

RIDGEFIELD EDUCATIONAL
SECRETARIES ASSOCIATION
RIDGEFIELD, NEW JERSEY

OFFICERS - 1982-1983

Judith Cummings..... President
Roberta Maione.....Vice President
Anne Miglietta.....Secretary
Gloria Bongiovanni.....Treasurer

RIDGEFIELD EDUCATIONAL
SECRETARIES ASSOCIATION

NEGOTIATING TEAM

Roberta Maione Judith Cummings
Lillian Sampson

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PREAMBLE

This Agreement entered into by and between the Board of Education of the Borough of Ridgefield, New Jersey, hereinafter called the Board, and the Ridgefield Educational Secretaries Association, hereinafter called the Association, encompasses the Agreement reached by the parties after negotiations in accordance with Chapter 123 of the Laws of the State of New Jersey as amended.

ARTICLE I

RECOGNITION

1. The Board hereby recognized the Association as the exclusive representative for the purpose of collective negotiations with respect to the terms and conditions of employment for the following personnel under contract, or on leave, full-time or part-time:

- A. Ten and twelve month Typists
- B. Telephone Operator/Receptionist
- C. Stenographer
- D. Accounting Clerk
- E. Secretary - Single
- F. Secretary - Supervisor
- G. Library Clerk
- H. Library Technician

2. All other persons, positions and units not specifically defined in Paragraph 1, A through H, are excluded. This exclusion includes the Executive Secretary to the Superintendent of Schools, the Office Manager/Executive Secretary to the Business Administrator.

3. Under this contract, the term Secretary as used throughout, shall refer to all personnel under A through H of the "Recognition" Article.

ARTICLE II

NEGOTIATION PROCEDURE

The parties agree to enter into collective negotiations over a successor agreement in accordance with Chapter 123, Public Law 1974, as amended, in a good-faith effort to reach agreement on the terms and conditions of employment. Such negotiations shall be conducted according to the time guidelines promulgated by PERC. Any agreement so negotiated shall apply to all employees, be reduced to writing, be signed by the Board and the Association, and be adopted by the Board at a regular or special public meeting and ratified by the membership of the Association.

ARTICLE III

GRIEVANCE PROCEDURES

1. Definitions

A. A "grievance" is a claim based upon an event or condition which affects any of the provisions of this Agreement.

B. An "aggrieved person" is the person or persons making the claim.

C. A "party in interest" is the person or persons making the claim, and any person who might be required to take action, or against whom action may be taken in order to resolve the claim.

2. Purpose

A. The purpose of this procedure is to secure, at the lowest possible level, solutions to the grievance. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

B. Nothing herein contained shall be construed as limiting the right of any employee to discuss informally with any appropriate member of the administration situations which might lead to grievance. The situation may be adjusted without intervention of the Association provided the adjustment is not inconsistent with terms of this Agreement.

3. Procedure

A. A grievance must be filed within fifteen (15) school days of its occurrence.

B. Since it is important that a grievance 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 limit specified may however, be extended or reduced by mutual consent.

C. In general, three levels of discussion are provided in the communication channel. First, with the immediate administrator; second, with the Superintendent of Schools; and third with the Board of Education.

D. Grievances at all levels stating the contractual violations shall be submitted in writing. Decisions shall be submitted in writing to the interested parties. Prior to filing any grievance, the Association shall notify, in writing, those employees who are or may be affected.

E. Level 1 - Discussions at this level will be between the immediate administrator and the staff member. Failure to resolve questions at this level within ten (10) school days would permit the aggrieved party to take the grievance to the second level within five (5) school days.

F. Level 2 - Discussions at this level will be between the Superintendent of Schools and the staff member. Failure to resolve questions at this level within (10) school days would permit the aggrieved party to take the grievance to the third level within five (5) school days.

G. Level 3 - Discussions at this level will be between the Board of Education, the Superintendent of Schools, and the staff member. The Board of Education shall render its decision within twenty (20) school days from receipt of the grievance.

H. The Ridgefield Board of Education shall be the final step in the grievance procedure.

I. If a decision has been rendered at any level, the grievance becomes null and void if the aggrieved party or his rep-

representatives do not appeal to the next higher level within the stipulated number of days.

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

K. The grievance must be hand delivered to the Principal, Superintendent, Board Secretary/Business Administrator in the proper order. The recipient must give written acknowledgment of its delivery, with time and date duly noted.

L. Whenever a grievance is originally filed, the Superintendent of Schools shall receive a copy of the grievance immediately so that he may fully be informed of its nature. The one filing the grievance shall be responsible for a copy being delivered to the Superintendent.

4. Representation

Any party in interest may be represented at all stages of the grievance procedure by himself, or at his option, by a representative selected or approved by the Association. When an employee is not represented by the Association, the Association shall have the right to be present to state its view at all steps of the grievance procedures.

ARTICLE IV

SALARIES

A. The salaries for all ten and twelve month employees covered by this Agreement are set forth in Schedules "A", "B", and "C", which are attached hereto and made a part hereof. Said salary Schedules shall be in full force and effect for the period July 1, 1982 through June 30, 1985.

B. Twelve month employees shall be paid semi-monthly for the term of their contracts. Ten month employees shall be paid semi-monthly for the terms of their contract with the first check being paid on September 15th.

C. The Board emphasizes that increments as outlined in Schedules "A", "B" and "C" as adjusted are not automatic. Advancement on the schedule shall be subject to the approval by the Board of Education.

D. When a payday falls on or during a school holiday vacation or weekend, secretaries shall receive their pay checks on the last previous working day.

E. Secretaries may elect to have a portion of their salaries deducted from their pay and deposited in their accounts in the East Bergen Teachers Federal Credit Union.

ARTICLE V

HOURS

1. For twelve month employees the work year shall be from July 1st to the next June 30th.

2. For ten month employees the work year shall be scheduled by the Board of Education between the last Monday in August and June 30th, and shall not exceed 190 working days. The Board shall determine the calendar by June 1st of the previous school year. For 1982/83 school year the Board will fix the 190 day work year within 30 days of ratification of this Agreement by the Association and the Board.

3. Every work day shall consist of seven working hours, excluding lunch, except during July and August twelve month employees shall work six hours excluding lunch. The normal work week shall consist of five (5) days (35 work hours). For July and August twelve month employees the normal work week shall consist of five (5) days (30 work hours).

4. Unless specifically provided for in Article VII all twelve month employees are expected to report to work every day including days when school may be closed for students and/or teaching staff. Unexcused absences shall be deducted as follows:

1/260 of annual pay for twelve months.

1/200 of annual pay for ten months.

In addition, unexcused absences may be grounds for withholding increments and/or dismissal.

5. Nothing in this Article V shall be construed as a guarantee of hours of work per week or per day or a guarantee of employment.

ARTICLE VI

DUES

The Board agrees to deduct from the monthly salary of each employees who furnishes written authorization, the amount of monthly Association dues. Remittance of dues collected shall be made to the Association at the end of each calendar month, together with a list of employees from whose pay such deductions were made. Deduction of Association dues shall be pursuant to N.J.S. 52:14-5 9c.

ARTICLE VII

VACATIONS AND HOLIDAYS

1. Ten month employees shall receive no paid vacation or paid holidays.

2. A. Vacations shall be provided twelve month employees qualified for the same in accordance with the following schedule:

Employees who have been on the payroll for more than six consecutive months shall be entitled to one working day vacation for each full month of continuous employment.

Employees who have been on the payroll for a period of at least ten full consecutive months to 72 full consecutive months shall be entitled to ten working days vacation.

Employees who have been on the payroll for a period of seven completed years of continuous employment shall be entitled to 15 working days vacation.

Employees who have been on the payroll for a period of ten completed years of continuous employment shall be entitled to 20 working days vacation.

B. Vacation benefits are earned from the period of July 1st of any year to the succeeding June 30th. Vacations shall be taken the year immediately following the year in which the vacation was earned. As an example, during the year July 1st, 1982 through June 30, 1983, vacation earned shall be taken during the year July 1, 1983 through June 30, 1984, subject to Paragraph C of this Article VII.

C. The Board shall have the right to schedule the employees vacation. The Board shall schedule such vacations so that the same will have the least affect on the efficient operation and needs of the Board. Said vacations shall not be sched-

uled in an arbitrary and capricious manner.

D. In the event an employee is on the payroll for less than six full consecutive months, he shall not be entitled to any accrued vacation benefits.

3. Twelve month employees covered by this Agreement shall be entitled to twelve (12) holidays. The specific days will be determined by the Board. No holiday will be allowed when schools are in session. The holiday schedule will be determined by the Board prior to the June 1st preceding a contract year. For the school year 1982/83 the Board will fix the holiday schedule within 30 days of ratification of this Agreement by the Association and the Board.

A. If any work is performed on a holiday, the employee performing said work shall receive double his regular straight time calculated rate of pay for all hours worked on the holiday in addition to his holiday pay.

B. If a holiday should fall during an employee's vacation period, the employee shall receive an extra day off, which day shall be scheduled by the Board.

C. An employee who is eligible to receive holiday pay shall not receive the same unless he works his full scheduled work days both preceding and following the holiday. A sick day is considered a day of work.

D. If for any reason school should remain open on any holiday, the employees will be required to work at the regular rate but will be given an additional day by the Board after consultation.

ARTICLE VIII

TEMPORARY LEAVES OF ABSENCE

A. Death in the Immediate Family

A period not to exceed three school days will be granted with full pay, upon the death of a member of the immediate family of an employee; such three days shall be taken consecutively. The term, "immediate family", shall be defined as including: mother, father, sister, brother, husband, wife, children or grandchildren, or any other relative who is a member of the immediate household.

B. Death of Others

A period not to exceed one school day will be granted with full pay upon death of a relative not included in the definition of the "immediate family".

C. Absence for Jury Duty

Absence for jury duty shall not count in calculating absence limitations under other sections. The salary paid by the Ridgefield Public School during absence for jury duty shall be at the regular rate less the fee paid by the government for such jury duty.

D. Other Personal Absences

One (1) personal day per year shall be granted to any employee who requires same without loss of pay if such request is submitted in writing forty-eight (48) hours before, barring an emergency, stating in general, why such as family, legal, etc.

E. For Other Absences

For all other absences, an employee's regular salary shall be reduced by 1/260 for twelve month employees and 1/200 for ten month employees of his annual contractual salary for each day of absence.

ARTICLE IX

SICK LEAVE

1. All ten month employees shall be entitled to ten (10) sick days for each contract year. Twelve month employees shall be entitled to twelve (12) sick days for each contract year. Unused sick days shall be accumulated from year to year.

2. All personnel shall be given a written accounting of accumulated sick days no later than September 30 of each school year.

ARTICLE X

INSURANCE PROTECTION

1. The Board of Education shall provide health-care insurance protection for school employees. The benefits shall be the combined Blue Cross and Blue Shield (including Rider "J") and Prudential Major Medical Insurance encompassing all provisions under the New Jersey State Health Benefit Plan, or any other Health Plan that provides like coverage.

2. It shall be the policy of the Ridgefield Board of Education to continue the payments of premiums on hospitalization and major medical insurance for a period of three months after a leave of absence for illness has been approved by the Board. A doctor's certificate must be submitted to the Superintendent of Schools by the employee at the time the request for a leave of absence is made.

3. The Board shall consider continuation of hospitalization and major medical insurance payments for any other leave of absence on its individual merit and make its decisions accordingly.

4. The Carrier shall provide to each employee a description of the health-care insurance coverage provided under this Article no later than the beginning of the current school year, which shall include a clear description of conditions and limits of coverage as listed above.

5. No benefits under this Article shall be given to part-time secretarial positions, i.e. those who work 4 hours or less a day; except for secretaries employed prior to September 1, 1982.

ARTICLE XI

MISCELLANEOUS PROVISIONS

A. Except as this Agreement shall otherwise provide, all terms and conditions of employment applicable on the effective date of this Agreement to employees covered by this Agreement shall continue to be so applicable during the term of this Agreement unless otherwise provided in this Agreement.

B. If any provision of this Agreement or any application of this Agreement is held to be contrary to law, then such provisions or application shall not be deemed valid, or subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

C. Any individual contract between the Board and individual covered by this Agreement heretofore or hereafter executed shall be subject to and consistent with the terms and conditions of this Agreement. If an individual contract contains any language inconsistent with this Agreement, this Agreement, during its duration, shall be controlling.

D. Sixteen (16) copies of this Agreement shall be supplied at the expense of the Board after agreement with the Association on format, within thirty (30) days after the Agreement is signed, plus one for each secretary.

E. Whenever any notice is required to be given by either parties to this Agreement, either party shall do so by telegram or registered letter at the following address:


1. If by the Association to the Board- at 555 Chestnut Street, Ridgefield, New Jersey.
2. If by the Board to the Association - at 555 Chestnut Street, Ridgefield, New Jersey.

ARTICLE XII

DURATION

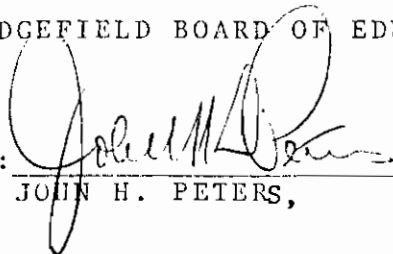
This Agreement shall be in effect for the 1982/1983, 1983/1984 and 1984/1985 school years. This Agreement will be in full force and effect until a successor agreement has been completely negotiated.

RIDGEFIELD BOARD OF EDUCATION



RICHARD A. SABELLA, Secretary

BY:



JOHN H. PETERS,

President

RIDGEFIELD EDUCATIONAL SECRETARIES ASSOCIATION



ANNE MIGLIETTA, Secretary

BY:



JUDITH CUMMINGS,

President

RIDGEFIELD BOARD OF EDUCATION
SECRETARIAL-CLERICAL SALARY GUIDE 1982-83

Schedule A

CALENDAR YEAR - (12 months)

	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>
Typist	\$ 8,457	\$ 8,755	\$ 9,062	\$ 9,378	\$ 9,706	\$10,045	\$10,399	\$10,762	\$11,119
Telephone Operator- Receptionist	8,918	9,230	9,554	9,888	10,171	10,528	10,896	11,276	11,665
Stenographer	9,500	9,833	10,177	10,535	10,902	11,285	11,679	12,088	12,500
Accounting Clerk) Secretary Single)	11,492	11,894	12,309	12,742	13,188	13,649	14,127	14,620	15,128
Secretary Supervisor	12,534	12,910	13,298	13,697	14,108	14,531	14,966	15,415	15,878

SCHOOL YEAR - (10 months)

	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>
Typist	\$ 6,301	\$ 6,523	\$ 6,750	\$ 6,988	\$ 7,232	\$ 7,485	\$ 7,747	\$ 8,019	\$ 8,499
Library Clerk	7,223	7,476	7,739						
Library Technician	8,009	8,291	8,580	8,880	9,190	9,512	9,845	10,190	10,546
Stenographer	7,015	7,262	7,516	7,778	8,050	8,332	8,623	8,927	9,238
Secretary Single	8,244	8,530	8,831	9,140	9,459	9,789	10,133	10,488	10,855

LONGEVITY INCREMENT- Any individual employed in the Ridgefield Public Schools for a period of 15 through 20 years will receive an additional \$100.00 per year over and above the salary guide.

After the 20th year of employment, another \$100.00 will be added to the salary over and above the guide.

The board emphasizes that increments as outlined in the guide are not automatic. Advancement on the schedule will be subject to the Principal's recommendation, and approval of the Superintendent and the Board of Education.

Secretaries who are assigned to call substitutes shall receive a stipend of \$968.00 per year. Said figure shall increase by the same percentage formula as salaries for 1982/83, 1983/84 and 1984/85. This stipend shall only apply to those secretaries assigned this duty as of September 1, 1982.

RIDGEFIELD BOARD OF EDUCATION
SECRETARIAL-CLERICAL SALARY GUIDE 1983/84

Schedule B
CALENDAR YEAR - (12 months)

	1	2	3	4	5	6	7	8	9
Typist	\$ 9,514	\$ 9,849	\$10,195	\$10,550	\$10,919	\$11,301	\$11,699	\$12,107	\$12,531
Telephone Operator- Receptionist	10,033	10,384	10,748	11,124	11,442	11,844	12,258	12,686	13,131
Stenographer	10,688	11,062	11,449	11,852	12,265	12,696	13,139	13,599	14,075
Accounting Clerk) Secretary Single)	12,929	13,381	13,848	14,335	14,837	15,355	15,893	16,448	17,026
Secretary Supervisor	14,101	14,524	14,960	15,409	15,872	16,347	16,837	17,342	17,862

SCHOOL YEAR - (10 months)

	1	2	3	4	5	6	7	8	9
Typist	\$ 7,089	\$ 7,338	\$ 7,594	\$ 7,862	\$ 8,136	\$ 8,421	\$ 8,715	\$ 9,021	\$ 9,555
Library Clerk	8,126	8,411	8,706						
Library Technician	9,010	9,327	9,653	9,990	10,339	10,701	11,076	11,464	11,864
Stenographer	7,892	8,170	8,456	8,750	9,056	9,374	9,701	10,043	10,393
Secretary Single	9,275	9,596	9,935	10,283	10,641	11,013	11,400	11,799	12,212

LONGEVITY INCREMENT- Any individual employed in the Ridgefield Public Schools for a period of 15 through 20 years will receive an additional \$100.00 per year over and above the salary guide.

After the 20th year of employment, another \$100.00 will be added to the salary over and above the guide.

The Board emphasizes that increments as outlined in the guide are not automatic. Advancement in the schedule will be subject to the Principal's recommendation, and approval of the Superintendent and the Board of Education.

Secretaries who are assigned to call substitutes shall receive a stipend of \$1,089 per year. This stipend shall increase by 12.5 percentage formula for salaries for 1983/84 and 1984/85. This stipend shall only apply to those secretaries assigned this duty as of September 1, 1983.

RIDGEFIELD BOARD OF EDUCATION
SECRETARIAL-CLERICAL SALARY GUIDE 1984/85

Schedule C

CALENDAR YEAR - (12 months)

	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>
Typist	\$10,703	\$11,080	\$11,469	\$11,869	\$12,284	\$12,714	\$13,161	\$13,620	\$14,099
Telephone Operator- Receptionist	11,287	11,682	12,092	12,515	12,872	13,325	13,790	14,272	14,770
Stenographer	12,024	12,445	12,880	13,334	13,798	14,283	14,781	15,299	15,834
Accounting Clerk) Secretary Single)	14,545	15,054	15,579	16,127	16,692	17,274	17,880	18,504	19,150
Secretary Supervisor	15,864	16,340	16,830	17,335	17,856	18,390	18,942	19,510	20,095

SCHOOL YEAR - (10 months)

	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>
Typist	\$ 7,975	\$ 8,255	\$ 8,543	\$ 8,845	\$ 9,153	\$ 9,474	\$ 9,804	\$10,149	\$10,749
Library Clerk	9,142	9,462	9,794						
Library Technician	10,136	10,493	10,860	11,239	11,631	12,039	12,461	12,897	13,347
Stenographer	8,879	9,191	9,513	9,844	10,188	10,546	10,914	11,298	11,692
Secretary Single	10,434	10,796	11,177	11,568	11,971	12,390	12,825	13,274	13,739

LONGEVITY INCREMENT- Any individual employed in the Ridgefield Public Schools for a period of 15 through 20 years will receive an additional \$100.00 per year over and above the salary guide.

After the 20th year of employment, another \$100.00 will be added to the salary over and above the guide.

The Board emphasizes that increments as outlined in the guide are not automatic. Advancement on the schedule will be subject to the Principal's recommendation, and approval of the Superintendent and the Board of Education.

Secretaries who are assigned to call substitutes shall receive a stipend of \$1,225 per year. Said figure shall increase by 12.5 percentage formula for salaries for 1984/85. This stipend shall only apply to those secretaries assigned this duty as of September 1, 1984.

AGREEMENT

between

BOARD OF EDUCATION

of the

BOROUGH OF RIDGEFIELD, *Borough*
and *Board of Education*

RIDGEFIELD EDUCATIONAL

SECRETARIES ASSOCIATION

July 1, 1982

X June 30, 1985

BOARD OF EDUCATION
RIDGEFIELD, NEW JERSEY

1982-1983

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Theodore Rzempoluch, Vice President

Edward Bogosian

Thomas Fenelle

Rosemarie Ferrante

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Secretary of the Board

RIDGEFIELD BOARD OF EDUCATION

NEGOTIATING TEAM

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