

4-3225

20-22

AN AGREEMENT BETWEEN THE  
SCOTCH PLAINS-FANWOOD BOARD OF EDUCATION

AND THE

INTERNATIONAL BROTHERHOOD OF TEAMSTERS, CHAUFFEURS,  
WAREHOUSEMEN AND HELPERS OF AMERICA,

LOCAL 102

(Custodial and Maintenance Workers)

X July 1, 1980 - June 30, 1982

LIBRARY  
Institute of Management and  
Labor Relations

SEP 30 1981

RUTGERS UNIVERSITY

January, 1981

TABLE OF CONTENTS

		<u>Page</u>
ARTICLE I	Recognition	1
ARTICLE II	Check off	1-2
ARTICLE III	Management	2-4
ARTICLE IV	Hours of Work and Overtime	4-8
ARTICLE V	Seniority	9
ARTICLE VI	Holidays	10
ARTICLE VII	Vacations	10-12
ARTICLE VIII	Boiler's License	12
ARTICLE IX	Sick Leave	12
ARTICLE X	Pension Plan	13
ARTICLE XI	Military Service	13-14
ARTICLE XII	Hospitalization: Medical and Dental Insurance	14-15
ARTICLE XIII	Temporary Leaves of Absence	15-16
ARTICLE XIV	Uniforms	16
ARTICLE XV	Posting of Jobs	17
ARTICLE XVI	Rights of Visitation	17
ARTICLE XVII	Bulletin Board	18
ARTICLE XVIII	Tenure	18
ARTICLE XIX	Transfers	19
ARTICLE XX	Maintenance of Existing Conditions	19
ARTICLE XXI	Grievance Procedure	19-24
ARTICLE XXII	Term of the Agreement	24-25
ARTICLE XXIII	Entire Agreement	25
ARTICLE XXIV	Notice Provisions	25-26

Agreement made this 5th day of November 1980 between SCOTH PLAINS-FANWOOD BOARD OF EDUCATION, hereinafter referred to as "Board" and LOCAL 102, AN AFFILIATE OF THE INTERNATIONAL BROTHERHOOD OF TEAMSTERS, CHAUFFEURS, WAREHOUSEMEN AND HELPERS OF AMERICA, hereinafter known and designated as the "Union."

ARTICLE I  
RECOGNITION

The Board recognizes the Union as the exclusive collective bargaining representative for the head custodians, custodians, maintenance personnel, grounds personnel and bus drivers, it being agreed that this unit excludes office, clerical, administrators and supervisors. It is acknowledged by the parties that the head custodians, custodians, maintenance personnel, grounds personnel, and bus drivers are employed on a 12-month contract unless altered by individual contract.

ARTICLE II  
CHECK OFF

1. The Board agrees to deduct from the salaries of the members of the unit the dues for the Union and the Pension Fund. Such deduction shall be made in compliance with NJSA 52:14-15.9 and under the rules established by the State Department of Education. Said Union dues moneys, together with the record of any corrections, shall be submitted to the Treasurer of the Union by the 15th of each month following the monthly

pay period during which deductions were made. A form of authorization for the deduction of such moneys shall be executed by each member of the unit. In the event the Union shall change the amount of dues, it shall give the Board written notice prior to the effective date of such change.

2. All new employees may from and after the 31st day following the date of their employment apply for membership in the Union in accordance with the provisions of Chapter 123, Laws of 1974. Nothing herein shall be construed as making Union membership a condition of employment, nor shall any individual be compelled to join the Union at any time. However, in accordance with the provisions of Chapter 123, Laws of 1974, and as heretofore set forth in this Agreement, the Union shall be recognized as the exclusive collective bargaining representative for the members of the unit described.

### ARTICLE III

#### MANAGEMENT

The Board may not, by agreement or through arbitration, delegate powers and responsibilities which by law are imposed upon and lodged with the Board. Any contract must include and therefore be subject to the New Jersey school laws and all other applicable laws and regulations.

The Board, on its own behalf and on behalf of the electors of the district, hereby retains and reserves unto itself, except as limited by this Agreement, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws

and Constitution of the State of New Jersey, and of the United States, including, but without limiting the generality of the foregoing, the right:

- (1) to the executive management and administrative control of the school system and its properties and facilities, and the activities of its employees;
- (2) to hire all employees and subject to the provisions of law, to determine their qualifications, and the conditions for their continued employment, or their dismissal or demotion; and to promote, and transfer all such employees;
- (3) to determine the shift schedules, special duties, school assignment and specific scheduling of duties of each of the employees within the unit.

The exercise of the foregoing powers, right, authority, duties and responsibilities by the Board, the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only by the specific and express terms of this Agreement and then only to the extent such specific and express terms thereof are in conformance with the Constitution and Laws of the State of New Jersey, and the Constitution and laws of the United States. Nothing contained herein shall be considered to deny or restrict the Board of its rights, responsibilities and authority under the New Jersey school laws or any other national, state, county, district or local laws or regulations as they pertain to education.

The parties further acknowledge that this Agreement has been

negotiated and executed with the objective of setting forth mutual rights, obligations and responsibilities. The parties further agree that in all aspects of their relationships they shall comply with all appropriate law and recognized standards of professional conduct and professional relationships. There shall be no discrimination by the Board against any officer of the Union for any legal activity in carrying out his office, nor shall the Union or any of its members encourage or conduct a strike, impose sanctions or undertake any concerted activity which shall cause a slow-down or disruption of any of the operations and activities of the school system. Any grievance arising under and out of this Agreement shall be prosecuted within the framework of the Grievance Procedure. The Board acknowledges that it shall fully comply with all of the obligations and responsibilities imposed upon it by this Agreement and shall take no action nor conduct any activities which shall impair the operation of this Agreement.

#### ARTICLE IV

##### HOURS OF WORK AND OVERTIME

- (1) A working day shall consist of the period between 12:01 a.m. to 12:00 midnight. A working shift shall consist of eight working hours in the period of eight and one half (8½) continuous hours. The breakdown of this shift shall be as follows:
  - (a) One and one-half hours after the beginning of the shift, a fifteen minute period will be allowed for

a coffee break.

- (b) Three hours and fifty-five minutes after the beginning of the shift a five minute period will be allowed for wash-up.
  - (c) Four hours after the beginning of the shift a one half hour period will be allowed for lunch.
  - (d) Eight hours and twenty-five minutes after the starting time of the shift a five minute period will be allowed for wash-up. Maintenance and grounds personnel will be permitted a fifteen (15) minute clean-up/wash-up period at the end of the work day.
  - (e) Eight and one half (8½) hours after the beginning of the shift the working day will terminate.
  - (f) The schedule for working shifts in a working day will be established by the Board.
- (2) A normal working week will consist of one (1) working shift on each day from 12:01 a.m. Monday to 12:00 midnight Sunday.
- (3) For night work, which for the purposes of this provision shall be deemed to be work actually performed with the shift commencing 3:00 p.m. and extending untill 11:30 p.m., a premium of seven (7) percent shall be paid constituting payment for shift differential. For all night work, which for the purposes of this provision shall be deemed to be work actually performed within the shift commencing 11:00 p.m. and extending until 7:30 a.m., and a premium of ten (10) percent shall be paid which shall constitute payment for shift differential. The premium pay for each shift shall be computed based upon the

basic hourly rate and for actual work performed.

- (4) During the summer months the day shift shall commence work at 7:00 a.m. and one-half (1/2) hour shall be provided for lunch. Night custodians shall work the aforesaid day shift during the summer months whenever possible without any effect on their normal rate of pay, including differential, unless the employee is needed at other times due to particular work or activities. The summer months shall commence on the first Monday following the close of school and terminate on August 30.
- (5) Whenever schools are closed for one (1) full week or more, employees shall perform their work during the first shift whenever possible without any effect on their normal rate of pay, including differential, unless the employee is needed at other times due to particular work or activities. The wages to be paid to members of the unit are set forth on the Schedule of Wages which is annexed hereto and made a part hereof as Appendix A-1

#### Overtime

The hourly rate for overtime for the head custodians and assistant custodians, maintenance personnel, grounds personnel and bus drivers shall be established by dividing 2080 hours into the yearly salary of such employee. Overtime, if authorized by the administration shall be paid at the rate of time and one-half (1/2) as follows:

- (a) All work performed in excess of eight (8) hours in any one (1) work day or in excess of forty (40)



hours in any one (1) work week shall be compensated at the rate of one and one-half (1½) times the hourly rate.

- (b) All work performed on the sixth (6th) consecutive day worked in the work week. Whenever an employee is absent on any of the first five (5) days of that employee scheduled work week, and works on the sixth (6th) day of such work week, time and one-half (1/2) shall be paid such employee for all hours worked on the sixth (6th) day, provided that the employee has been excused by his or her supervisor or his or her supervisor is satisfied that his or her absence was justified. Work performed on a Sunday shall be paid at the rate of double time, provided Sunday is the seventh (7th) consecutive day worked in the week, except as indicated below in paragraph (d).
- (c) In the event an employee is required to work on a recognized holiday, he or she will receive, in addition to his normal compensation for that day, one and one-half (1-1/2) times his or her hourly rate of pay as is computed in this Article for work performed on the holiday.
- (d) In the event that a head custodian is required to conduct building checks on either Saturday, Sunday or holidays, it is agreed that they should be paid at the rate of 1-1/2 times their normal daily rate

for the actual time during which they conducted the examination. At other times, or when replacing a head custodian on building checks, an employee shall be granted a minimum of 2 hours pay when called out to perform emergency work outside of the employee's regular shift.

Overtime Limitations.

A tour of duty including overtime shall not exceed a total of sixteen (16) continuous hours. A lunch period of one-half (1/2) hour will be allowed after each four (4) working hours.

Any employee authorized to continue a particular job after the end of his or her shift will be paid one and one-half (1-1/2) times his or her hourly rate for the actual time spent beyond his or her normal shift, plus five (5) minutes allowed for clean-up.

The Board reserves the right to deduct time lost from the wages of those employees who shall make a custom or practice of reporting late for their assigned shift.

Overtime days, when authorized and required by the Board, shall be performed. The assignment or overtime will be upon a rotating basis based on seniority. The Board reserves the right to remove from the overtime list any employee not reporting for such overtime duty when required.

ARTICLE V

SENIORITY

It is the established policy of the Board that employees within the unit shall not be eligible for tenure until the expiration of three (3) consecutive years of employment with the Board. However, the Board agrees to recognize, in advance of that date, seniority for the purposes of:

- (a) vacation scheduling, and
- (b) layoff of employees,

provided that the employee shall have the necessary qualifications, skill and ability to perform the work which may be available. In addition, the Board agrees that the shop steward shall during his term of office have top seniority for the purposes of layoff and recall, provided he has the qualifications, skill and ability to perform the work available.

Employees shall lose all seniority rights for the following reasons:

- (a) Voluntary resignation.
- (b) Discharge for just cause.
- (c) Failure to return to work within five (5) working days after being recalled from layoff and being notified by certified mail, unless failure is due to actual illness or accident.
- (d) Five (5) days of unexcused absence.
- (e) Breach or violation of any condition set forth in this Agreement.

## ARTICLE VI

### HOLIDAYS

The Board will establish and grant to the head custodians, custodians, maintenance personnel, grounds personnel and bus drivers thirteen (13) holidays per year to be determined by the Board in accordance with the school calendar. In the event the holiday shall fall on a Saturday or Sunday it shall be celebrated on a day selected at the discretion of the employer. In the event a holiday falls during an employee's vacation period, such employee shall receive an additional day's vacation. In order to receive holiday pay, an employee must work the regular scheduled work day before the holiday and the regular scheduled work day after the holiday, unless he or she has been excused by his or her supervisor or unless the administration is satisfied that his or her absence was justified.

## ARTICLE VII

### VACATIONS

All employees covered by the terms of this Agreement shall receive vacations with pay at the regular rate according to the following schedule:

- (a) Employees will receive vacations in accordance with the following schedule:

<u>Years Completed Service</u>	<u>Vacation Days</u>
1 - 4	10
5 - 9	15
10 - 19	20
20 or more	25

(b) Any employee entering into an employment agreement prior to January 1, will receive 10 working days of vacation in the following contract year;

(c) Any employee entering into an employment contract between January 1 and June 30 will receive one (1) day of paid vacation for each month of service in the following contract year;

(d) Vacation pay entitlement at termination of employment will be determined as follows:

$$\text{Pay} = \frac{\text{full months worked}}{12} \times \text{Annual days} \times \text{dollars per da}$$

(e) Vacation time earned in any one contract year must be used in the following contract year and vacations shall be noncumulative. The Board also reserves the right to establish a uniform vacation period. In the absence of a district-wide vacation period, all employees shall submit between January 1 and January 15, on a form to be approved, their request for vacation during the period starting the first Monday after school closed through August 31. Such request shall be acted upon on or before February 1. An employee

may also apply for a vacation outside of the summer period, which request shall require approval.

ARTICLE VIII

BOILER'S LICENSE

The Board agrees to pay the school cost for the obtaining of a boiler's license. The employee must first be approved for attendance by designee. The Board further agrees to pay the fee to obtain the license and shall also pay the fee for license renewal of all employees approved to hold such a license.

ARTICLE IX

SICK LEAVE

Head custodians, assistant custodians, maintenance personnel, grounds personnel and bus drivers shall receive 12 days paid sick leave per year after one year of service. Employees with less than one year of service shall receive one day of sick leave per month for each month actually worked. In accordance with the New Jersey statutes, sick leave may be cumulative but not be applicable to early retirement nor shall there be any payment for sick leave days accumulated. The

Board reserves the right to require the presentation of a doctor's certificate in appropriate cases.

ARTICLE X  
PENSION PLAN

The existing pension plan, as is made and provided for in accordance with the New Jersey statutes, shall be continued.

ARTICLE XI  
MILITARY SERVICE

Members of the organized Reserve of the United States Naval Reserve, United States Army Reserve, United States Air Force Reserve or United States Marine Corps Reserve shall be entitled to leave of absence without loss of pay on all days in which they shall be engaged in actual field training. A military leave without pay

shall be granted to any employee having tenure entering the military service of the United States. Such employee shall be entitled to the benefits, rights and privileges with respect to tenure and pension and the benefits which he or she would have had or acquired if leave of absence in accordance with the New Jersey statutes, had not been granted.

## ARTICLE XII

### HOSPITALIZATION: MEDICAL AND DENTAL INSURANCE

- (1) The Board shall provide for and pay the cost of a health insurance program. Major medical and hospital life insurance company, or any other carrier so as benefits are equal to or greater than Blue Cross, Blue Shield or Rider J.
- (2) The Board agrees to provide a basic dental plan. The plan shall be New Jersey Dental Service Plan, Inc., Option B., Family Coverage, \$25 deductible, children covered to the age of 23 or equal.
- (3) The Board shall provide dental coverage at 60% on basic benefits and 50% of prosthodontic and orthodontic benefits on the usual, customary and reasonable fee concept under the New Jersey Dental Service Plan, Inc. Program 1-A.
- (4) The Board shall provide for Health Care Insurance for individuals within the unit who retire within the contract period, after serving the Scotch Plains-Fanwood School District for 20 years or more. The coverage provided shall be that under current contract less Medicare when the



individual is eligible for Medicare.

The cost of retirement coverage shall be as follows:

1st year of retirement.....100% paid by the Board  
2nd year of retirement.....90% paid by the Board  
3rd year of retirement.....80% paid by the Board  
4th year of retirement.....70% paid by the Board  
5th year of retirement.....60% paid by the Board  
and from the 6th year forward....50% paid by the Board

The individuals so covered shall be required to pay the necessary contribution to the Board in advance of the payment of the premium by the Board.

ARTICLE XIII

TEMPORARY LEAVES OF ABSENCE

During the term of this Agreement employees shall be entitled to the following temporary leaves of absence without loss of pay, which shall be non-cumulative except as hereinafter stated:

- (1) A total of two (2) days leave of absence for such personal or other matters which require absence during working hours. Employees shall be permitted to accumulate one (1) unused day in any year so that a maximum of three (3) personal days may be utilized in any one (1) year. Application to the employee's immediate superior for such leave of absence shall be made at least five (5) days before taking such leave (except in the case of emergency), and the

applicant shall not be required to state the reason for taking such leave.

- (2) The actual time necessary for appearance in court or before a state administrative agency pursuant to a duly issued subpoena. The subpoena shall be presented to the building principal or immediate superior in advance of the appearance at court or the administrative agency for approval.
- (3) A maximum of five (5) days at any one time in the event of the death of mother, father, spouse or child. A maximum of three (3) days in the event of the death of a brother, sister, father-in-law, mother-in-law, brother-in-law, sister-in-law, grandfather or grandmother.

#### ARTICLE XIV

##### UNIFORMS

The Board will furnish to each employee three (3) uniforms, to consist of three (3) pairs of pants and three (3) shirts, per school year. The Board will also pay forty (40) dollars per employee toward the cost of one (1) pair of steel toe safety shoes each school year. The employee will be required to submit a receipt indicating proof of purchase. Other items of clothing and safety equipment, such as rain gear, boots, coveralls, safety goggles and respirators, will be furnished as required by the Department of Labor and Industry or deemed necessary by the administration.

ARTICLE XV

POSTING OF JOBS

Job vacancies shall be posted on the bulletin board. However, the Board reserves the right to determine the experience and qualification of each member of the unit to fill the vacant post. All internal candidates will be granted interviews for vacancies for which they formally apply.

ARTICLE XVI

RIGHTS OF VISITATION

The business agent or his representative or any officer of the Union shall be permitted to transact official Union business on school property at all reasonable times, provided the business does not interfere with nor interrupt normal school operations and the visit ~~complies~~ with the Board of Education policy on visitation to the schools. Such representatives shall first notify and obtain the permission of the building principal or his designee to enter the building. Such permission shall not be unreasonably withheld. It is further understood that this privilege shall be exercised so as to keep at a minimum the time lost thereby to the Board.

ARTICLE XVII  
BULLETIN BOARD

The Union shall have in each school building space on a bulletin board in proximity to the custodians' area, which may be used for the purpose of posting Union notices relating to meetings, dues, entertainment, health and safety and general Union activities. Copies of all materials which will be posted on the bulletin board will be given to the building principal.

ARTICLE XVIII  
TENURE

Employees without tenure shall be offered a contract prior to the expiration of each school year. The Board may grant tenure to any employee after three (3) calendar years of continuous service by offering a contract to the employee at the end of three (3) consecutive years of employment. Prior to that time the Board reserves the right to discharge any employee or to refuse to offer a contract to any employee at the end of the school year. The Board will, however, agree to furnish the employee and the Union with the reasons for either his or her discharge or nonrenewal of contract. Such discharge or nonrenewal shall not be grievable within the framework of this Agreement.

ARTICLE XIX

TRANSFERS

The Board reserves the right to transfer employees so as to best serve the needs of the school district. However, the Board agrees that if an employee is temporarily transferred to a lower rated job, he or she shall be paid his or her regular rate of pay. In addition, the Board further agrees that if an employee works twenty (20) hours or more in the course of any one work week in a higher job classification, he or she shall receive the rate of pay of the higher classification for all hours actually worked in that classification during the particular week.

ARTICLE XX

MAINTENANCE OF EXISTING CONDITIONS

The Board hereby agrees to maintain existing conditions as they affect the terms and conditions of employment provided that such existing conditions shall not be contrary to nor abridge and modify the provisions as are set forth in this Agreement.

ARTICLE XXI

GRIEVANCE PROCEDURE

A "grievance" shall mean a complaint by an employee or group of employees that there has been to him or her or to them

or to the Union an inequitable, improper or unjust application, interpretation or violation of Board policy, State law, or of this Agreement, except that the term "grievance" shall not apply to

- (a) any matter for which a specific method or review is prescribed and expressly set forth by law or any rule or regulations of the State Commissioner of Education, or
- (b) a complaint of a nontenure employee which may arise by reason of his discharge or nonreemployment.

Procedure:

- (1) A grievance to be considered under this procedure must be initiated within thirty calendar days of its occurrence.
- (2) Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the "aggrieved" to proceed to the next step. Failure of the "aggrieved" at any step of this procedure to appeal a grievance to the next step within the specified time limits shall be deemed to be acceptance of the decision rendered at that step.
- (3) 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.
- (4) In the event a grievance is filed at such time that it cannot be processed through all the steps in this grievance procedure by the end of the contract year, the time limits set forth herein shall be reduced so far as practicable so

that the grievance procedure may be exhausted prior to the end of the contract year.

- (5) It is understood that employees, shall, during and notwithstanding the pendency of any grievance, continue to observe all assignments and applicable rules and regulations of the Board and administration until such grievance and any effect thereof shall have been fully determined.
- (6) Level One - An employee with a grievance shall first discuss it with the head custodian, foreman or immediate supervisor in an attempt to resolve the matter informally at that level.
- (7) Level Two - If as a result of the discussion, the aggrieved person is not satisfied with the disposition of his or her grievance at Level One, he or she may formally file the grievance in writing with the Union within five days after the decision at Level One or ten days after the grievance was presented, whichever is sooner. Should the Union deem the grievance to be a valid and meritorious one within five days after receiving the written grievance, the Union shall refer the grievance to the immediate supervisor in writing, specifying: (a) the nature of the grievance; (b) the nature and extent of the injury, loss or inconvenience; (c) the result of the previous discussion, and (d) the aggrieved employee's dissatisfaction with the decision previously rendered. The immediate supervisor shall meet with the aggrieved and the Union prior to communicating his written decision.
- (8) Level Three - If the aggrieved person is not satisfied with the disposition of his or her grievance at Level Two, or

if no decision has been rendered within five days after the grievance was delivered to the immediate supervisor by the Union, or three days after the meeting between the immediate supervisor, the aggrieved and the Union, whichever is later, he or she may within five days after the decision by the immediate supervisor or fifteen days after the grievance was delivered by the Union, whichever is sooner, request in writing that the Union refer the grievance to the Assistant Superintendent for Business or his designee.

- (9) Level Four - If the aggrieved person is not satisfied with the disposition of his or her grievance at Level Three or if no decision has been rendered within ten days after the grievance was delivered to the Assistant Superintendent for Business, he or she may within five (5) days after a decision by the Assistant Superintendent for Business or fifteen (15) days after the grievance was delivered to the Assistant Superintendent for Business, whichever is sooner, request in writing that the Union submit his or her grievance to the Superintendent of Schools.
- (10) Level Five - If the aggrieved person is not satisfied with the disposition of his or her grievance at Level Four, or if no decision has been rendered within ten (10) days after the grievance was delivered to the Superintendent, he or she may within five (5) days after a decision by the Superintendent or fifteen (15) days after the grievance was delivered to the Superintendent, whichever is sooner, request in writing that the Union submit his or her grievance to the Board of Education or to a committee designated by the Board. The grievance shall set forth the elements contained



in Level Two, together with all prior decisions. The Board may hold a hearing with the affected employee, or in its discretion may render a decision based upon the record submitted.

- (11) Level Six - In the event an employee is dissatisfied with the determination of the Board, he or she may request the Union to submit a formal demand for advisory arbitration pursuant to the rules and regulations established by the Public Employment Relations Commission under the provisions of Chapter 303, Laws of 1968. A request for such advisory arbitration shall be made no later than fifteen (15) days following the determination of the Board. Failure to file within the said time shall constitute a bar to such arbitration unless the parties have extended the time by mutual agreement. Within ten (10) days after receipt of the written notice of demand for advisory arbitration, the Association and the Board shall make a joint request to the American Arbitration Association for a list of arbitrators from which one will be selected by the parties. In the event the parties are not able within three (3) days after the receipt of the list to select an arbitrator, a second list shall be requested. If the parties are unable to agree upon a mutually satisfactory arbitrator from the second list within five (5) days after receipt thereof the American Arbitration Association may select an arbitrator from the list, which arbitrator shall then serve. The arbitrator shall be empowered to hold a hearing or hearings and to obtain all relevant data concerning the grievance. He shall render a

a written submission of any additional data. A copy shall be simultaneously furnished to the Association and the Board. The arbitrator shall limit himself to the issue submitted and shall consider nothing else. He can add nothing to nor subtract anything from this Agreement between the parties or any policy of the Board of Education. The recommendations of the arbitrator shall be advisory. The cost of the arbitration proceeding shall be borne equally by the parties.

- (12) Miscellaneous - It is understood that the employee shall deliver and, notwithstanding the pendency of any grievance, continue to observe all assignments and applicable rules and regulations of the Board and administration. It is further understood and agreed that all proceedings under this Procedure shall be conducted after school hours. However, in the event that any party in interest required time during the school day for the obtaining of documents or other materials pertaining to the hearing, he or she shall apply to the Assistant Superintendent for Business through his or her immediate supervisor to obtain released time. Should the Assistant Superintendent for Business or his designee determine that there is no other alternative, he may approve released time.

#### ARTICLE XXII

#### TERM OF THE AGREEMENT

This Agreement shall be effective July 1, 1980 and shall continue and remain in full force and effect up to and including

June 30, 1982, when it shall expire.

ARTICLE XXIII

ENTIRE AGREEMENT

This Agreement and its appendices shall constitute the entire Agreement between the parties and shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties. This Agreement shall supersede existing Board policies, rules and regulations where any conflict arises.

ARTICLE XXIV

NOTICE PROVISIONS

Whenever any notice is required to be given by either of the parties to this Agreement to the other, pursuant to the provisions of this Agreement, either party shall do so by telegram or by certified mail at the following addresses:

- (a) If by the Union, to the Board at 2630 Plainfield Avenue  
Scotch Plains, N.J. 07076
- (b) If by the Board, to the Union at 609 William Street  
East Orange, N.J. 07017

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their respective presidents, attested to by their respective secretaries, and their corporate seals to be affixed hereto, all on the day and year first above written;

SCOTCH PLAINS-FANWOOD  
BOARD OF EDUCATION

LOCAL 102, AN AFFILIATE OF THE  
INTERNATIONAL BROTHERHOOD OF  
TEAMSTERS, CHAUFFEURS, WAREHOUSEMEN  
AND HELPERS OF AMERICA

By Kathleen L. Meyer  
(Signed) President

By Robert J. [unclear]  
(Signed) ~~President~~  
Chief Steward

Attest:

Attest:

Richard J. Maslase  
(Signed) Board Secretary

Ben Meeker  
(Signed) Secretary-Treasurer

SALARY GUIDE  
1980 - 1981

	CHIEF	HEAD SECONDARY CUSTODIAN	MAINTENANCE	HEAD ELEMENTARY CUSTODIAN	BUS DRIVERS	CUSTODIAN AND GROUNDSMAN
A	12,731	11,912	11,412	11,327	10,567	10,282
B	12,989	12,170	11,670	11,610	10,940	10,560
C	13,441	12,428	11,928	11,893	11,313	10,838
D	13,793	12,870	12,370	12,167	11,687	11,112
E	14,142	13,222	12,722	12,512	12,032	11,457
F	14,602	13,682	13,182	12,972	12,492	11,917
G	15,062	14,142	13,642	13,432	12,952	12,377
H	15,522	14,602	14,102	13,892	13,412	12,837
I	15,982	15,104	14,604	14,352	13,872	13,182
J	16,327	16,024	15,524	15,387	14,963	13,872

Longevity Clause: Upon completion of 17 years full-time continuous experience in this school system in one of the categories specified above, an employee shall receive a longevity bonus of two (2) percent of his/her contractual salary. After 20 years continuous experience in accordance with the above, an additional four (4) percent of his/her salary will be awarded for a total of six (6) percent bonus after 20 years of continuous full-time experience with the district.

Stipend: Maintenance Foreman shall have \$2,000 in addition to his/her salary located on the appropriate step of the above salary guide.

SALARY GUIDE  
1981 - 1982

	CHIEF	HEAD SECONDARY CUSTODIAN	MAINTENANCE	HEAD ELEMENTARY CUSTODIAN	BUS DRIVERS	CUSTODIAN AND GROUNDSMAN
A	13,617	12,798	12,298	12,188	11,338	11,148
B	13,875	13,056	12,556	12,471	11,711	11,426
C	14,133	13,314	12,814	12,754	12,084	11,704
D	14,585	13,572	13,072	13,037	12,457	11,982
E	14,937	14,014	13,514	13,311	12,831	12,256
F	15,286	14,366	13,866	13,656	13,176	12,601
G	15,746	14,826	14,326	14,116	13,636	13,061
H	16,206	15,286	14,786	14,576	14,096	13,521
I	16,666	15,746	15,246	15,036	14,566	13,981
J	17,126	16,248	15,748	15,496	15,016	14,326
K	17,471	17,168	16,668	16,531	16,107	15,016

Longevity Clause: Upon completion of 17 years full-time continuous experience in this school system in one of the categories specified above, an employee shall receive a longevity bonus of two (2) percent of his/her contractual salary. After 20 years continuous experience in accordance with the above, an additional four (4) percent of his/her salary will be awarded for a total of six (6) percent bonus after 20 years of continuous full-time experience with the district.

Stipend: Maintenance Foreman shall have \$2,000 in addition to his/her salary located on the appropriate step of the above salary guide.