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C O N T R A C T U A L A G R E E M E N T

Between

THE BOARD OF EDUCATION OF WOODBRIDGE TOWNSHIP

and

THE WOODBRIDGE TOWNSHIP SCHOOL CLERKS AND SECRETARIES

LOCAL #1405

AMERICAN FEDERATION OF TEACHERS

AFL - CIO

July, 1972 - June, 1974

CONTRACTUAL AGREEMENT BETWEEN
THE BOARD OF EDUCATION OF WOODBRIDGE TOWNSHIP

and

THE WOODBRIDGE TOWNSHIP SCHOOL CLERKS AND SECRETARIES
LOCAL #1405
AMERICAN FEDERATION OF TEACHERS
AFL-CIO

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ARTICLE I

AGREEMENT

This Agreement is entered into this twenty-fifth day of July, 1972, by and between the Woodbridge Township Board of Education, hereinafter referred to as the Board, and the Woodbridge Township School Clerks and Secretaries' Local #1405, American Federation of Teachers, AFL-CIO, hereinafter referred to as the Union. The provisions of this Agreement shall become effective July 1, 1972, and continue in effect until June 30, 1974, except that Article V, Salaries, and one (1) article of choice, by each party to this Agreement, shall be opened for renegotiation during November, 1972, in accordance with the procedures set forth in Article II.

Copies of this Agreement shall be prepared and distributed by the Board by September 11, 1972, to each clerk and secretary in the Union. New personnel hired as a clerk or a secretary shall be provided with a copy of this Agreement upon employment.

ARTICLE II

RECOGNITION

1. The Board recognizes the Union, above mentioned, as the exclusive and sole representative for collective negotiation concerning the terms and conditions of employment for all clerks and secretaries exclusive of the executive secretary to the Superintendent, the secretary to the Assistant Superintendent/Curriculum, the secretary to the Assistant Superintendent/Personnel, the secretary to the Business Administrator, the executive secretary to the Secretary to the Board of Education, and the secretary to the Director of Employee Relations.
2. Definitions - Where Used in This Agreement
 - (a) "School" shall mean any work location, unless otherwise specifically described and designated.
 - (b) "Principal" shall mean the administrator of any work location.
 - (c) "Building Representative" shall mean the agent of the Union in any work location.
 - (d) The term "Board" shall include the Board of Education of Woodbridge Township or its designated representatives.
 - (e) The term "Union" shall include the Woodbridge Township School Clerks and Secretaries or its designated representatives.
3. Procedures for Arranging Negotiating Sessions
 - (a) Requests for meetings from the Union will be made to the Superintendent, Assistant Superintendent/Personnel, or Chairman of the Board's Negotiating Committee.
 - (b) Requests for meetings from the Superintendent of the Board will be made to the President of the Union, or his designee.

ARTICLE III (Continued)

3. Procedures for Arranging Negotiating Sessions (Continued)

- (c) When a request for a meeting has been made by either party, a mutually convenient date, time, and place shall be set within one (1) workday of the date of the request, such meeting to take place within five (5) workdays. Negotiations shall begin no later than November 15th for the following school year.
- (d) Nothing in this Article shall preclude the parties from scheduling meetings in such manner and at such times as may be mutually agreed upon by the parties.
- (e) Every possible effort shall be made in the meeting, or in subsequent meetings, to attempt to resolve the problem or problems.
- (f) The location at which all regular and special meetings are held shall be determined at the time of the request for a meeting.

4. Submission of Proposals for Negotiations

- (a) All proposals of items that one party wishes to submit for negotiation shall be submitted in writing to the other party along with a request for a meeting as provided for in paragraph three.
- (b) The response of the party receiving the proposals shall be to prepare counterproposals in writing.

5. Conducting Negotiations

- (a) Each party shall, upon reasonable request, furnish to the other party all available pertinent non-confidential reports,

ARTICLE II (Continued).

B. Conducting Negotiations (Continued).

statistics, and general information concerning the Woodbridge Township School offices.

- (b) Competent professional and lay representatives or consultants may be used if deemed advisable for either party.
- (c) During negotiations, the Board and the Union will present relevant non-confidential data, exchange points of view, and make proposals and counterproposals.
- (d) Negotiations shall be conducted in closed sessions unless both parties agree to the contrary.
- (e) This Agreement shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.
- (f) Except as this Agreement shall hereinafter otherwise provide, all terms and conditions of employment in the Clerks and Secretaries Handbook and the By-Laws and Policies of the Board adopted February 17, 1971, as adopted 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, except as may be amended by the language of this Agreement. Proposed new rules or modifications of existing rules governing working conditions shall be negotiated with the majority representatives before they are established.
- (g) Nothing herein shall be construed to prevent any official from meeting with an employee organization for the purpose of hearing their views and requests of its members in such unit

ARTICLE XI (Continued)

5. Conducting Negotiations (Continued)

as long as the majority representative is informed of the meeting and provided that any changes or modifications in terms and conditions of employment, as covered by this Agreement, are made only through negotiation with the majority representative.

6. Agreement

- (a) Once a written Agreement is adopted by the Union and the Board, it shall constitute a binding, legal and moral commitment on the part of both parties to do everything within their power to secure the execution of the provisions of the Agreement.
- (b) If a tentative Agreement submitted by the Union is rejected by the clerks and secretaries, negotiations shall be reopened.
- (c) If the tentative Agreement is rejected by the Board, negotiations shall be reopened.

7. Conformity to Law-Saving Clause

- (a) If any provision of this Agreement is or shall at any time be contrary to law, then such provision shall not be applicable or enforced, except to the extent permitted by law and any substitute action shall be subject to appropriate consultation and negotiation with the Union.
- (b) In the event that any provision of this Agreement is or shall at any time be contrary to the law, all other provisions of this Agreement shall continue in effect.
- (c) All provisions in the present contract shall remain in full force and effect except as modified by agreement.

ARTICLE II (Continued)

7. Conformity to Law-Saving Clause (Continued)

- (d) Duration - This Agreement between the Board and the Union shall remain in effect for a two-year period, July 1, 1972, through June 30, 1974.
- (e) The Union agrees and recognizes that the employer reserves to itself sole jurisdiction and right, in compliance with the laws of the State of New Jersey and the ruling of the State Commissioner of Education to hire, assign, promote and direct employees covered by this Agreement, or to take disciplinary action against said employees (up to and including discharge) for just cause, to direct school operations and to take whatever other actions may be necessary to accomplish the mission of the school district except as may be specifically provided by the language of this Agreement.

ARTICLE III

LEAVES OF ABSENCE - BENEFITS

SICK LEAVE

1. Leave without pay deduction, for personal illness in any school year shall be granted in accordance with the following schedules:
 - (a) One (1) day per month for Schedule A personnel with less than five (5) years continuous employment.
 - (b) Two (2) days per month for Schedule A personnel with more than five (5) years continuous employment.
 - (c) One (1) day per month for Schedule B, C, and D personnel with less than five (5) years continuous employment.
 - (d) Two (2) days per month for Schedule B, C, and D personnel with more than five (5) years continuous employment.

Unused sick leave days in any school year up to a maximum of fifteen (15) days may be used in subsequent years for additional sick leave without pay deduction. The number of accumulated sick days is unlimited, but not more than fifteen days per year may be accumulated.

2. A physician's certificate must be filed following an absence of five or more successive days because of personal illness. The Board may, if it has cause to believe that there has been an abuse of the sick leave policy, require an examination by an independent physician. Such examination shall be at Board expense.

DEATH IN FAMILY

1. Leave, without deduction of pay, not exceeding five (5) days (to commence with the day of notice of death or the following day) shall be granted in case of death of wife, husband, son, daughter, parent, brother, sister, or grandparent, or in case of death of a relative residing in the immediate household.

ARTICLE III (Continued)

DEATH IN FAMILY (Continued)

2. Leave not exceeding three (3) school days shall be granted to attend the funeral of other near relatives.

PERSONAL DAYS

Members of the clerical staff shall be allowed three (3) days absence without pay deduction during any one school year for personal reasons under the following conditions:

1. Personnel requesting personal leave shall do so on a form designated for this purpose. Copies of this request for personal leave shall be forwarded to the Assistant Superintendent/Personnel, and records of such requests shall be kept in each employee's central personnel file.
2. No days of absence with pay shall be allowed, unless for religious holidays, when such days are taken during the first three or the last three days of the school year, or the first day immediately preceding or the first day immediately following a school recess or vacation.
3. That any of the clerical staff desiring to be absent for personal reasons are to complete the necessary form and submit it to the principal of the building or the administrator to whom they are assigned at least two school days in advance of the time that they will be absent for personal reasons.

MATERNITY LEAVE

A secretary/clerk intending to request maternity leave without pay shall:

- (a) Apply for leave within two weeks of confirmation of her pregnancy

ARTICLE III (Continued)

MATERNITY LEAVE

- by her attending physician stating the commencement date of such leave.
- (b) Supply the administration with a statement in writing, by her attending physician attesting to her ability to perform her duties satisfactorily.
 - (c) Advise the administration of her intent to return at least sixty days prior to the post-partum date of such return.
 - (d) Supply to the administration a statement in writing by her attending physician attesting her ability to resume her duties satisfactorily.

Upon return to duty, the secretary/clerk shall be guaranteed a position which is equivalent to the position held at the time her maternity leave became effective.

It is understood that a leave of absence for maternity need not be extended to a non-tenured secretary/clerk beyond the end of the contract year in which that leave is obtained.

Such judgement of the Board concerning reappointment shall not be denied on the basis of pregnancy alone.

HOSPITALIZATION AND MEDICAL INSURANCE

Group hospitalization and medical plans as well as a group major medical insurance plan shall be provided by the Board of Education for all employees covered by this Agreement, and their dependents. The specific plan shall be selected by the Board.

During the second year of this Agreement (1973 - 1974), the Board will provide to all employees covered by this Agreement, and their de-

ARTICLE III (Continued)

HOSPITALIZATION AND MEDICAL INSURANCE

pendents, Laboratory and X-Ray Examination Benefits.

ARTICLE IV

WORKING CONDITIONS AND WORK YEAR

WORK WEEK

The regular work week for clerks and secretaries shall consist of five seven-hour days.

OVERTIME

1. Work performed in excess of seven hours in any one day or thirty-five hours in any one week shall be overtime. Employees requested to work overtime other than Sundays or Holidays shall be compensated at one and one-half times the regular straight time hourly rate. All overtime on Sundays or Holidays will be compensated at double the regular hourly rate. In computing overtime pay for the work week, an idle holiday shall be counted as equivalent to seven hours of work.
2. All overtime shall be kept to a minimum and shall be authorized by the Superintendent of Schools, or his designee, prior to its implementation. Overtime in the office of the Board Secretary shall be authorized by the Board Secretary.

VACATIONS

All vacation schedules must be approved by the immediate supervisor and the Superintendent of Schools, or the Board Secretary.

1. Ten-Month Clerks

Required regular time assignment for ten-month clerks is from September 1, through June 30. Ten-month clerks are compensated for an additional 35 hours in lieu of a vacation. The amount of this vacation is included in the basic salary guide for ten-month clerks. To the extent that a ten-month clerk is

ARTICLE IV (Continued)

VACATIONS (Continued)

required to work overtime, compensation for the additional time will be at a rate proportionate to the employee's basic annual salary less vacation pay.

2. Twelve-Month Clerks and Secretaries

Clerks and secretaries employed continuously for six months to one (1) year.....one week.

Clerks and secretaries employed continuously for more than one year but less than five (5) years.....two weeks.

Clerks and secretaries employed continuously for five years or more but less than fifteen (15) years.....three weeks.

Clerks and secretaries employed continuously for fifteen years or more.....four weeks.

SUMMER HELP

Temporary summer positions shall be advertised throughout the system giving ten-month clerks an opportunity to apply.

SCHOOL CALENDAR

1. All clerks, secretaries, and chief clerks covered by this Agreement shall work the same days as those listed as workdays in the school calendar, except: ten-month clerks (Schedule A) begin September 1, and end June 30; twelve-month clerks secretaries, and chief clerks (Schedule B, C, and D) begin July 1, and end June 30. Schedule C clerks, secretaries, and chief clerks will work one-half of the days during the Christmas and Easter recesses.

2. All personnel covered by this Agreement shall have the following days off from work to observe:

ARTICLE IV (Continued)

SCHOOL CALENDAR (Continued)

LABOR DAY	DECEMBER 25	CHRISTMAS DAY
YOM KIPPUR	DECEMBER 31	NEW YEAR'S EVE
ROSH HOSHANA	JANUARY 1	NEW YEAR'S DAY
COLUMBUS DAY		LINCOLN'S BIRTHDAY
ELECTION DAY		WASHINGTON'S BIRTHDAY
VETERANS DAY		GOOD FRIDAY
THANKSGIVING DAY AND THE		EASTER MONDAY
DAY AFTER		MEMORIAL DAY
DECEMBER 24	CHRISTMAS EVE	INDEPENDENCE DAY

3. Clerks, secretaries, and chief clerks covered by this Agreement shall not report to work on days schools are closed for the convention of recognized organizations as permitted by law. (If it becomes necessary for a clerk, secretary, or chief clerk to report to work on one or both days because of an emergency, she will be granted compensatory time.)

OTHER WORKING CONDITIONS

1. No clerk or secretary shall be required to report to her assignment on school days designated as "storm days".
2. When pupils and teachers are dismissed early, clerks and secretaries shall be excused one-half hour beyond pupil dismissal time; however, clerks and secretaries will be required to work for a full day when pupils are dismissed but teachers are required to be on duty, either in the classroom, at conferences, or at in-service programs.
3. Clerical staff shall be responsible for reasonable and proper care of business and office equipment assigned to their charge and shall assist in keeping an inventory thereof and shall report to the principal, or his designee, immediately any damage thereto.

ARTICLE IV (Continued).

OTHER WORKING CONDITIONS (Continued)

4. The Board recognizes that clerks in elementary schools of 500 pupils or more are faced with an especially heavy burden, and principals shall use whatever resources are available to them to relieve the clerks of the responsibility of completing the student registers.
5. Clerks shall not be required to do any clerical or secretarial work for organizations or clubs unless specifically authorized by her administrator.
6. If a clerk or secretary returns to employment in this school system after having been previously employed as a clerk or secretary in the system, then such person shall be given credit for one-half of their previous experience.
7. Replacement of mimeograph machines will be by electric machines as required.

ARTICLE V

SALARIES

1. The salary schedules as shown below shall be in effect for the school year 1972 - 1973.

<u>Step</u>	<u>SCHEDULE A 10-Month Clerk</u>	<u>SCHEDULE B 12-Month Clerk</u>	<u>SCHEDULE C 12-Month Clerk</u>	<u>SCHEDULE D 12-Month Secretary</u>
1	4,448	5,313	5,431	5,976
2	4,662	5,576	5,699	6,244
3	4,993	5,946	6,073	6,618
4	5,212	6,209	6,341	6,886
5	5,430	6,472	6,608	7,153
6	5,650	6,735	6,876	7,421
7	5,869	6,998	7,143	7,688
8	6,088	7,260	7,411	7,956
9	6,307	7,524	7,678	8,223
--				
*21	6,521	7,738	7,946	8,491
*22	6,735	7,952	8,213	8,758

*Supermaxim

2. All future twelve-month clerical personnel shall be filled under Schedule C or D, as per the classification of the position to be filled or the vacancy which may occur in a twelve-month position.
3. All newly hired office personnel shall begin on the first step of the guide.
4. The chief clerk in the five junior high schools will be paid \$600 more and the chief clerk in the three senior high schools will be paid \$800 more per year than the twelve-month secretary shown in

ARTICLE V (Continued)

SALARIES

Schedule D.

5. The chief payroll clerk and the chief bookkeeper will be paid \$700 more than the twelve-month secretary shown in Schedule D during the first year (1972 - 1973) of this two year Agreement; and an additional \$100 during the second year (1973 - 1974).
6. Substitute Acquisition Clerks shall receive total compensation in the following amounts:
Elementary Substitute Acquisition Clerks - additional $6\frac{1}{2}\%$ salary.
Secondary Substitute Acquisition Clerks - additional $6\frac{1}{2}\%$ salary.
7. The chief clerk for Purchasing, Certification, Elementary Education, and Secondary Education shall be placed on their appropriate step of the C guide by July 1, 1972, plus \$300. By July 1, 1973, such positions shall be advertised as D positions, with an additional \$300 (total above guide: \$600) for each position.
8. The present Mail Clerk/Reproduction Clerk shall be placed on the second step of the C guide, effective July 1, 1972.

ARTICLE VI
SUPERVISION

1. Clerks and secretaries shall work under the direction of an assigned supervisor who will assign and schedule work to be done, establish reasonable and fair due dates for work, and monitor performance.
2. No clerk or secretary shall be required to work without supervision for extended periods of time.
3. In accordance with present Board policies and procedures, cases of medical emergency in a situation where no nurse is present, the clerk/secretary shall call the person designated for such duty. The name of such person shall continue to be supplied to each building's main office.
4. School secretaries and chief clerks shall have the option of working in their assigned buildings or central office during the Christmas and Easter work period.

ARTICLE VII

GRIEVANCE

Grievances arising out of the provision of this Agreement shall be governed by the following:

- (a) A grievance shall mean a complaint by any employee (1) that there has been as to her a violation, misinterpretation or inequitable application of any of the provisions of this Agreement between the Federation and the Board of Education or (2) that insofar as matters covered by the Agreement she has been treated unfairly or inequitably by reason of any act or condition which is contrary to established policy or practice governing or affecting employees, except that the term "grievance" shall not apply (a) to any matter as to which the Board of Education is without authority to act, or (b) to the complaint of a non-tenure clerk or a non-tenure appointment of a tenured clerk, which arises by reason of her not being re-employed or reappointed to the non-tenure position.

As used in this Article, the term "employee" shall also mean a group of employees having the same grievance, or the Union. A grievance to be considered under this procedure must be initiated by the employee within thirty (30) calendar days of its known occurrence.

- (b) A clerk with a grievance shall first discuss it with her immediate superior either directly or through the Union's designated representative with the objective of resolving the matter informally.
- (c) If the clerk submitting the grievance is not satisfied with the disposition of her grievance, after having discussed it with her immediate superior or if no decision has been rendered within five (5) school days after presentation of the grievance, she may file the

ARTICLE VII (Continued)

(c) (Continued)

grievance in writing with the Union. The Union may submit the grievance within five (5) school days to the Superintendent of Schools.

(d) If the person submitting the grievance is not satisfied with the disposition of her grievance by the Superintendent or if no decision has been rendered within ten (10) school days after the grievance was delivered to the Superintendent, she may request in writing that the Union submit the grievance within fifteen (15) school days to the Board of Education. The Board or a committee thereof shall review the grievance and shall hold a hearing with the employee and render a decision in writing within fifteen (15) calendar days of receipt of the grievance by the Board of the date of the hearing with the employee whichever comes later. If the clerk submitting the grievance is not satisfied with the decision of the Board, the clerk may request in writing that the Union submit the grievance to arbitration within ten (10) work days. Notice shall be filed with the Board of such intent.

(e) Binding arbitration shall take place when requested after action by the Board of Education. The following procedure will be used to secure the services of an arbitrator:

- 1 Either party may request the American Arbitration Association in accordance with its rules to submit a list of persons qualified to function as an arbitrator in the dispute in question.
- 2 Either party may request a second list of arbitrators if the first list is unsatisfactory to it. In the event that no

ARTICLE VII (Continued)

(e) (Continued)

2 arbitrator is selected from the second list, the American Arbitration Association shall designate an arbitrator in accordance with its rules. The parties will arrange to have arbitration meetings held at times which will not interfere with normal operation of the schools whenever possible..

(f) The arbitrator shall limit his recommendations strictly to the application and interpretation of the provisions of this Agreement and he shall be without power or authority to make recommendations contrary to or inconsistent with the terms of the Agreement or of applicable law, rules or regulations having the force and effect of law.

(g) The recommendation of the arbitrator shall be binding. Only the Board and the aggrieved and his representative shall be given copies of the arbitrator's report of findings and recommendations. This shall be accomplished within thirty (30) days of the completion of the arbitrator's hearings.

(h) The arbitrator's fee shall be shared equally by the parties to the dispute.

(i) The Board agrees that it will apply to all substantially similar situations the decision of the arbitrator, which it has accepted sustaining a grievance, and the Union agrees that it will not bring or continue any grievance which is substantially similar to a grievance denied by the decision of the arbitrator.

(j) Any aggrieved person may be represented at all levels of the grievance procedure by herself or at her option by a representative

ARTICLE VII (Continued).

(j) (Continued)

selected or approved by the Union. When a clerk is not represented by the Union, the Union shall have the opportunity to be present at its option and may state its views at all stages of the grievance procedure.

(k) Clerical personnel shall be expected to proceed through proper channels, within the framework of the school district, on any informal grievance and/or complaint.

ARTICLE VIII

EVALUATION PROCEDURES

1. Annual Reports

All clerical personnel shall be evaluated on the district prescribed forms at least once each school year by her immediate superior with the assistance of the Assistant Superintendent for Personnel or his designee.

2. Maintenance of Skills

(a) All clerical and secretarial personnel shall be expected to maintain satisfactorily an acceptable level of their skills and expected proficiencies as designated by their classification and their official appointment to the same.

(b) Clerical personnel may register without charge in any scheduled Woodbridge Township Continuing Education course that would serve to maintain and increase their skills and proficiency in their assignment.

3. Probation

All new personnel shall serve a three (3) year probationary period. Written evaluations shall be prepared on all employees in a probationary status at the end of the first six months and at the end of each school year, and submitted by the immediate supervisor to the Assistant Superintendent for Personnel at these times. Satisfactory growth and performance must be in evidence in order for the individual to continue and/or be recommended for permanent status. A recommendation for permanent appointment shall be submitted by the assigned supervisor to the Assistant Superintendent for Personnel at least six days prior to the first eligible day for permanent appointment.

ARTICLE VIII (Continued)

4. Promotion

All vacant and new positions covered by this Agreement shall be advertised throughout the school system giving each clerk and secretary in the system an opportunity to apply. Said announcement shall contain methods for applying for said positions. Promotions shall be made on the basis of qualifications and seniority. Salary scales for any new job classifications covered by the Agreement shall be negotiated between the Employer and the Union.

5. Personnel Files

- (a) Clerks shall be given a copy of evaluation report(s) prepared by their superiors at a conference called for discussion of report. No such report shall be submitted to central administration, placed in a clerk's file or otherwise acted upon until the clerk has had a conference with her superior. No material derogatory to a clerk's conduct, service, character or personality shall be placed in her personnel file unless the clerk has had an opportunity to review the material. The clerk will acknowledge that she has had the opportunity to review such material by affixing her signature to the copy to be filed, with the understanding that such signature in no way indicates agreement with the contents thereof.
- (b) The employee shall have the right to answer any material filed and her answer shall be attached to the file copy.
- (c) A clerk shall be permitted to examine her file. The clerk shall indicate in writing to be placed in her file that she has examined same.

ARTICLE VIII (Continued)

5. Personnel Files (Continued)

- (d) Only personnel who have an official right and reason for doing so may inspect a clerk's file.
- (e) Administrators shall be encouraged to place in the clerk's file information of a positive nature indicating special competencies, achievements, performances or contributions of a professional or civic nature. Any such material received from concerned, responsible outside sources shall also be included in the clerk's files.

6. Transfers

(a) Right to Transfer

The Superintendent of Schools may find it necessary to reassign or to transfer clerical personnel as he may deem necessary for the best interests of the District. Transfers shall not affect the current salary of any personnel.

(b) Involuntary Transfer

Any involuntary transfer shall be made only after a meeting between the clerk involved, representatives of the Union, and the Superintendent of Schools and/or his designee.

(c) Right to Request a Transfer

Clerical personnel desiring a change of assignment within a similar classification may request such a change, prior to May 1st of each school year. The Superintendent of Schools shall determine whether the transfer shall be made and whether such a change will benefit the District.

ARTICLE VIII (Continued)

6. Transfers (Continued)

(d) Grievance

If the employee determines that any aspect of the promotion policy is being applied and enforced arbitrarily she may file a grievance.

ARTICLE IX

SAVINGS CLAUSE

The Employer and the Union agree to carry out the commitments contained herein and the provisions thereof and give them full force and effect.

It is agreed by the parties that no provisions of this Agreement may be altered except by mutual consent of both parties and by an instrument in writing duly executed by both parties and said changes mutually agreed to shall have the force and effect of all other provisions of this Agreement.

If any provision of this Agreement is declared to be illegal and not binding by a proper legislative or judicial authority, all other provisions are to remain in full force and effect and this Agreement will remain in force with the void provision deleted.

It is agreed that any changes in benefits or any new rules or modifications of existing rules governing working conditions as they may pertain to employees covered by this Agreement shall be negotiated with the Union.

The Union agrees and recognizes that the employer reserves to itself sole jurisdiction and right, in compliance with the laws of the State of New Jersey and the rulings of the State Commissioner of Education to hire, assign, promote and direct employees covered by this Agreement or to take disciplinary action against said employees (up to and including discharge) for just cause, to direct school operations, and to take whatever other actions may be necessary to accomplish the mission of the school district except as may be specifically provided by the language of this Agreement.

ARTICLE X

DUES DEDUCTION

The Employer agrees to deduct from the salaries of the clerks and secretaries dues for the Woodbridge Township School Clerks and Secretaries Union, Local 1405, American Federation of Teachers, AFL - CIO, in compliance with Chapter 310, Public Laws of the State of New Jersey 1967, and on the rules established by the State Department of Education. Such monies collected together with records of any corrections shall be transmitted to the Treasurer of the Union by the fifteenth of each month following the monthly pay period in which deductions were made. Authorization for dues deduction shall be in writing. Deductions are to be made with the understanding that said deductions may be discontinued only if the person originally authorizing deductions files such notice of withdrawal in which case dues deductions will terminate as of January 1st next succeeding the date on which notice of withdrawal was filed. Authorization of dues deduction is to be forwarded to the Secretary of the Board of Education. Notices of withdrawal are to be forwarded to the secretary of the Union and to the Secretary of the Board.

In witness whereof the parties hereto have caused this Agreement to be signed by their respective presidents, attested by their respective secretaries, and their seals to be placed hereon, all on the day and year first above written.

WOODBIDGE TOWNSHIP SCHOOL CLERKS AND SECRETARIES, LOCAL 1405, AFT, AFL-CIO

BY *Leslie Fisher* (President)

BY *Stella Roth* (Secretary)

BOARD OF EDUCATION, TOWNSHIP OF WOODBRIDGE, NEW JERSEY

BY *John P. Cassidy* (President)

BY *J. E. Cadwalader* (Secretary)