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THIS BOOK DOES  
NOT CIRCULATE

AMENDMENT OF AGREEMENT  
BETWEEN  
THE BOARD OF EDUCATION  
OF  
THE TOWNSHIP OF SOUTH BRUNSWICK  
AND  
THE SOUTH BRUNSWICK ASSOCIATION OF EDUCATIONAL SECRETARIES

1970-1971

## RESOLUTIONS

WHEREAS, the Board of Education and the South Brunswick Association of Educational Secretaries have negotiated in good faith in accordance with the New Jersey Employer-Employee Relations Act, Chapter 303, Public Laws of 1968 and Article II of the AGREEMENT between THE BOARD OF EDUCATION OF THE TOWNSHIP OF SOUTH BRUNSWICK and THE SOUTH BRUNSWICK ASSOCIATION OF EDUCATIONAL SECRETARIES dated February 3, 1969 and

WHEREAS, the Board and the Association have reached agreement on items contained in the Amendment of Agreement to become effective July 1, 1970.

Now therefore, be it resolved that the following Amendment of Agreement between the Board of Education of the Township of South Brunswick and the South Brunswick Association of Educational Secretaries be adopted.

Adopted: 2/2/70

AMENDMENT  
TO  
ARTICLE II  
PROCEDURES

1. H. Impasse in Negotiations

2. It is agreed that the provisions of subparagraph H, "Impasse in  
3. Negotiations" be deleted in its entirety and replaced with the  
4. following subparagraph:

5.           1. Impasse shall be considered to have occurred when both  
6.                       groups agree that it has occurred, or when the Board or  
7.                       the Association declare it has occurred.
8.           2. When impasse occurs, either the Board or the Association,  
9.                       or both, shall notify the Executive Director of the New  
10.                      Jersey Public Employment Relations Commission in accordance  
11.                      with the provisions of Chapter 303, Public Laws 1968, New  
12.                      Jersey Public Employer-Employee Relations Act, and shall  
13.                      request the assignment of a mediator.
14.           3. The Board and the Association will share equally the entire  
15.                      cost of the service provided by P.E.R.C., including all  
16.                      necessary per diem travel and subsistence expenses.  
17.                      Should efforts to hold these meetings after work hours  
18.                      prove unsuccessful, the Board agrees not to reduce the  
19.                      salaries of the participating Association representatives.  
20.                      The Association, in turn, agrees to send only two repre-  
21.                      sentatives to these sessions.

AMENDMENT  
TO  
ARTICLE III  
CONDITIONS OF EMPLOYMENT

1. It is agreed that Article III be amended to read as follows:
2. An evaluation study of the following Clerk Typist
3. positions for improved classification shall be under-
4. taken during 1969/70 school year.
5. a. Business Office - Transportation
6. b. Business Office - Accounts Payable
7. c. High School - Registrar
8. d. High School - Secretary to Nurse
9. e. High School - Library and Audio Visual
10. f. High School - Guidance
11. g. Greenbrook - Principal's Office
12. h. Cambridge - Principal's Office
13. i. Constable - Principal's Office
14. It is further agreed that, upon completion of the reevaluation,
15. adjusted salaries will take effect July 1, 1970. They will be
16. adjusted to the step that will be in effect as of July 1, 1970.
17. If the reevaluation does not occur until after July 1, 1970, the
18. new salary, when determined, shall be retroactive to July 1, 1970.

AMENDMENT  
TO  
ARTICLE IV  
SALARY AND FRINGE BENEFITS

1. A. It is agreed that provision 1. of subparagraph A, Salary  
2. Schedule, is amended to read as:
3. 1. Each step on the 1969/70 salary guide shall be  
4. increased by 8%, rounded to the nearest number  
5. divisible by 5. The salary guide, as formulated,  
6. is Appendix I attached.
7. B. It is agreed that provisions 1, 2, and 3 of subparagraph B,  
8. Overtime, are amended to read as:
9. 1. Overtime shall be paid at the rate of time and a  
10. half for each hour over 36  $\frac{1}{2}$  performed in one week.
11. 2. An employee may take compensatory time off in pref-  
12. erence to overtime pay, but it shall be on the  
13. basis of one hour off for each hour worked. Such  
14. time to be taken by mutual agreement with the  
15. immediate supervisor.
16. 3. When management requires an employee to take com-  
17. pensatory time off in lieu of paid overtime, such  
18. time off shall be on the basis of one and one half  
19. hours off for each hour of work performed.
20. E. It is agreed that subparagraph E, Leaves and Absences, Board  
21. Policy 4.7.14.1 is amended to read as follows:  
22. 4.7.14.1 - Absences During Working Day
23. 1. Non-Certificated employees may not leave the buildings  
24. in which they work during their assigned working  
25. day (exclusive of lunch time) without permission.

1. 2. Employees shall be entitled to two days, or four half
2. days personal leave per year with pay. Personal leave
3. days shall not be accumulative. (18A.30-7).
4. 3. No salary deductions shall be made for absence when
5. subpoenaed to be a witness in court.
6. 4. Those regular employees called for jury duty shall be
7. paid at their regular rate less compensated fees for
8. jury duty.
9. F. It is agreed that subparagraph G. Vacations, be amended to read:
10. 1. The 12-month work year shall consist of 237  $\frac{1}{2}$  days.
11. The 10-month work year shall consist of 197  $\frac{1}{2}$  days.
12. Fifteen (15) working days paid vacation will be
13. granted to 12-month employees who have completed
14. five full years of employment in this district and
15. a proportional amount (12  $\frac{1}{2}$  working days) will be
16. granted to 10-month employees.
17. 2. Vacations which are earned by July 1st of any year
18. may be taken at any time thereafter by a mutually
19. convenient arrangement with the immediate supervisor.

Salary Schedule - Secretaries - Administrative and Business Offices

1970-71

(Effective July 1, 1970)

<u>Step</u>	<u>Secretary to Superintendent of Schools</u>	<u>Supervising Bookkeeper</u>	<u>Secretary to Business Mgr., Accounts Payable - Bookkeeper Payroll - Bookkeeper</u>
1.	\$ 5070.	\$ 6445.	\$ 4850.
2.	5365.	6740.	5130.
3.	5655.	7025.	5415.
4.	5950.	7320.	5710.
5.	6245.	7615.	5995.
6.	6535.	7910.	6280.
7.	6825.	8210.	6565.
8.	7125.	8505.	6860.
9.	7415.	8805.	7150.

Salary Schedule - Secretaries to School Principals & Directors - 1970-71

<u>Step</u>	<u>(12 months) Secretary to H.S. Principal &amp; Crossroads Principal</u>	<u>(12 months) Secretary to H.S. Vice Principal &amp; Guidance Director</u>
1.	\$ 4835.	\$ 4645.
2.	5115.	4925.
3.	5400.	5210.
4.	5690.	5505.
5.	5975.	5790.
6.	6265.	6075.
7.	6550.	6360.
8.	6845.	6655.
9.	7135.	6945.

NOTE: One-step credit will be allowed, up to the 4th step on the guide, for each year of prior experience outside related experience. This provision applies to all of the above listed guides.

Adopted: 2/2/70

APPENDIX I  
(continued)

Section 4.6.1

Salary Schedule - 10 Month School Secretaries, 12 Month Clerk-Typists and  
10 Month Clerk-Typists

1970-71

(Effective July 1, 1970)

<u>Step</u>	<u>Constable, Cambridge, Dayton, Deans, Greenbrook, Monmouth Junction, Special Services</u>	<u>12 Month Clerk-Typist</u>	<u>10 Month Clerk-Typist</u>
1.	\$ 4030.	\$ 4480.	\$ 3735.
2.	4260.	4715.	3930.
3.	4500.	4945.	4120.
4.	4740.	5180.	4315.
5.	4980.	5410.	4510.
6.	5220.	5640.	4700.
7.	5460.	5870.	4890.
8.	5700.	6100.	5085.
9.	5945.	6335.	5280.

NOTE: One step credit will be allowed, up to the 4th step on the guide, for each year of prior outside related experience. This provision applies to all of the above listed guides.

Adopted: 2/2/70



AMENDMENT  
TO  
ARTICLE V  
GRIEVANCE

1. It is agreed that subparagraph D. Procedure be amended to read as follows:
2.           1. An employee with a grievance shall first discuss it
3.                     with his immediate supervisor within thirty (30) calendar
4.                     days with the object of resolving the matter informally.
5.           2. If, as a result of the discussion, the matter is not
6.                     resolved to the satisfaction of the employee within five
7.                     (5) school days, he shall set forth his complaint in
8.                     writing to his immediate supervisor. The supervisor
9.                     shall communicate his decision to the employee in
10.                    writing within three (3) school days of receipt of the
11.                    written complaint.
12.           3. The employee may appeal the supervisor's decision to
13.                    the Superintendent of Schools. The appeal to the
14.                    Superintendent must be made in writing and must set
15.                    forth the grounds upon which the grievance is based.
16.                    The Superintendent shall request a report on the grievance
17.                    from the supervisor, shall confer with the concerned
18.                    parties, and, upon request, with the employee or super-
19.                    visor separately. He shall attempt to resolve the
20.                    matter as quickly as possible, but within a period of
21.                    ten (10) school days. The Superintendent shall com-
22.                    municate his decision in writing to the employee and
23.                    the supervisor.

24.           4.    If the grievance is not resolved to the employee's  
25.                    satisfaction, he may request a review by the Board.  
26.                    The request shall be submitted in writing through the  
27.                    Superintendent, who shall attach all related correspon-  
28.                    dence and forward the request to the Board. The Board  
29.                    shall review the grievance, hold a hearing with the  
30.                    employee, and render a decision in writing within ten  
31.                    (10) school days of receipt of the request.
32.           5.    If the grievance is still not resolved to the satisfaction  
33.                    of the aggrieved party, and the Grievance Committee of the  
34.                    Association feels the grievance has merit, the grievance  
35.                    may be submitted to PERC for arbitration by a written  
36.                    notice to the Board within ten (10) school days following  
37.                    receipt of the Board's decision.
38.           6.    Delete in its entirety.
39.           7.    The arbitrator shall confer with the representatives  
40.                    of the Board and the Grievance Committee and hold  
41.                    hearings promptly and shall issue his decision not  
42.                    later than twenty (20) calendar days from the close  
43.                    of the hearings, or if oral hearings have been waived,  
44.                    then from the date the issues are submitted to him.  
45.                    The arbitrator's decision shall be in writing and  
46.                    shall set forth his findings of fact, reasoning and  
47.                    conclusions on the issues submitted. The arbitrator  
48.                    shall be without power or authority to make any  
49.                    decision which requires the commission of an act

50. prohibited by law or which violates the terms of this  
51. agreement. The decision of the arbitrator shall be  
52. submitted to the Board and the Association and shall  
53. be final and binding on the parties.

54. 8. The costs for the services of the arbitrator, including  
55. per diem expenses, if any, and the actual and necessary  
56. travel, subsistence expenses and the cost of the hearing  
57. room shall be borne equally by the Board and the Associa-  
58. tion.

