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AGREEMENT

between

BOARD OF EDUCATION

Ridgefield, Borough of  
of the  
BOROUGH OF RIDGEFIELD

and

RIDGEFIELD EDUCATION ASSOCIATION

(Clerical Support Staff)  
LIBRARY  
INSTITUTE OF MANAGEMENT

JCT 1989

RUTGERS UNIVERSITY

July 1, 1988

June 30, 1991

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1988 - 1991

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RIDGEFIELD, NEW JERSEY

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RIDGEFIELD EDUCATION ASSOCIATION

NEGOTIATING TEAM

Anna Russo  
Carmela O'Brien  
Ann Grapentine

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 Education 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 recognizes 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
- I. IBM System Workstation Operator
- J. IBM Data Entry Operator
- K. All per diem or part-time secretarial personnel who work on a regular steady basis.

2. Those positions covered by Paragraph 1K shall be entitled to all contractual benefits on a pro rata basis, except that any insurance benefits shall be granted only to those who work twenty (20) hours per week or more.

3. All other persons, positions and units not specifically defined in Paragraph 1, A through K, are excluded. This exclusion includes the Executive Secretary to the Superintendent of Schools, the Office Manager/Executive Secretary to the Business Administrator and those part-time workers who work on an irregular, infrequent

basis.

4. Under this Contract, the term Secretary as used throughout, shall refer to all personnel under A through K 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 ten (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 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 (10) and twelve (12) month employees covered by this Agreement for 1988/89, 1989/90 and 1990/91 are set forth in Schedules A, B and C attached.

B. Twelve (12) month employees shall be paid semimonthly for the term of their contracts. Ten (10) month employees shall be paid semimonthly 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 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 paychecks 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 (12) month employees, the work year shall be from July 1st to the next June 30th.

2. For ten (10) 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 one hundred ninety (190) working days. The Board shall determine the calendar by June 1st of the previous school year. For 1988/1989 school year, the Board will fix the one hundred ninety (190) day work year within thirty (30) days of ratification of this Agreement by the Association and the Board.

3. Every work day shall consist of seven (7) working hours, excluding lunch, except during July and August twelve (12) month employees shall work six (6) hours excluding lunch. The normal work week shall consist of five (5) days (35 work hours). For July and August, twelve (12) month employees, the normal work week shall consist of five (5) days (30 hour work hours).

4. Unless specifically provided for in Article VII, all twelve (12) 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

### AGENCY SHOP

No employee shall be required to become a member of the Union as a condition of employment. Each employee shall have the right to join, not join, maintain or drop his membership in the Union. No employee shall be discriminated against on account of his membership or non-membership in the Union.

Membership in the Union shall be separate, apart and distinct from the assumption by each employee of his equal obligation to support financially the costs of collective bargaining from which the employee receives benefits equal to those received by Union members. It is recognized that the Union is required both under law and under this Agreement to represent all of the employees in the bargaining unit fairly and equally without regard to whether or not an employee is a member of the Union. Inasmuch as the terms of this Agreement have been made for all employees in the bargaining unit, and all employees derive benefits thereunder, it is fair that each employee in the bargaining unit assume his fair share of the obligation along with grant of equal benefit contained in this Agreement.

In accordance with the policy set forth under Paragraphs 1 and 2 of this Article, the Board agrees to deduct from the monthly salary of all employees (with the exception of Rosalind Hagerman), 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 made pursuant to N.J.S. 52:14-5 9e.

The Union agrees to indemnify the Board against all claims made against it as a result of the application of this section.

A. Purpose of Fee

If a secretary does not become a member of the Association during any membership year which is covered in whole or in part by this Agreement, said employee will be required to pay a representation fee to the Association for that membership year to offset the costs of services rendered by the Association as majority representative, with the exception of Roberta Malone and Rosalind Hodges.

B. Amount of Fee

Prior to the beginning of each membership year, the Association will notify the Board in writing of the amount of the regular membership dues, initiation fees and assessments charged by the Association to its own members for that membership year. The representation fee to be paid by non-members will be equal to the maximum allowed by law, with the exception of Roberta Malone and Rosalind Hodges.

C. Deduction and Transmission of Fee

The Board agrees to deduct from the salary of any secretary who is not a member of the Association for the current membership year the full amount of the representation fee set forth in Section B above and promptly will transmit the amount so deducted to the Association.

The Board agrees to deduct the representation fee in equal installments, as nearly as possible, from the paychecks paid to each secretary during the remainder of the membership year in question.

the same will have the least effect on the efficient operation and needs of the Board. Said vacations shall not be scheduled in an arbitrary and capricious manner.

D. In the event an employee is on the payroll for less than six (6) full consecutive months, he shall not be entitled to any accrued vacation benefits.

3. Twelve (12) 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 June 1st preceding a contract year. For the school year 1988/1989, the Board will fix the holiday schedule within thirty (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 time off as the law requires.



## ARTICLE VIII

### TEMPORARY LEAVES OF ABSENCE

#### A. Death in the Immediate Family

A period not to exceed three (3) school days will be granted with full pay upon death of a member of the immediate family of an employee; such three (3) 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 (1) school day will be granted with full pay upon the 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

Two (2) personal days 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., and further provided that no such personal day can immediately precede or follow any school vacation, school holiday or weekend.

E. For Other Absences

For all other absences, an employee's regular salary shall be reduced by  $1/260$  for twelve (12) month employees and  $1/200$  for ten (10) month employees of his annual contractual salary for each day of absence.

ARTICLE IX

SICK LEAVE

1. All ten (10) month employees shall be entitled to ten (10) sick days for each contract year. Twelve (12) month employees shall be entitled to twelve (12) sick days for each contract year. Unused sick leave days shall be accumulated from year to year, with no maximum limit for use in case of illness.

2. Non-accumulative additional sick leave benefits shall be allowed to all personnel who have accumulated sick leave days under Section 1 of this Article, according to the following schedule:

When an employee's sick leave has expired, after a continuous illness of one calendar month, one-half of the number of accumulated days at the beginning of the illness shall be added to the employee's sick leave credit.

If the illness continues beyond this period and all days are used, the employee shall receive two-thirds (2/3) of his salary for a period of time according to his length of employment.

3 to 5 years of employment - 20 additional days.

6 to 10 years of employment - 30 additional days.

11 to 15 years of employment - 40 additional days.

Over 15 years of employment - 50 additional days.

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

ARTICLE X

TERMINAL LEAVE

A full-time employee who terminates service after ten (10) years, shall be granted a terminal leave lump sum payment, of the employee's earned and unused accumulated sick days multiplied by 1/200 of the annual salary received during the last year of employment provided that no payment shall exceed \$10,000.00.

Upon the death of an active employee who has been employed by the Ridgefield School District at least seven (7) consecutive years, terminal leave shall be paid to the estate.

Terminal leave shall not be paid for discharged employees.

Notice of Terminal Leave must be provided in writing by October 30th of the year prior to the year in which the retirement or resignation from the district is to take place.

## ARTICLE XI

### 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. The Board of Education shall provide a dental insurance plan with terms consistent with the insurance protection presently being provided for under this category effective July 1, 1988. However, the Board's obligation to pay for the said premiums shall not exceed one (1%) percent of the base salary generated by the salary guide in effect as of November 1st of the previous year for which the plan is to be in effect.

3. 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 (3) 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.

4. Insurance benefits shall not be applicable to employees who work fewer than twenty (20) hours per week.

5. 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.

6. 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.

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

ARTICLE XII

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. Twenty-five (25) 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.

E. Whenever any notice is required to be given by either party 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 07657; and

2. If by the Board to the Association - at 555 Chestnut Street, Ridgefield, New Jersey 07657.



ARTICLE XII

DURATION

This Agreement shall be in effect for the 1988/1989, 1989/1990 and 1990/1991 school years. This Agreement will be in full force and effect until a successor agreement has been completely negotiated.

Joseph Costello  
Joseph Costello, Business  
Administrator/Board Secretary

RIDGEFIELD BOARD OF EDUCATION  
By Alfred Kotkin  
Alfred Kotkin, President

Marie McGill  
Marie McGill, Secretary

RIDGEFIELD EDUCATION ASSOCIATION  
By Margaret Dahl  
Margaret Dahl, President

SECRETARIAL-CLERICAL SALARY GUIDE 1988/1989

CALENDAR YEAR - (12 MONTHS)

	<i>Schedule A</i>								
	<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	\$13,667	\$14,150	\$14,646	\$15,158	\$15,687	\$16,235	\$16,806	\$17,393	\$18,002
Phone Operator									
Receptionist	\$14,413	\$14,918	\$15,441	\$15,982	\$16,436	\$17,016	\$17,609	\$18,225	\$18,864
Stenographer	\$15,355	\$15,893	\$16,448	\$17,028	\$17,621	\$18,239	\$18,875	\$19,537	\$20,221
Acct. Clerk									
Dicty. Single	\$18,575	\$19,225	\$19,895	\$20,594	\$21,314	\$22,058	\$22,833	\$23,630	\$24,459
Secretary									
Supervisor	\$20,259	\$20,866	\$21,492	\$22,136	\$22,803	\$23,483	\$24,188	\$24,914	\$25,661
IBM System 36									
Workstation									
Operator	\$19,809	\$20,799	\$21,838	\$22,930	\$24,077	\$25,281	\$26,542	\$27,870	\$29,263
IBM System 36									
Data Entry									
Operator	\$15,659	\$16,234	\$16,809	\$17,384	\$17,959	\$18,532	\$19,108	\$19,683	\$20,258

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	\$10,183	\$10,541	\$10,910	\$11,295	\$11,689	\$11,810	\$12,520	\$12,961	\$13,726
Library Clerk	\$11,675	\$12,082	\$12,507						
Library Technician	\$12,944	\$13,399	\$13,868	\$14,352	\$14,854	\$15,373	\$15,913	\$16,469	\$17,044
Stenographer	\$11,338	\$11,736	\$12,148	\$12,570	\$13,010	\$13,467	\$13,936	\$14,428	\$14,930
Secretary Single	\$13,324	\$13,787	\$14,274	\$14,771	\$15,288	\$15,822	\$16,377	\$16,952	\$17,545

SECRETARIAL POOL - (HOURLY)

<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>
\$ 6.00	\$ 7.00	\$ 8.00	\$ 9.00	\$10.00	\$12.00

LONGEVITY INCREMENT

Any individual employed in the Ridgefield Public Schools for a period of 15 through 20 years will receive an additional \$100 per year over and above the salary guide.

After the 20th year of employment, another \$100 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 the approval of the Superintendent and the Board of Education.

Secretaries who are assigned to call substitutes shall receive a stipend of \$1,585 for 1988/1989.

SECRETARIAL-CLERICAL SALARY GUIDE 1989/1990

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	\$14,624	\$15,141	\$15,671	\$16,219	\$16,785	\$17,371	\$17,982	\$18,611	\$19,262
Phone Operator Receptionist	\$15,422	\$15,962	\$16,522	\$17,101	\$17,587	\$18,207	\$18,842	\$19,501	\$20,184
Stenographer	\$16,430	\$17,006	\$17,599	\$18,220	\$18,854	\$19,516	\$20,196	\$20,905	\$21,636
Acct. Clerk Sec. Single	\$19,875	\$20,571	\$21,288	\$22,036	\$22,806	\$23,602	\$24,431	\$25,284	\$26,171
Secretary Supervisor	\$21,677	\$22,327	\$22,996	\$23,686	\$24,399	\$25,127	\$25,881	\$26,658	\$27,457
IBM System 3677 Workstation Operator	\$21,196	\$22,255	\$23,367	\$24,535	\$25,762	\$27,051	\$28,400	\$29,821	\$31,311
IBM System 3677 Data Entry Operator	\$16,755	\$17,370	\$17,986	\$18,601	\$19,216	\$19,829	\$20,446	\$21,061	\$21,676

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	\$10,896	\$11,279	\$11,674	\$12,086	\$12,507	\$12,637	\$13,396	\$13,868	\$14,687
Library Clerk	\$12,492	\$12,928	\$13,382						
Library Technician	\$13,850	\$14,337	\$14,839	\$15,357	\$15,894	\$16,449	\$17,027	\$17,622	\$18,237
Stenographer	\$12,132	\$12,558	\$12,998	\$13,450	\$13,921	\$14,410	\$14,914	\$15,438	\$15,975
Secretary Single	\$14,257	\$14,752	\$15,273	\$15,805	\$16,358	\$16,930	\$17,523	\$18,139	\$18,773

SECRETARIAL POOL (HOURLY)

<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>
\$ 6.42	\$ 7.49	\$ 8.56	\$ 9.63	\$10.70	\$12.84

LONGEVITY INCREMENT

Any individual employed in the Ridgefield Public Schools for a period of 15 through 20 years will receive an additional \$100 per year over and above the salary guide.

After the 20th year of employment, another \$100 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 \$1,696 for 1989/1990.

SECRETARIAL-CLERICAL SALARY GUIDE 1990/1991

	<u>CALENDAR YEAR - (12 MONTHS)</u>								
	1	2	3	4	5	6	7	8	9
Typist	\$15,648	\$16,201	\$16,768	\$17,354	\$17,960	\$18,587	\$19,241	\$19,914	\$20,610
Phone Operator Receptionist	\$16,502	\$17,079	\$17,679	\$18,298	\$18,818	\$19,481	\$20,161	\$20,866	\$21,597
Stenographer	\$17,580	\$18,196	\$18,831	\$19,495	\$20,174	\$20,882	\$21,610	\$22,368	\$23,151
Acct. Clerk Sec. Single	\$21,266	\$22,011	\$22,778	\$23,579	\$24,402	\$25,254	\$26,141	\$27,054	\$28,003
Secretary Supervisor	\$23,194	\$23,890	\$24,606	\$25,344	\$26,107	\$26,886	\$27,693	\$28,524	\$29,379
IBM System 36 Workstation Operator	\$22,680	\$23,813	\$25,003	\$26,252	\$27,565	\$28,945	\$30,388	\$31,908	\$33,503
IBM System 36 Data Entry Operator	\$17,928	\$18,586	\$19,245	\$19,903	\$20,561	\$21,217	\$21,877	\$22,535	\$23,193

	<u>SCHOOL YEAR - (10 MONTHS)</u>								
	1	2	3	4	5	6	7	8	9
Typist	\$11,659	\$12,069	\$12,491	\$12,932	\$13,382	\$13,522	\$14,334	\$14,839	\$15,715
Library Clerk	\$13,366	\$13,833	\$14,319						
Library Technician	\$14,820	\$15,341	\$15,878	\$16,432	\$17,007	\$17,600	\$18,219	\$18,856	\$19,514
Stenographer	\$12,981	\$13,437	\$13,908	\$14,392	\$14,895	\$15,419	\$15,958	\$16,519	\$17,093
Secretary Single	\$15,255	\$15,785	\$16,342	\$16,911	\$17,503	\$18,115	\$18,750	\$19,409	\$20,087

SECRETARIAL POOL (HOURLY)

1	2	3	4	5	6
\$ 6.87	\$ 8.01	\$ 9.16	\$10.30	\$11.45	\$13.74

LONGEVITY INCREMENT

Any individual employed in the Ridgefield Public Schools for a period of 15 through 20 years will receive an additional \$100 per year over and above the salary guide.

After the 20th year of employment, another \$100 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 the approval of the Superintendent and the Board of Education.

Secretaries who are assigned to call substitutes shall receive a stipend of \$1,815 for 1990/19