

**EMPLOYMENT AGREEMENT**

*between*

**BOARD OF EDUCATION OF THE  
SCHOOL DISTRICT OF THE CHATHAMS**

*and*

**LOCAL 68 OF THE  
INTERNATIONAL UNION OF OPERATING ENGINEERS**

**July 1, 2004 to June 30, 2007**

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**ATTACHMENTS:**

- A      Salary Guides - Custodians (Categories II, III, IV)**
- B      Salary Guides - Maintenance (Category V)**
- C      Personal Day Request Form**
- D      Holiday Schedules**

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*between*  
**BOARD OF EDUCATION OF THE  
SCHOOL DISTRICT OF THE CHATHAMS**  
*and*  
**LOCAL 68 OF THE  
INTERNATIONAL UNION OF OPERATING ENGINEERS**

**ARTICLE I                    TERM OF CONTRACT**

The term of this contract shall be for three (3) years commencing **July 1, 2004** and terminating on **June 30, 2007**.

**ARTICLE II                    SALARY, LONGEVITY AND NIGHT DIFFERENTIAL**

**A.                    SALARY**

All Bargaining Unit employees shall receive the following salary increases:

July 1, 2004:	4.6% Increase to Base Salary
July 1, 2005:	4.65% Increase to Base Salary
July 1, 2006:	4.65% Increase to Base Salary

Salary Guides (*Attachments A and B*) are in effect for the duration of this contract.

**B.                    LONGEVITY**

To qualify for longevity, employees must be employed by the district based on the following schedule:

15 Years Service .....	\$1,250
20 Years Service .....	\$1,750
25 Years Service .....	\$2,150

**C.                    NIGHT DIFFERENTIAL**

A non-cumulative stipend, as listed below, will be added to the base salary of employees who are assigned to the night shift:

2001/2002	- \$1400
2002/2003	- \$1400
2003/2004	- \$1400

Employees whose shift begins at 2:00 p.m., or later, will receive the entire night differential. All other employees will receive a prorated portion of the night differential for all hours worked after 5:00 p.m.

**ARTICLE III**

**UNION RECOGNITION CLAUSE**

The Board of Education of the School District of the Chathams hereby recognizes Local 68 I.U.O.E. as the exclusive and sole representative for collective negotiations concerning salaries, hours, grievances, and all other terms and conditions of employment for all Head Custodians, Custodians, and Maintenance Employees.

Unless otherwise indicated, the term "Employees" when used in this Agreement, refers to all persons represented by Local 68 I.U.O.E. in the defined negotiating unit.

**ARTICLE IV**

**MEMBERSHIP CLAUSE AND BARGAINING UNIT WORK**

**A. MEMBERSHIP CLAUSE**

All current permanent employees and any permanent employees who are hired during the term of this agreement may become and remain members of Local 68 I.U.O.E. The Board or any of its staff shall not interfere with or discourage either the solicitation of membership by Local 68 or the maintenance of membership in Local 68 by any of its employees in this unit.

**B. BARGAINING UNIT WORK**

Supervisors shall not perform the work of employees in this unit, except in the case of emergency, or when employees are not available to work. However, supervisors can and will work with employees for supervisory purposes, the result of which will not cause a reduction in union work or the curtailment of authorized overtime.

**ARTICLE V**

**AGENCY SHOP CLAUSE**

The Board agrees to deduct the sum of eighty-five percent (85%) of the rate of Local 68 Union Dues from each and every non-union member of the bargaining unit represented by Local 68 and shall remit this Agency Shop fee to Local 68 on a monthly basis.

The Board agrees to deduct and transmit the Agency Shop fee of 85% from all employees with the title of per diem or part-time custodian.

All "Seasonal Employees," i.e. summer help, are exempt from this provision.

**ARTICLE VI**

**UNION DUES/INITIATION FEE DEDUCTIONS**

The Board agrees to deduct Initiation fees from new employees covered by this agreement. The Union shall provide signed authorization from the employee to the Board, concerning the deduction of Initiation fees. Deduction of Initiation fees shall begin within two (20 pay periods after receipt of the Initiation fee authorization form by the Board.

The Board agrees to deduct the Initiation fee in four (4) equal installments, one installment in each of four (4) consecutive pay periods and shall remit deducted fees to Local 68 by the established Dues Deduction procedures.

The Employer will remit to the Union all deducted fair share fees and dues monies no later than the 15<sup>th</sup> of the month following the month for which they were deducted. If said fees are not received by the Union within the prescribed period, an authorized Union representative will present written notice addressing the problem to the School Superintendent and require the matter to be corrected within five working days. If said fees are still not received, the Union may bypass the grievance procedure and file directly for arbitration. Notwithstanding anything in this Agreement to the contrary, if the arbitrator finds that the Employer is delinquent in transmitting fees and deducted dues payment to the Union, the Arbitrator shall award interest, prime rate plus 1% of the delinquent amount to the Award as liquidated damages. The cost of such arbitration will be borne equally by the Employer and the Union, and each assumes full responsibility for their own attorney fees.

## **ARTICLE VII                    GRIEVANCE PROCEDURE**

### Definitions

The term "grievance" is a claim by an employee or Local 68 based upon the interpretation, application, or violation of this agreement or relating to policies or administrative decisions affecting an employee or a group of employees. The following matters are expressly excluded from the definition of a grievance:

- challenge to evaluation of work performance

These evaluations may not be submitted through the grievance procedure nor may they be submitted to arbitration in accordance with the provisions herein.

The term "aggrieved person" or "grievant" is the person or persons of Local 68 making the complaint.

A statement summarizing the outcome of each step in the grievance procedure will apply to each of the following five steps:

- Step 1: The aggrieved employee or employees must present the grievance in writing to the First Line Supervisor through the Shop Steward within fifteen (15) working days after knowledge of the reason for the grievance has occurred, except that no time limit shall apply in case of violation of wage provisions of this Agreement. If a satisfactory settlement is not reached with the First Line Supervisor within five (5) working days, the grievance may be appealed to Step 2.
- Step 2: The Union Business Representative shall then take the matter up, within ten (10) working days with the School Business Administrator or someone with authority to act upon such a grievance. A decision must be made within fifteen (15) working days, in writing, from date of appeal.
- Step 3: If no satisfactory settlement can be agreed upon, the Superintendent will hear grievance within 10 days of date of appeal and render decision within 10 working dates of hearing.
- Step 4: If no satisfactory settlement can be agreed upon, the Union Business Representative shall then take the matter up with the Board of Education at the next regularly scheduled Board meeting.

Step 5 If no satisfactory settlement can be agreed upon, the matter may be referred to the Public Employee Relations Commission for arbitration. After the Service submits a list of Arbitrators to the Union and the Employer, they shall reply with their preferred selection no later than twenty (20) working days after receipt of such list.

The arbitrator shall not have the authority to amend or modify this Agreement or establish new terms or conditions under this Agreement. The opinion and award of the arbitrator shall contain specific findings of fact and a full rationale for the conclusion(s) reached.

A mutual settlement of the grievance pursuant to the procedures set forth herein and/or a decision of the Arbitrator will be final and binding on all parties and the employees involved.

The expense of the Arbitrator selected or appointed shall be borne equally by the Employer and the Union.

The Local Union, or its authorized representative, shall have the right to examine time sheets and any other records pertaining to the computation of compensation of any individual or individuals whose pay is in dispute or records pertaining to a specific grievance.

## **ARTICLE VIII LEAVES**

### **A. SICK LEAVE ALLOWANCE**

1. Ten (10) month employees will receive ten (10) days sick leave per year, with full pay.
2. Twelve (12) month employees will receive twelve (12) days sick leave per year, with full pay.
3. Any unused portion of the yearly sick leave allowance for a given employee (but not more than ten days for ten-month employees and twelve days for twelve-month employees) shall be cumulative without limit for absences because of illness.
- 4(a) Employees who do not use any sick leave days in a calendar year, shall receive a bonus in the amount of \$150, to be payable in January of the following calendar year.
  - (b) This benefit does not apply to employees who do not have a minimum of one year service in the district.

### **B. FAMILY ILLNESS LEAVE**

For absence due to serious illness of any relative in the employee's immediate family, or a relative for whom one is responsible, full pay will be granted for not more than five (5) days in each year. Immediate family shall include father, mother, spouse, spouse's father or mother, child, brother, sister, or any relative residing in the immediate household. (*See Attachment C*)

#### **B-1. FAMILY MEDICAL LEAVE ACT**

The Board agrees to follow the provisions of the Family and Medical Leave Act, and the New Jersey Family Leave Act, so long as those laws remain in full force and effect.

**C. DEATH OF CLOSE RELATION**

Absences because of death in the employee's immediate family (as defined in "B" above in this contract) or because of death of another relative, including grandfather, grandmother, grandchild, father-in-law, mother-in-law, or anyone making his/her home with the employee's family and regarded as a member of the family, shall be allowed with full pay for a period of up to five (5) days. (*See Attachment C*)

**D. PERSONAL BUSINESS LEAVE**

1. Maximum allowance of up to three (3) days leave of absence in any one year. Important personal business which cannot be attended to other than during work hours shall be allowed without loss of pay, upon one week's prior notice, whenever possible, with sufficient reason to the appropriate supervisor.
2. Employees would be allowed to carry over one (1) day into the following year for a maximum accumulation of four (4) days.
3. All remaining unused personal business days would be applied to the Terminal Severance Pay Benefit as described in Article IX.
4. Personal day requests must be submitted in writing a minimum of three days in advance, except in emergencies. (*See Attachment C*)

**E. DISABILITY LEAVE**

Disability leave shall be defined as leave taken by a person steadily employed by the district who is absence from his or her post of duty because of personal disability due to illness or injury.

An employee who is ill or claims disability leave of more than five consecutive days shall submit a physician's statement indicating the reason he or she cannot perform the duties of his/her position and the anticipated duration of his/her disability.

All employees who anticipate disability such as childbirth, shall report that status to the district as soon as known, and submit a physician's statement to certify their continuing fitness. Where the date on which disability will actually commence cannot be fixed with accuracy, as in normal childbirth, the staff member shall normally leave district employment for the last four weeks before the projected disability date so that adequate substitutes can be procured with certainty as to the date upon which their employment will begin. Any employee choosing to continue working beyond the eighth month of pregnancy must submit medical evidence attesting to her physical ability to perform her duties without threat to her health. In such cases, leave will commence at the time of actual disability.



**ARTICLE IX****TERMINAL SEVERANCE PAY**

Terminal severance pay will be granted to persons who retire directly from employment in the School District of the Chathams and are eligible and qualify for State retirement benefits and/or who have served for twenty (20) or more years in Chatham.

This would entitle employees who had been with the district for 20 years, but not in the prerequisite retirement program for 20 years, with severance pay. This cannot be construed to mean individuals employed less than 20 years of service with district to be entitled to severance.

- A. 1. Employees Hired Prior to June 30, 2004  
\$25.00 per day for unused sick leave acquired during employment in the School District of the Chathams.
- 2. Employees Hired After July 1, 2004.  
\$30.00 per day, to a maximum of 200 days, for unused sick leave acquired during employment in the School District of the Chathams.
- B. \$25.00 per day for unused personal business days (maximum 2 days per year) acquired during employment in the School District of the Chathams.
  - Accrual of unused business days for former Township employees became effective 7/1/79.
  - Accrual of unused business days for former Borough employees became effective 7/1/88.
- C. In the event that an employee dies while in the service of the School District of the Chathams, his/her unused sick days and personal business days will be reimbursed based on the qualifications and amounts indicated above.

**ARTICLE X****PROBATIONARY PERIOD**

All new employees, hired after the signing of this Agreement, who do not possess their black seal Boiler License at the time of hire, will be required to obtain their license within 12 months from the completion of their 90 day probationary period (15 months from the employee's hire date).

The Board agrees to reimburse the employee for the costs of the black seal Boiler License training course, registration fees and books.

In the event that the employee does not obtain his/her black seal Boiler License within the specified time limits, the Board may take disciplinary action up to and including termination. Notice of the Board's intention will be delivered to the employee a minimum of 30 days prior to the conclusion of the 15 month period.

**ARTICLE XI**

**WORK YEAR/WEEK/DAY**

**Work Year:**

The 12 month work year for all employees shall be from July 1st through June 30th.

**Work Week:**

The regular work week for all employees shall begin on Monday and end on Friday and consist of five (5) consecutive workdays. However, by mutual agreement by the Board and employee, an employee may work a shift that does not consist of 5 consecutive workdays.

**Work Day:**

The work day for all employees shall be eight (8) hours, inclusive of one-half (½) hour for lunch.

If the Board of Education, through its Administration, decides to change any employee's shift (hours of work or days of work), the Administration will give the employee at least one week notification. The Board reserves the right to create at some future date a work shift other than Monday through Friday based on the needs of the district.

In the event that the Board wishes to change the days of work or work hours of any bargaining unit position, the Board will first ask for volunteers from the bargaining unit employees working at the school or maintenance shop. If there are no volunteers, the employees working at the school, (excluding the Head Custodian) or in the maintenance shop, shall each be required to work the new shift on an equal rotating basis, by seniority.

**ARTICLE XII**

**STEWARD/UNION BUSINESS**

If Local 68 I.U.O.E. duly authorizes a member from the bargaining unit to represent it during a formal hearing of grievances, and if such hearings of grievances should take place during regular working hours of said representative, that representative shall be excused from duty without loss of pay, for such time as may be necessary to hear the grievance.

All employees who are members of Local 68 Negotiating Committee and are scheduled to work during the hours of scheduled negotiations, shall be allowed to make up the amount of time spent on negotiations. The supervisor will consult with the employee regarding the development of a make-up work time schedule which will be shared with the employee five (5) days prior to implementation.

Local 68 shall have access, through the appropriate supervisor, to documentation relating to any grievance involving a member of the bargaining unit.

Subject to permission in advance by the appropriate supervisor, an authorized representative of Local 68 I.U.O.E. shall have access during working hours to all facilities in which employees covered by this agreement work, for the purpose of adjusting grievances and negotiating the settlement of disputes.

**ARTICLE XIII**

**HOLIDAY SCHEDULES (See Attachment D)**

**A. PAID HOLIDAYS**

Holidays to be consistent with the established school calendar for 2004/05, 2005/06 and 2006/07, but not to exceed twelve (12) holidays.

**B. HOLIDAY ALLOTMENT**

Twelve (12) days are allowed per year. Martin Luther King Holiday may be substituted for any one of those twelve (12) holidays listed annually. Notification of such change must be made to Building Principal by December 1<sup>st</sup> of each year.

**ARTICLE XIV**

**VACATION DAYS**

<u>Years of Service</u>	<u>Entitled Vacation Days</u>
1 - 4	10 Days
5 - 10	15 Days
11+	20 Days

- A. Employees shall be permitted to schedule their vacation during the work year with approval of the building principal or supervisor.
- B. Employees who are currently receiving twenty-two (22) days will be grandfathered.
- C. All bargaining unit employees will receive one additional vacation day if all three snow days go unused in one school year. This day shall be scheduled with the approval of the supervisor or principal.

**ARTICLE XV**

**OVERTIME**

- A. Custodial and Maintenance overtime will be assigned on a rotating basis with prior approval of the Business Administrator in conjunction with the individual's immediate supervisor. Overtime will consist of hours worked in excess of a 40 hour week. Rate of compensation for overtime hours will equal time and a half pay with the exception of Sunday and Holidays when the rate of pay will be double time.
- B. An "Overtime List" shall be established for the fair and equal distribution of overtime work.
- C. On days when Chatham schools are closed because of snow, bargaining unit employees will receive a full day's pay for six (6) hours of work.
- D. Effective July 1, 2004, the maximum hours paid for security checks in one building will be two (2) hours. If an employee conducts a security check on more than one building, hours paid will be three (3).

**ARTICLE XVI**

**CALL-IN PAY**

Any employee who is called into work shall receive a minimum of four (4) hours pay of time and one-half the employee’s hourly rate, except if the call-in work is contiguous with regular shift hours starting at 5:00 AM; then, pay will be limited to actual hours worked.

However, if an employee is called into work as a result of his/her oversight, the employee shall not be compensated. If the employee responsible for the oversight cannot be reached, another employee shall be called in and receive a minimum of 2 hours pay at time and one-half the employee’s hourly rate.

Oversight shall be defined as leaving open a window or a door and/or in some other way failing to secure a building.

All staff will be required to sign in when they are in the school after hours or on weekends.

**ARTICLE XVII BREAK/WASH-UP TIME**

A. Break Time

Employees shall receive two (2) fifteen minute break periods during their shift; one break period during the 1<sup>st</sup> four (4) hours of work, and one break period during the 2<sup>nd</sup> four (4) hours of work. Part time employees shall also receive a 15 minute break period for each four (4) hours of work.

B. Wash-up Time

All employees shall be granted fifteen (15) minutes wash-up time for the purpose of cleaning up before leaving work every day.

**ARTICLE XVIII**

**TRANSPORTATION REIMBURSEMENT**

Whenever it is necessary for an employee to use his/her own vehicle for school business, the employee shall be compensated at the standard rate recognized by the I.R.S. for reimbursement.

Transportation to courses for entry level license requirements is not reimbursable.

**ARTICLE XIX**

**LICENSE STIPEND**

Employees who are in possession of a valid Black Seal Boiler License shall receive a stipend of \$500 for 2004/05, 2005/06, and 2006/07. Half of this stipend shall be paid in July and the remaining half in January.

Maintainers who hold or obtain a liense or certification, as noted below, will be paid an annual stipend as indicated below, effective July 1, 2004:

Electrical	\$2,000
Plumbing	\$2,000
HVAC/Refrigeration Recovery	\$2,500
NJ Pesticide Application License 3A & 3B	\$1,000

One half of stipend will be paid mid December pay period; one half mid June pay period on an annual basis.

**ARTICLE XX**

**JURY DUTY/MILITARY DUTY**

- A. Jury Duty  
All employees called to jury duty shall receive their full salary and benefits from the Board while serving, minus money received from the court.
- B. Military Duty  
Any employee who is called to Active Reserve Duty shall receive his/her salary and benefits while serving, less his/her military pay. Written confirmation of military pay must be submitted.

**ARTICLE XXI**

**EMPLOYEE EVALUATION**

The employee evaluation procedure used by the Board will be added to the contract for informational purposes only. Employees will be evaluated by May 31st of each year.

**ARTICLE XXII**

**WORKING AT A HIGHER JOB CLASSIFICATION**

Any employee not presently employed as a Head Custodian who works as a Head Custodian for eight (8) hours or more shall receive a salary adjustment of \$35.00 per day. This will be adjusted to \$40.00 per day if employee serves in this role for three (3) consecutive days or more.

Any employee who serves as Supervisor of Buildings and Grounds for five (5) hours or more in a day shall receive a salary adjustment of \$55.00 per day. This will be adjusted to \$60 per day for three or more consecutive days.

**ARTICLE XXIII**

**JOB OPENINGS**

All bargaining unit job openings shall be posted in all schools and buildings. The job posting shall remain posted for five (5) working days. All employees shall have the right to apply for all posted jobs, as long as the job opening is vacant. Employees who have not previously been interviewed for that position will be granted an interview. All employees will be given serious consideration.

The Board will send by mail or fax a copy of all job openings to Local 68.

**ARTICLE XXIV**

**UNIFORMS**

- A. The number of uniforms issued during the probationary period will be discretionary based on supervisor's recommendation. A minimum of two uniforms will be given to new employees after 30 days.
- B. All existing employees shall receive the uniform allotment of five (5) complete sets per year.
- C. The Board will provide either a pair of steel-tipped work shoes or a winter jacket up to a maximum cost of \$150.

- D. The Board agrees to provide coveralls to employee on an as-needed basis.
- E. Employees must report to work wearing uniforms. Employees who report to work not in uniform will be sent home and wages will be deducted for time not on the job.
- F. Uniforms shall be provided by September 1<sup>st</sup> of each year.

**ARTICLE XXV**

**SENIORITY/EMPLOYMENT SECURITY**

- A. Seniority is defined as the length of continuous service with the Board, within the bargaining unit, from the employee's date of hire.
- B. Employment Security  
If employees in this bargaining unit are affected by a reduction in the work force, the Board agrees to lay off employees in the reverse order of seniority.  
  
If the Board recalls a laid off employee, the employee shall maintain his/her previous seniority.

**ARTICLE XXVI**

**TUITION REIMBURSEMENT & BLACK SEAL RENEWAL**

The Board shall reimburse, at the following rates, fees for approved courses taken by the employee that are directly job-related.

- 100% if the district sends the employee for training or course work.
- 75% if the employee wishes to attend a training session or course with the approval of the Assistant Superintendent.
- The Board will not be responsible for late fees.

**ARTICLE XXVII**

**HEALTH INSURANCE**

Health benefits detailed in the previous Negotiated Agreement of July 1, 2001 through June 30, 2004, included the Traditional Health Insurance Plan. Effective January 1, 2005, the Traditional Plan will not be available and insurance plans included below will be offered for the duration of the July 1, 2004 through June 30, 2007 Agreement.

1. The Board will provide 100% of the cost of medical insurance benefits of either the Point of Service (POS) Managed Care Health Plan, the Preferred Provider Organization (PPO), for all employees within the school district as of June 30, 1998.
2. The Board will provide 100% of the cost of medical insurance benefits of either the district's Point of Service (POS) Managed Care Health Plan for all employees hired to begin employment on or after January 1, 1998. These employees shall have the option to contribute on a monthly basis the cost differential between the POS and the PPO, if they choose to select different coverage.
3. The percentage of premium cost to be borne by the employee for the cost of dependent medical coverage of the plan in which the employee is enrolled shall be 7.5% for both POS and PPO effective January 1, 2005 for the duration of the Employment Agreement.

4. The Board will provide 100% of the cost of dental insurance for all employees and their dependents. Each employee shall pay seventy-five dollars (\$75.00) per year, which shall be deducted proportionately from each paycheck.
5. Medical and Dental coverage will be provided by the following carriers:
  - ◆ Delta Dental of New Jersey
  - ◆ Horizon Blue Cross/Blue Shield
  - ◆ Benefits to be equivalent to those specified within these plans should the Board seek coverage with another provider.

**ARTICLE XXVIII MEAL ALLOWANCE**

All employees who work in excess of ten (10) consecutive hours on snow removal or a declared emergency, shall be entitled to receive a \$10.00 meal allowance.

**ARTICLE XXIX EYEGLASSES**

Any employees who damage or break their eyeglasses or prescription safety glasses while in the performance of their job with the Board, shall be fully reimbursed by the Board for the purchase of new glasses.

**ARTICLE XXX NIGHT CUSTODIAN/LEAD PERSON TITLE**

A night custodian lead person for the High School and Middle School shall be appointed on an annual basis subject to the recommendation of the building principal and head custodian, at the annual rate indicated below:

	<u>High School</u>	<u>Middle School</u>
2004/05, 2005/06, 2006/07	\$1,400	\$1,400

Each Lead Custodian will be advised annually, by May 30<sup>th</sup>, whether he has successfully met the standards established.

**ARTICLE XXXI ASBESTOS ABATEMENT TRAINING/DIFFERENTIAL**

The Board would provide training for asbestos abatement to all employees on a volunteer basis.

All employees who successfully complete the training program would receive a ten percent (10%) salary differential added to their base salary for all hours they perform this work.

**ARTICLE XXXII CDL BUS DRIVER LICENSE**

Any employee required by the Board to perform bus runs would receive a \$200 stipend per year. This stipend shall be paid by September 1st of each year to employees holding a valid license.

**ARTICLE XXXIII      SUB-CONTRACTING**

The School District of the Chathams agree that during the term of this contract, no work or service of any kind, nature, or type covered by, or hereafter assigned to the Custodian and Maintenance employees shall be subcontracted, leased, assigned, or conveyed in whole or in part to any other work location, person , corporation or company unless otherwise agreed in writing between the School District of the Chathams and the Union. This language will not prevent the School District of the Chathams from contracting out work as it has in the past.

**ARTICLE XXXIV      COVERAGE OF OPEN SHIFTS**

The following work schedule is a minimum that shall apply whenever a custodian is assigned to cover for an absence custodian:

1 <sup>st</sup> Night:	3 Hours Coverage
2 <sup>nd</sup> & 3 <sup>rd</sup> Consecutive Nights	4 Hours Coverage



**CUSTODIAL SALARY GUIDE**

**MAINTENANCE & GROUNDS SALARY GUIDE**

School District of the Chathams

**Notification of Intent to Take** (Circle One)

**Personal Day      Family Illness      Death in Family**

**Staff Member** \_\_\_\_\_

**Position** \_\_\_\_\_

**School/Location** \_\_\_\_\_

It is understood that the reason for the requested day(s) is in accordance with the provisions outlined in the Employment Agreement between the Board of Education (Article VIII, B, C, D) and Local 68 of the International Union of Operating Engineers for the period 2004/05, 2005/06 and 2006/07.

**Personal Day**      Date(s): \_\_\_\_\_

(Requests must be submitted in writing to the Building Principal a minimum of three (3) days in advance).

**Family Illness**      Date(s): \_\_\_\_\_

Relative/Identity: \_\_\_\_\_

**Death in Family**      Date(s): \_\_\_\_\_

Relative/Identity: \_\_\_\_\_

\_\_\_\_\_  
Signature of Staff Member      Date

Signature \_\_\_\_\_  
(Building Principal)      Date \_\_\_\_\_

**HOLIDAY SCHEDULES**

**2004-05**

Fourth of July (Sunday, July 4)..... Monday, July 5, 2004  
Labor Day .....Friday, September 3, Monday, September 6, 2004  
Rosh Hashanah ..... Thursday, September 16, 2004  
Thanksgiving & Day After .....Thursday-Friday, November 25-26, 2004  
Christmas Day (Saturday, December 25)..... Friday, December 24, 2004  
New Year's Day (Saturday, January 1)..... Friday, December 31, 2004  
Martin Luther King Day .....Monday, January 27, 2005  
President's Day .....Monday, February 21, 2005  
Good Friday ..... Friday, March 25, 2005  
Memorial Day .....Monday, May 30, 2005

**2005-06**

Fourth of July..... Monday, July 4, 2005  
Labor Day .....Monday, September 5, 2005  
Rosh Hashanah .....Tuesday, October 4, 2005  
Yom Kippur ..... Thursday, October 13, 2005  
Thanksgiving Day & Day After.....Thursday-Friday, November 24-25, 2005  
Christmas Day (Sunday, December 25).....Monday, December 26, 2005  
New Year's Day (Sunday, January 1).....Monday, January 2, 2006  
Martin Luther King Day .....Monday, January 16, 2006  
President's Day .....Monday, February 20, 2006  
Good Friday ..... Friday, April 14, 2006  
Memorial Day .....Monday, May 29, 2006

**2006-07**

Fourth of July.....  
Labor Day .....  
Yom Kippur .....  
Thanksgiving Day & Day After.....  
Christmas Day & Day After .....  
New Year's Day.....  
President's Day .....  
Good Friday .....  
Memorial Day .....

(Martin Luther King - Monday, January 19, 2004)

**BOARD OF EDUCATION  
SCHOOL DISTRICT OF THE CHATHAMS**

By \_\_\_\_\_  
Gerald Helfrich, President

Date:

ATTEST:

\_\_\_\_\_  
Vincent D. Yaniro, Secretary

Date:

**LOCAL 68 OF THE INTERNATIONAL  
UNION OF OPERATING ENGINEERS**

By \_\_\_\_\_

By \_\_\_\_\_

By \_\_\_\_\_

By \_\_\_\_\_

Date:

ATTEST:

\_\_\_\_\_  
James F. O'Neill  
Superintendent

\_\_\_\_\_  
Samantha Landers  
Human Resources Manager