

4-2017

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A G R E E M E N T

Between

TEANECK BOARD OF EDUCATION

and

TEANECK ASSOCIATION

OF

EDUCATIONAL SECRETARIES

July 1974 — June 1976

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Unless otherwise indicated, the term "secretary" when used hereinafter in this agreement shall refer to all employees represented by the Association in the negotiating unit as above defined.

Article 3 - EMPLOYMENT OPPORTUNITY

In all cases where services are to be hired for which an employee might qualify, the vacancy shall be advertised first throughout the school system. Instructions for making application and the deadline date for applications will be included with each notice, and a copy of the notice shall be forwarded to the President of the Association. In no case will the deadline date be less than five (5) working days from the date of distribution of the advertisement. In making the selection of a candidate for any position, present employees shall be given preference over applicants from outside the Teaneck school system if qualifications are comparable. The parties recognize that the ultimate responsibility for making all appointments rests with the Board of Education and agree that it is the obligation of the Board to fill all vacancies with the best qualified personnel.

Article 4 - WAGES

- A. Effective July 1, 1974, the wages of various job categories shall be set and paid in accordance with the schedule attached hereto and marked Addendum A.
- B. It is understood by the parties that the classification and job description of the positions included in this bargaining unit is the sole determination and responsibility of the Board of Education.

C. If a secretary, administrator or Association feels a position deserves a change in classification, said secretary, administrator or Association is encouraged to communicate said view to the Board for consideration. It is agreed, however, that final decision of the Board on any such recommendation shall not be subject to the grievance procedure.

Article 5 - VACATIONS AND HOLIDAYS

Twelve month employees shall be entitled to vacation according to the following schedule:

COMPLETE YEARS OF EMPLOYMENT  
(July 1 - June 30)

EARNED VACATION

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Years 1 - 4	10 working days for each year
Years 5 - 7	15 working days for each year
Years 8 and subsequent years	20 working days for each year

Less Than Complete Years of Employment

Earned Vacation

Less than 1 year or less than a complete year during years 1 - 4	10 working days less one day for each month* not employed.
Less than a complete year during years 5 - 7	15 working days less 1½ days for each month* not employed.
Less than a complete year during year 8 and subsequent years	20 working days less 2 days for each month* not employed.

\*Note: For purposes of this schedule a month of employment shall be considered to be a month of eleven working days or more (including holidays).

Any employee discharged or terminating her employment during the first year of employment shall not be entitled to any vacation.

There shall be fifteen (15) paid holidays per year. The holiday schedule shall be that established by the Board after consultation with the Association. No changes shall be made once the holiday calendar is adopted except after discussion of proposed change between the Association and the Board. The Board reserves the right of final decision on holiday calendar.

End-of-month paychecks will be released to secretarial personnel taking earned vacation time on the last day worked, provided that the vacation period starts after the 15th of a month and includes the actual end-of-month payday for that month (usually the 30th).

The mid-month paycheck will not be eligible for pre-vacation issuance. Secretarial personnel may make arrangements with the Business Office for these paychecks to be mailed to a bank for deposit in their accounts.

Secretarial personnel may take earned vacation time at any time during the school year, subject to the approval of their immediate superior.

#### Article 6 - INCLEMENT WEATHER

Secretarial employees will not be required to report for duty, with the exception of certain employees, nor shall any employee suffer any loss of pay, when school is declared closed due to inclement weather or other emergency condition.

Certain personnel (as shall be determined by the Board of Education at the time of the emergency) will be required to report on days when school is declared closed due to inclement weather or other emergency condition. They shall be additionally compensated at the rate of one and one-half times their regular hourly salary for such reporting.

No other personnel but these authorized personnel may report or may be compensated for such reporting.

#### Article 7 - OVERTIME

Unless otherwise indicated in individual instances, which may be less than thirty-five (35) hours per week, the normal work week of secretarial employees shall be thirty-five (35) hours.

All overtime must be authorized by the Superintendent of Schools according to procedures established by the Superintendent.

Overtime shall be compensated at the rate of one and one-half times the employee's normal hourly rate of salary. The normal hourly rate of salary shall be calculated by: annual salary divided by 1820 hours in the case of full-time personnel, or pro-rated equivalent in the case of part-time personnel.

Overtime will be defined as that period of time occurring before or after an employee's normal assigned working time, or anytime on days when the employee is not scheduled to work.

No secretarial personnel covered under this agreement shall have the right to authorize or require overtime, and there shall be no compensatory time allowed.

Article 8 - GRIEVANCE PROCEDURE

DEFINITIONS

The term "grievance" as used herein, means a complaint by any secretary or the Association that, there has been an inequitable, improper, or unjust application of a policy, agreement, or administrative decision affecting said secretary.

The term "grievance" and the procedure relative thereto, shall not be deemed applicable in the following instances:

- (a) the failure or refusal of the Board to renew the contract of a non-tenure secretary;
- (b) in matters where the Board or its representatives are without authority to act, according to law;
- (c) in matters of selection for promotion.

The Grievance Procedure may be invoked through a hearing before the Board in matters where the Board has exercised its discretion and the exercise of said discretion is thereafter challenged. In such cases the procedure for final review shall be by appeal to the Commissioner of Education pursuant to the provisions of Title 18A and the rules and regulations of the State Board of Education.

The term "secretary" shall mean any regularly employed individual receiving compensation from the Board under the provisions of the salary guide for secretarial personnel, regardless of the title of the position filled by the individual.

The term "immediate superior" shall mean the person to whom the aggrieved secretary is directly responsible.



PROCEDURE

In the presentation of a grievance, the secretary shall have the right to present her own appeal or to designate a representative to appear with her at any step in her appeal. Whenever the secretary appears with representative(s), the Board or its representative(s) shall have the right to designate a representative to participate at any step in the grievance procedure.

A secretary shall not lose pay for time spent during her regular working hours at the following steps of the grievance procedure. In the event that it is necessary to require the attendance of other employees during any of the steps, such employees shall not lose pay for such time.

Saturdays, Sundays and holidays shall not be considered working days in the computing of the time limits indicated in the grievance procedure.

Any decision or answer to a grievance made at any step according to the terms of the procedure, and which is not appealed to the succeeding step within the time limits provided, or within such additional period of time as may be mutually agreed upon in writing, shall be considered final settlement and such settlement shall be binding upon all parties.

Forms for filing grievances, serving notices, taking appeals, making reports and recommendations, and other necessary documents shall be prepared jointly by the Superintendent of Schools and the Association and given appropriate distribution so as to facilitate operation of the grievance procedure.

STEPS

1. A secretary having a grievance shall present it to her immediate superior within ten (10) working days after the occurrence of the event from which the grievance arises. An answer shall be submitted within three (3) working days.

2. If the secretary is not satisfied with the answer, the grievance shall be put in writing, specifying:

(a) the nature of the grievance;

(b) the results of the previous discussion;

(c) the basis of her dissatisfaction with the determination, signed by the secretary and presented to the Superintendent of Schools within three (3) working days. The immediate superior shall also be furnished a copy at the time of serving.

Within five (5) working days of receipt of the written grievance, the Superintendent of Schools shall arrange a meeting with the secretary and her representative.

The Superintendent of Schools or his designated representative shall give the secretary and her representative a written answer to the grievance within five (5) working days after the meeting. The immediate superior of the secretary shall also be supplied with a copy of the answer at the same time.

3. In the event of the failure to act on the part of the Superintendent of Schools or his representative within the time limit specified, or in the event of dissatisfaction on the part of the secretary with the answer given, the secretary may appeal within ten (10) working days to the Board of Education.

4. Where an appeal is taken to the Board, the secretary shall submit the appeal in writing, specifying:

(a) the nature of the grievance;

(b) the results of the discussion between the secretary and the immediate superior;

(c) the basis of her dissatisfaction with the determination;

(d) the results of the discussion with the Superintendent of Schools or his representative;

(e) the basis of her dissatisfaction with the determination; signed by the secretary, and presented to the Board within the time limit of ten (10) working days from the receipt of the answer from the Superintendent of Schools, or his failure to act within the time limit.

Copies of the appeal shall be furnished to the immediate superior and the Superintendent of Schools.

5. If the secretary, in her appeal to the Board, does not request a hearing, the Board may consider the appeal on the written record submitted to it, or the Board may, on its own, conduct a hearing; or it may request the submission of additional written material on the grievance, from the secretary. The secretary shall, at the same time, supply copies of this additional material to the immediate superior and Superintendent of Schools who shall have the right, in writing, to reply thereto; copies to be supplied to all parties.

6. The Board of Education shall make a determination within thirty (30) working days from the receipt of the grievance and shall,

in writing, notify the secretary, her representative if there be one, the immediate superior and the Superintendent of Schools of its determination. This time period may be extended by mutual agreement of the parties.

7. In the event the secretary is dissatisfied with the determination of the Board, she shall have the right to request advisory arbitration pursuant to the rules and regulations established by the American Arbitration Association.

A request for advisory arbitration shall be made no later than fifteen (15) working days following the determination of the Board, unless the secretary and the Board shall mutually agree upon a longer time period within which to assert such a request.

In the event of arbitration, the costs of the arbitrator's services shall be shared equally by the Board, the secretary, and/or Association, with the exception of the cost of any transcript which shall be borne solely by the party or parties requesting it.

8. In any case, where a grievance is based upon the direct order, ruling or determination made by the Superintendent of Schools, the aggrieved employee or the Association may appeal directly to the Board of Education within ten (10) working days, by appealing in writing, specifying:

(a) the order, ruling or determination complained of;

(b) the basis of the complaint;

(c) a request for a hearing if a hearing is desired; with a copy served, at the same time, upon the party making such direct order, ruling or determination. Said party shall have the right,

within five (5) working days, to reply thereto, with a copy of such reply served upon the secretary.

Upon receipt of a grievance filed under the provisions of paragraph 8, the procedure shall be as set forth in paragraphs 5, 6 and 7.

9. In the case of a secretary whose immediate superior is the Superintendent of Schools, the steps in the foregoing grievance procedure shall apply except for paragraphs 2 and 3.

10. A grievance initiated by the Association shall be submitted to the Superintendent of Schools as in Step 1 of the foregoing grievance procedure, then, follow the remainder of the grievance procedure with the exception of Step 2.

#### Article 9 - EVALUATION

1. Observations of the work performance of the secretarial personnel shall be conducted by the Administrator in charge. Such observations shall be conducted openly.

The daily working contact and relationship between an Administrator and secretarial personnel shall constitute observations as used herein in this article and agreement.

2. Observations made by an Administrator shall be reduced to writing. The employee shall be given a copy of any such observation and subsequent evaluation made therefrom. Non-tenure employees shall have a minimum of two (2) written observations each year.

3. An employee may request and shall be granted a conference with the Administrator in charge to discuss her observation and evaluation. Such a conference shall be granted within ten (10) working days.

4. Each employee shall be required to sign the evaluation form. Signing does not signify approval. Only completed evaluation forms shall be presented for signature.

5. The evaluation forms shall be placed in and comprise a part of the personnel folder of each employee.

6. Annual evaluations, or semi-annual in the case of non-tenure employees, shall be a composite of periodic observation and evaluations made by the Administrator. A copy of said evaluation shall be provided to the employee. The employee may request and shall be granted within a reasonable period of time a conference to discuss her evaluation. The employee may request and shall have the right to have representatives of the Association participate in this conference to review and discuss her evaluation. In all cases, the employee shall be required to sign the evaluation. Such signature shall not signify approval of the evaluation.

This annual evaluation shall be part of the basis on which a determination of an employee's annual salary increment and/or adjustment shall be based.

#### Article 10 - DUES

1. The Board agrees to deduct from the monthly salary of each employee who furnishes a 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. 52:14-15.9e.

2. The Association shall indemnify, defend and save the Board harmless against any and all claims, demands, suits or other forms of liability that shall arise out of or by reason of action taken by the Board in reliance upon salary deduction authorization cards submitted by the Association to the Board.

Article 11 - EXTENDED SICK LEAVE

(a) Sick leave is hereby defined to mean the absence from his or her post of duty, of any person because of personal disability due to illness or injury, or because he or she has been excluded from school by the school district's medical authorities on account of a contagious disease.

The term "sick leave" as above defined shall not include maternity leave.

(b) During the years 1974-76 the personnel covered by this agreement shall be entitled to extended sick leave according to the following rules and regulations.

1. Extended sick leave may be granted to newly employed secretarial personnel only after 90 working days of employment.
2. At the end of 90 working days, the Superintendent of Schools must, on the basis only of the employee's absence record, indicate whether the employee shall be entitled to extended sick leave or whether the initial 90 working day period shall be extended for the balance of the contract year with a sick leave benefit of one day per month.

3. Newly employed personnel shall be entitled to one day a month sick leave during the first 90 working days of employment.
4. Any personnel employed continuously for more than 90 consecutive working days, and re-employed for the following contract year, shall automatically be entitled to extended sick leave.

Note: Contract year means one full working year of 10/12 months from the date of employment.

(c) The granting of extended sick leave for the school years 1974-76 shall not be intended to entitle any employee in the event extensive sick leave is not required, to accumulate more than ten (10), or in the case of twelve (12) month employees, twelve (12) days of unused sick leave in accordance with the provisions of R.S. 18A:30-7. In the event less than 10/12 days of sick leave are utilized by any employee covered by this agreement, there shall be credited to the employee in his sick leave account, the difference between the number of days actually used and ten/twelve (10/12) days.

(d) The extended sick leave shall be on a probationary period for the 1974-76 school years.

(e) No doctor's certificate shall be required in the event of an absence due to illness, unless, in the opinion of the Superintendent of Schools, an abuse is taking place in an individual situation; a doctor's certificate may be required of the individual for future absences.



(f) The Association shall assist in investigating and controlling alleged abuses of this policy and shall notify the Board in writing of all actions taken.

(g) The term "Extended Sick Leave" as used in this Agreement refers to a sick leave not to exceed twelve (12) calendar months in duration from date of initial illness.

All other Board regulations relating to absence, etc., shall remain as per present policy.

#### Article 12 - HOSPITAL/SURGICAL AND MAJOR MEDICAL INSURANCE

The Board will provide Blue Cross, Blue Shield and Rider J coverage and Major Medical coverage for employees requesting such coverage at no cost to the employee. For those employees electing to secure coverage for their dependents, the Board will pay for the cost of such coverage at no cost to the employee.

The employee acknowledges that he/she is obligated to inform the Board within thirty (30) days whenever any change occurs in his or her dependents' status as it relates to this coverage; failure to so inform the Board may result in Board refusal to continue any coverage. Nothing in this Article shall limit the right of the Board to change insurance companies, provided the coverage shall be comparable.

#### Article 13 - PROFESSIONAL IMPROVEMENT

The Teaneck Board of Education, in recognition of the services rendered by a competent professional secretarial staff in maintain-

ing an effective educational program, offers to make payment for course credit charges for courses taken in an approved institution.

The courses and institutions will be subject to the approval of the Superintendent of Schools on behalf of the Board of Education. Payment is limited to credit charges made by the institution, and does not include registration fees, student fees, books, etc.

If, in the judgment of the Superintendent of Schools, it is deemed advisable to establish an in-service program or course designed for the improvement of secretarial skills, such course shall be established at Board of Education expense. Secretarial personnel may attend such course or courses on their own time and at their own expense.

#### Article 14 - EFFECTIVE LAWS

The Board and the Association understand and agree that all provisions of this agreement are subject to law. In the event that any provision of this agreement shall be rendered illegal or invalid under any applicable law, regulation or adjudication, such illegality or invalidity shall affect only the particular provision which shall be deemed of no force and effect but it shall not affect the remaining provisions of this agreement.

#### Article 15 - ASSOCIATION RESPONSIBILITIES

1. The Association shall be responsible for acquainting its members with the provisions of this Agreement and shall be respon-

sible for the adherence to the provisions of this Agreement by its members during the life of this Agreement.

2. It is the responsibility of the Association, its members and its representatives, to carry out administrative directives regarding Board policies and administrative regulations, subject to the understanding that the grievance procedure shall be available under the terms specified in Article 8, if it is felt any such directive or policy is in conflict with the express terms of this Agreement.

Article 16 - BOARD/ADMINISTRATION RIGHTS

The Board of Education reserves to itself sole jurisdiction over matters of policy and retains the right, subject only to the limitations imposed by the language of this Agreement, or any successor Agreement, in accordance with applicable laws and regulations:

(a) To direct employees of the school district.

(b) To hire, promote, transfer, assign and retain employees in positions in the school district, and to suspend, to demote, discharge or take other disciplinary action against employees (subject, however, to the provisions of the applicable statutes and rules and regulations of the State Board of Education in such cases made and provided) and all applicable laws and decisions of any New Jersey State or applicable Federal Agency regarding these matters.

(c) To maintain the efficiency of the school district operations entrusted to them.

(d) To determine the methods, means, and personnel by which such operations are to be conducted, subject to the applicable laws and decisions of any State or applicable Federal Agency.

(e) To take whatever other actions may be necessary to carry out the matters of the school district; and to carry out without limitations, all of the powers, rights, authority, duties and responsibilities conferred upon and vested in it, by the laws of the Constitution of the State of New Jersey and of the United States as the same have been interpreted either by administrative decisions, or by appropriate courts of competent jurisdiction.

(f) Nothing in the above shall limit the Association directly or indirectly, in its duty to fairly represent the membership of the Association and to present: grievances, proposals, counter-proposals, and to negotiate with the Board of Education on wages, hours and other terms and conditions of employment.

(g) At no time will a secretary be expected to perform duties which, by law, require certified personnel.

Article 17 - FULLY-BARGAINED PROVISIONS

This Agreement represents and incorporates the complete and final understanding and settlement by the parties of all bargainable issues which were or could have been the subject of negotia-

tions. During the term of this Agreement, neither party will be required to negotiate with respect to any matter, whether or not covered by this Agreement, and whether or not within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Agreement.

Article 18 - TERM OF AGREEMENT

This Agreement shall become effective July 1, 1974 and continue in effect until June 30, 1976.

Article 19 - PRINTING OF AGREEMENT

This Agreement shall be printed in a manner and form mutually agreeable. The costs of such printing shall be shared equally by the Board and the Association.

James A. Jones  
President, Teaneck Board of  
Education

Jane H. Peley  
President, Teaneck Association of  
Educational Secretaries

J. J. [Signature]  
Secretary, Teaneck Board of  
Education

Rosmi S. Hirsch  
Secretary, Teaneck Association of  
Educational Secretaries

11/6, 1974

11/20, 1974

ADDENDUM A

SECRETARIAL PERSONNEL

SALARY GUIDE REGULATIONS

1974

1976

1. Secretarial personnel, when employed for a position classified as SECRETARY CLASS I, II, or III, shall be placed at the proper step on the guide based on the number of completed years of secretarial experience.
2. Secretarial personnel, when employed for a position classified as ADMINISTRATIVE, SUPERVISORY or EXECUTIVE SECRETARY shall be placed on the first step on the guide.

No credit for secretarial experience may be granted for placement on these guides except as noted in regulation number 3. Personnel applying for positions covered by these guides must have the following minimum secretarial experience in order to be considered for the position:

Administrative Secretary - Class II	4 years experience
Administrative Secretary - Class I	5 years experience
Supervisory Secretary	6 years experience
Executive Secretary	7 years experience

3. Secretarial personnel presently employed in a position under Secretarial Class I, II, or III guides, and transferring to a position covered under the Administrative, Supervisory or Executive Secretary guides must meet the minimum secretarial experience requirement indicated in regulation number 2, and will be transferred to the appropriate guide and step reflecting the next highest salary above that the secretary is presently receiving.

All future guide movements will be made in normal progression from the step of placement.

4. Salary guides are based on a twelve month 261 working day year which includes 15 paid holidays and earned vacation time.

Ten month personnel work a 217 day year from September 1 to June 30 which includes an average of thirty (30) days off during that period and an average of 187 days actually worked.

In order to maintain equity of salary, holidays and earned vacation between ten and twelve month personnel, it is

ADDENDUM A (continued)

necessary to pro-rate holidays and earned vacation for ten month personnel and reflect this in the annual salary for individual ten month personnel. Such pro-rating shall be as follows:

- A. 217 working days  $\div$  261 working days = .8314 factor.
- B. Twelve month guide amount  $\div$  261 working days = per diem amount.
- C. 15 paid holidays for 12 month personnel  $\times$  .8314 = 12 1/2 paid holidays for 10 month personnel.
- D. Earned Vacation:
  - Years 1-4      10 days  $\times$  .8314 = 8 1/2 days - See Scale "C"
  - Years 5-7      15 days  $\times$  .8314 = 12 1/2 days - See Scale "B"
  - Years 8 up      20 days  $\times$  .8314 = 17 1/2 days - See Scale "A"
- E. Guide equivalency calculations for Ten Month Personnel.

GUIDE C - 187 actual working days + 12 1/2 paid holidays + 8 1/2 days earned vacation years 1-4 = 208 working days  $\times$  per diem salary = equivalent 10 month salary.

GUIDE B - 187 actual working days + 12 1/2 paid holidays + 12 1/2 days earned vacation years 5-7 = 212 working days  $\times$  per diem salary = equivalent 10 month salary.

GUIDE A - 187 actual working days + 12 1/2 paid holidays + 17 1/2 days earned vacation years 8 up = 217 working days  $\times$  per diem salary = equivalent 10 month salary.

5. TEN/TWELVE MONTH VACATION TRANSFER

Ten month personnel transferring to 12 month positions will have their position on the vacation schedule as 12 month personnel calculated by counting the number of complete years in the 10 month position  $\times$  10  $\div$  12 = comparable years in a 12 month position for vacation schedule purposes.

Twelve month personnel transferring to 10 month positions shall be entitled to any vacation earned while in the 12 month position during the school year. Such vacation time shall be determined according to the partial year formula and shall be taken while still occupying the 12 month position.

The position on the 10 month C, B, or A guide shall be based on their vacation schedule position at the time of transfer.

ADDENDUM A (continued)

6. Present (July 1, 1974) Data Processing Department personnel positions, except for the Controller, shall be twelve month secretarial positions.
7. Any new Data Processing Department personnel positions which may be established hereafter, shall be secretarial positions as determined solely by the Board of Education. Such secretarial positions shall come under the terms and conditions of these regulations as they shall apply to Data Processing Department personnel.
8. The place on the appropriate salary guide for newly employed Data Processing Department personnel shall be determined by the Board at the time of employment. The Board shall make the sole determination as to the granting of credit for outside work experience in establishing initial guide placement, and paragraphs 1, 2 and 3 of these regulations shall not apply to Data Processing Department personnel.
9. Nothing in this agreement shall be interpreted as preventing the Board of Education from granting additional compensation to a secretary for additional responsibilities delegated to the secretary as the result of a special or other than normal work situation. Such compensation shall not become a permanent addition to the secretary's salary, and shall not be used to establish permanent "off-guide" salaries.

The Association shall have the right to bring to the Board's attention, through the Superintendent of Schools, the names of secretaries who may qualify for such additional compensation. The decision of the Board regarding such additional compensation shall be final and binding and shall not be subject to the grievance procedure.



1974-75 SALARY GUIDES  
12 Month Personnel

<u>STEPS</u>	<u>SECRETARY</u> <u>CLASS III</u>	<u>SECRETARY</u> <u>CLASS II</u>	<u>SECRETARY</u> <u>CLASS I</u>	
1	\$6,785	\$7,123	\$7,802	
2	6,989	7,327	8,006	
3	7,192	7,598	8,209	
4	7,395	7,802	8,481	
5	7,598	8,074	8,685	
6	7,802	8,277	8,888	
7	8,006	8,549	9,092	
8	8,209	8,752	9,296	
9	8,481	9,023	9,568	

<u>STEPS</u>	<u>ADM. SECTY.</u> <u>CLASS II*</u>	<u>ADM. SECTY.</u> <u>CLASS I*</u>	<u>SUPERVISORY</u> <u>SECRETARY *</u>	<u>EXECUTIVE</u> <u>SECRETARY *</u>
1	\$ 8,481	\$ 9,160	\$ 9,102	\$11,195
2	8,888	9,635	10,652	12,212
3	9,296	10,109	11,195	12,891
4	9,702	10,652		
5	10,109			

10 Month Personnel

<u>STEPS</u>	<u>SECRETARY</u> <u>CLASS III</u> <u>C *</u>	<u>SECRETARY</u> <u>CLASS III</u> <u>B *</u>	<u>SECRETARY</u> <u>CLASS III</u> <u>A *</u>
1	\$5,405	\$5,510	\$5,640
2	5,569	5,676	5,811
3	5,731	5,841	5,980
4	5,896	6,008	6,150
5	6,054	6,172	6,316
6	6,217	6,337	6,485
7	6,380	6,504	6,657
8	6,543	6,668	6,827
9	6,757	6,888	7,050

<u>STEPS</u>	<u>ADM. SECTY.</u> <u>CLASS II</u> <u>C *</u> <u>(1-4 years)</u>	<u>ADM. SECTY.</u> <u>CLASS II</u> <u>B *</u> <u>(5-7 years)</u>	<u>ADM. SECTY.</u> <u>CLASS II</u> <u>A *</u> <u>(8 years up)</u>
1	\$6,757	\$6,888	\$7,050
2	7,083	7,220	7,391
3	7,408	7,552	7,730
4	7,732	7,881	8,066
5	8,059	8,214	8,406

\* SEE SALARY GUIDE REGULATIONS  
Effective July 1, 1974

ADDENDUM A2

1975-76 SALARY GUIDES  
12 Month Personnel

<u>STEPS</u>	<u>SECRETARY CLASS III</u>	<u>SECRETARY CLASS II</u>	<u>SECRETARY CLASS I</u>
1	\$7,375	\$7,742	\$ 8,480
2	7,596	7,964	8,702
3	7,817	8,258	8,922
4	8,038	8,480	9,218
5	8,258	8,776	9,440
6	8,480	8,996	9,660
7	8,702	9,292	9,882
8	8,922	9,513	10,104
9	9,218	9,807	10,399

<u>STEPS</u>	<u>ADM. SECTY. CLASS II*</u>	<u>ADM. SECTY. CLASS I*</u>	<u>SUPERVISORY SECRETARY *</u>	<u>EXECUTIVE SECRETARY *</u>
1	\$ 9,218	\$ 9,956	\$ 9,893	\$12,168
2	9,660	10,472	11,578	13,273
3	10,104	10,987	12,168	14,011
4	10,545	11,578		
5	10,987			

10 Month Personnel

<u>STEPS</u>	<u>SECRETARY CLASS III C *</u>	<u>SECRETARY CLASS III B *</u>	<u>SECRETARY CLASS III A *</u>
1	\$5,875	\$5,989	\$6,130
2	6,053	6,169	6,316
3	6,229	6,349	6,500
4	6,408	6,530	6,684
5	6,580	6,708	6,865
6	6,757	6,888	7,049
7	6,934	7,069	7,235
8	7,112	7,247	7,420
9	7,344	7,487	7,663

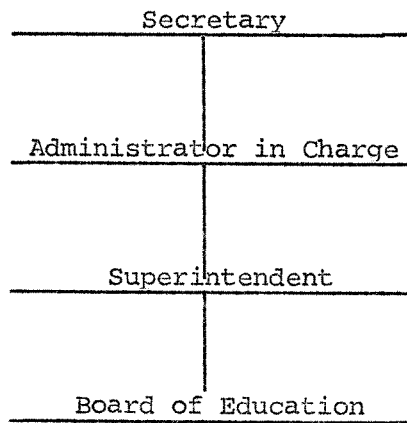
  

<u>STEPS</u>	<u>ADM. SECTY. CLASS II C *</u> (1-4 years)	<u>ADM. SECTY. CLASS II B *</u> (5-7 years)	<u>ADM. SECTY. CLASS II A *</u> (8 years up)
1	\$7,344	\$7,487	\$7,663
2	7,699	7,847	8,033
3	8,052	8,208	8,402
4	8,404	8,566	8,767
5	8,759	8,928	9,136

\* SEE SALARY GUIDE REGULATIONS  
Effective July 1, 1975

ADDENDUM B

TABLE OF ORGANIZATION - SECRETARIAL PERSONNEL



**THE BOARD OF EDUCATION**

**1 WEST FOREST AVENUE**

**TEANECK, NEW JERSEY - 07666**

**(201) 837-2232**

**JAC P. GNIRREP**  
**BUSINESS ADMINISTRATOR**  
**BOARD SECRETARY**

*Board meets second Wednesday of each month  
except July and August*

**WILLIAM C. WITHERSPOON**  
**ASST. BUSINESS ADMINISTRATOR**  
**ASST. BOARD SECRETARY**

October 16, 1974

Mrs. Jane Beley, President  
Teaneck Association of Educational Secretaries  
c/o Hawthorne School  
Lucy Avenue and Fycke Lane  
Teaneck, New Jersey 07666

Dear Mrs. Beley:

As a result of the negotiations between the Board of Education and the Association, please be advised as follows.

It is agreed by the Board of Education, subject to agreement by the Association, that a committee shall be established representing the Board and the Association for the purpose of developing a job evaluation instrument to be used for job evaluation of secretarial personnel.

Yours very truly,



Jac P. Gnirrep  
School Business Administrator  
Board Secretary

iw

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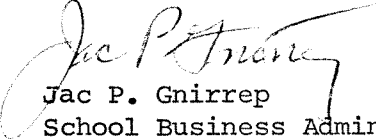
Dear Mrs. Beley:

As a result of negotiations between the Board of Education and the Association, please be advised as follows.

It is agreed by the Board of Education, subject to agreement by the Association, that the Board and Association shall attempt to locate and employ an outside firm to do a classification study of secretarial employees. Said firm must have had experience in, and performed, such work for the public sector of employment.

It is further agreed that the Board will pay the cost of such a study provided the Association membership, without exception, agrees to accept, completely, the final classification recommendations of the firm.

Yours very truly,

  
Jac P. Gnirrep  
School Business Administrator  
Board Secretary

iw

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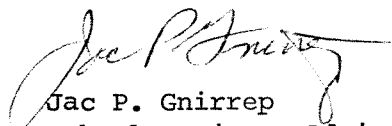
Dear Mrs. Beley:

As a result of negotiations between the Board of Education and the Association, please be advised as follows.

It is understood by the Board of Education and the Association that, effective July 1, 1974, the Personal Business provision of the Absence and Reimbursement Bulletin for secretarial personnel shall be changed to parallel the provision in the teachers' contract, and shall read as follows:

- "1. Personal Business is defined as a leave used for any reason except recreation, rest or recuperation, any venture resulting in remuneration for services rendered by a staff member, or any other reason provided for elsewhere in this Bulletin, except for Religious Holidays.
2. A staff member shall have available each school year two (2) personal business days; the first without loss of pay and without prior approval; the second without loss of pay but with the prior approval of the Superintendent.
3. Any personal business day taken immediately prior or subsequent to a holiday or vacation must be approved by the Superintendent of Schools."

Yours very truly,



Jac P. Gnirrep  
School Business Administrator  
Board Secretary

iw

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**1 WEST FOREST AVENUE**

**TEANECK, NEW JERSEY - 07666**

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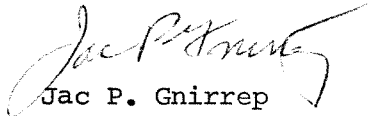
Mrs. Jane Beley, President  
Teaneck Association of Educational Secretaries  
c/o Hawthorne School  
Lucy Avenue and Fycke Lane  
Teaneck, New Jersey 07666

Dear Mrs. Beley:

As a result of the negotiations between the Board of Education and the Association, please be advised as follows.

It is the intent of the Board of Education that all qualified secretarial personnel shall have available to them the same medical insurance benefits, including dental insurance, as is available to all other qualified Board of Education personnel. Such insurance shall afford the same coverage under the same conditions as is available to all other employees at the same time as such coverage becomes available to all other employees.

Yours very truly,



Jac P. Gnirrep  
School Business Administrator  
Board Secretary

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