and the Mainland Regional Secretaries' Association recognize the value of further training, and the Board, upon request in writing and upon approval by the Superintendent, shall pay expenses for attending workshops, seminars, and adult school courses relevant to the employee's position. Mileage shall be reimbursed at the established rate. 1
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- C. Except as this agreement shall hereinafter provide, all terms and conditions of employment applicable on the effective date of this agreement shall remain in full force and effect except that proposed new rules or modifications of existing rules governing working conditions shall be negotiated with the majority representative before they are established. 1
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ARTICLE XXII

Fully Bargained Agreement

A. This agreement represents and incorporates the complete and final 1
understanding and settlement by the parties on all bargainable 2
issues which were or could have been the subject of negotiation. 3
During the term of this agreement, neither party shall be required 4
to negotiate with respect to any such matter, whether or not covered 5
by this agreement, and whether or not within the knowledge or con- 6
templation of either or both parties at the time they negotiated 7
or signed this agreement. 8

ARTICLE XXIII

Separability and Savings

- A. If any provision of this agreement or any application of 1
this agreement to any employee or group of employees is 2
held to be contrary to law, such provision shall not be 3
deemed valid and subsisting except to the extent permitted 4
by law, but all other provisions shall continue in full 5
force and effect. 6

ARTICLE XXIV

Duration of Agreement

This agreement shall be in full force and effect as of 1
July 1, 1975, and shall continue in effect until June 30, 1977, 2
subject to the Association's right to negotiate over a successor 3
agreement as provided in Article II. This agreement shall not be 4
extended orally, and it is expressly understood that it shall expire 5
on the date indicated unless extended in writing by both parties. 6

IN WITNESS WHEREOF the parties hereto have caused this
agreement to be signed by their duly authorized officers the day
and year first above written.

MAINLAND REGIONAL SECRETARIES' ASSOCIATION 1

By (Signed) Jeanette A. Wise 1
President 2

By (Signed) Jane F. Amey 1
Secretary 2

BOARD OF EDUCATION OF THE 1
MAINLAND REGIONAL HIGH SCHOOL DISTRICT 2
OF ATLANTIC COUNTY 3

By (Signed) Donald C. Perry 1
President 2

By (Signed) John F. Gibson 1
Secretary 2