

**AGREEMENT
BETWEEN
THE BOARD OF EDUCATION OF THE BOROUGH OF OAKLAND
AND
THE OAKLAND CUSTODIANS ASSOCIATION
FOR SCHOOL YEARS**

1996 - 1997

1997 - 1998

1998 - 1999

TABLE OF CONTENTS

	<u>PAGE</u>
INTRODUCTION	2
ARTICLE I	3
ARTICLE II	3
ARTICLE III	3
ARTICLE IV	4-5
ARTICLE V	5-9
ARTICLE VI	9-10
ARTICLE VII	10
ARTICLE VIII	10
ARTICLE IX	10
ARTICLE X	11
ARTICLE XI	11
ARTICLE XII	11
SALARY GUIDES	12
SALARY GUIDES	13
SALARY GUIDES	14
GRIEVANCE PROCEDURE	16-19

AGREEMENT

Made this 15th day of October, 1996 BY AND

BETWEEN

THE BOARD OF EDUCATION OF THE BOROUGH OF OAKLAND, a body corporate and politic, hereinafter referred to as the "Board"

AND

THE OAKLAND CUSTODIANS ASSOCIATION, hereinafter referred to as the "Association."

WITNESSETH:

WHEREAS, the parties herein have heretofore been conducting negotiations concerning the terms and conditions of employment of the Association by the Board, and an agreement thereon has been reached between the parties.

NOW, THEREFORE, it is covenanted and agreed by and between the parties as follows:

ARTICLE I

RECOGNITION

The Board recognizes the Association as the exclusive negotiating agent for the purpose of collective negotiations on terms and conditions of employment on behalf of all full-time custodial and maintenance members in the district.

ARTICLE II

NEGOTIATIONS PROCEDURE

A. Not later than December first, the Board agrees to enter into negotiations with the Association over a successor agreement. The Board agrees to enter into the development of a tentative schedule of negotiations dates (not later than December 1).

B. Any agreement so negotiated shall apply to all members of the negotiation unit and shall be reduced to writing and signed by all parties.

C. Whenever members of the unit are mutually scheduled by the parties hereto to participate during working hours in conferences, meetings or in negotiations respecting the collective negotiations agreement, they shall suffer no loss in pay.

ARTICLE III

GRIEVANCE PROCEDURE

The Grievance Procedure shall be that as set forth in Schedule B, which is annexed hereto and made a part hereof.

ARTICLE IV

SALARIES AND WORKING HOURS

A. The salaries of full-time employees covered by this Agreement are set forth in Schedules A-1, A-2, and A-3 of this Agreement.

B. All employees shall be hired on a twelve (12) month basis. The regular work week shall be forty(40) hours and the regular work day shall be eight (8) hours.

C. The Board will make every effort to provide the custodial staff, district-wide, with preference for overtime custodial coverage necessitated by absenteeism before other personnel are used. Part-time personnel will be used when scheduling permits a fluid and consistent operation. (An absence in excess of one day, permission is granted to permit the use of part-time help.) Scheduled weekly and week-end building checks are excluded from this provision. The Board may, at its discretion, also employ part-time employees to perform services at municipal recreation activities.

All hours over forty (40) hours in any week or over eight (8) in one (1) day shall be paid at the following rates:

- Weekdays.....Time and one half
- Saturdays.....Time and one half
- Sundays.....Double Time
- Holidays.....Double Time

D. Call Back - an employee who has worked his normal eight-hour day and is required to return for an assignment shall be guaranteed at least four (4) hours pay at the proper overtime rate but must work on subsequent call backs, or as otherwise

requested, for any amount of time less than four (4) hours which he did not actually work on the initial call back, without being entitled to any additional pay.

E. Boiler License - all custodians shall apply and take the examination to obtain a Black Seal license by the end of their first year of employment in the District. Any custodian who is unsuccessful in obtaining a Black Seal license during his first year shall have until the end of his second year of employment to obtain such a license. The costs of the course and the license shall be paid by the Board. If any custodian shall be the holder of a low pressure boiler license or equivalent, there shall be paid to him/her, in addition to the salary set forth in the salary guide, an additional sum of \$600.00 per annum.

ARTICLE V

TERMS AND CONDITIONS OF EMPLOYMENT

A. All new employees shall complete a ninety (90) day satisfactory probationary period prior to admittance into the bargaining unit. All promoted employees shall complete a ninety (90) day satisfactory probationary period. In the event the probationary period is unsatisfactory, the employee will be returned to his/her previous placement on the salary guide.

B. All full-time employees covered by this Agreement shall be allowed up to thirteen (13) sick days per year. Unused sick days shall accumulate to be used for additional sick days in subsequent years. The number of sick leave days per year which shall be available to custodians who are employed after July 1st shall be prorated according to the number of months remaining in the school year times one (1) day per month, plus one day.

C. Employees eligible for actual certified age-service retirement or disability

retirement under the Public Employees Retirement System or their survivors shall be reimbursed for unused sick leave days at a rate of \$70.00 per day up to a maximum of 150 days.

This payment shall be paid within thirty (30) calendar days of the last day of employment, but the employee may at his/her option defer the payment to a specified date within one (1) calendar year of the actual retirement date.

D. Up to two (2) personal days per year shall be granted to all full-time custodians, provided, however, that these days shall not be taken before or after a holiday or school recess. No oral or written reason is required, but at least forty eight (48) hours advance notice shall be given to the appropriate building principal, except in the case of an emergency, which must be reported to the Superintendent. Any personal days not utilized during the school year may be accumulated to a custodian's accumulated sick leave in the District, or may be redeemed at the end of the school year at the daily rate of \$70.00. Employees beginning their employment after January 1st shall receive one personal day for the remainder of the school year.

E. Holidays - Custodial holidays are as set forth herein:

Independence Day	Christmas Day
Labor Day	New Year's Eve
Veteran's Day	New Year's Day
N.J.E.A. Convention (2)	Washington's Birthday
Thanksgiving Day	Good Friday
Day after Thanksgiving	Memorial Day
Christmas Eve	2 Floating Holidays

If custodians are required to work on said holidays, they shall receive pay at the proper overtime rate. Employees shall be granted equal time off in the event said holidays occur on a Saturday or Sunday or in the event that said holidays occur at a

time when school is open.

F. Vacation - All full-time custodial personnel with twelve (12) month contracts shall receive two (2) weeks vacation with pay each year, after completing the first year, and three (3) weeks vacation after serving five (5) years. One (1) day of prorated vacation will be granted (not to exceed ten (10) days) for each month employed if the position is terminated by Board action. This policy includes the following adjustments:

After 5 years of Service -	3 weeks vacation (15 days)
After 11 years of Service -	3 weeks vacation plus 2 days (17 days)
After 12 years of Service -	3 weeks vacation plus 4 days (19 days)
After 13 years of Service -	4 weeks vacation (20 days)

G. Released time for official O.C.A. business may be granted to an O.C.A. officer or representative collectively up to a total of three (3) days in any school year and subject to approval by the Superintendent of Schools.

H. Tenure - Whenever any custodian has completed three (3) consecutive years of employment and has commenced his/her fourth year, said custodian shall attain tenure at the start of the fourth year.

I. Health Care Insurance - In addition to the salaries set forth in Schedules A-1, A-2 and A-3, the Board covenants and agrees to cover all full-time custodians only and their dependents only in the Connecticut General Insurance Company Plan or other plan providing equal coverage, said plan to include hospitalization, medical/surgical coverage, Rider J and major medical coverage.

J. Dental Care Insurance - All full-time personnel and their eligible dependents shall be covered by a dental plan in accordance with the following provisions: The Board covenants and agrees to cover all full-time custodians only and

their dependents only, in the Connecticut General Insurance Company Plan or a plan providing equal coverage. This plan includes Preventive Diagnostic 100%; Basic benefits at 80% of UCR; Major restoration and prosthodontics 50% of UCR (maximum yearly benefits of \$1,000); Orthodontic 50% (maximum \$1,200 - child only).

K. Prescription Drug Plan - Effective July 1, 1996 the prescription drug plan will be through the Connecticut General Insurance Company Plan, which has \$5.00 co-pay for full-time custodians only and their dependents only, or other plan providing equal coverage.

L. Mileage Allowance - The following shall be the schedule of mileage allowances for approved use of employee owned vehicles:

Reimbursement for mileage will be at the official IRS rate per mile in effect on July 1 of each year. Trucks and vans will be reimbursed an additional \$.05 per mile over the IRS rate.

M. Uniforms and Equipment -

1. All personnel shall be provided with four sets of uniforms per fiscal year, or with three sets of uniforms and an entitlement to be reimbursed for an amount equal to the value of one uniform, which shall be spent on other clothing required for their custodial work, per fiscal year. Requests for reimbursements shall be supported by paid receipts. The amount of the reimbursement entitlement shall be calculated each year by the Business Office after uniforms for that year have been purchased.
2. An annual allowance for work shoes of up to \$100.00, supported by a paid receipt, will be provided each full-time custodian
3. The State Boiler License fee for all employees possessing a

license will be reimbursed by the Board, supported by a paid receipt.

4. Two sets of rain gear/foul weather gear will be provided at each school.
5. Outside jackets shall be provided to head custodians, maintenance persons and ground persons (position deleted effective 7/1/96) up to a maximum of \$100.00.
6. Safety equipment will be furnished as requested, subject to approval of administrative staff.

ARTICLE VI

MANAGEMENT'S RIGHTS

Except as limited by existing law and the terms of this Agreement, the Board reserves to itself sole jurisdiction and authority:

- 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, demote, discharge, or take other disciplinary action against employees;
- C. To relieve employees from duty because of lack of work or for other legitimate reasons;
- D. To maintain efficiency of the school district operations entrusted to them;
- E. To determine the methods, means and personnel by which such operations are to be conducted, and
- F. To take whatever action may be necessary to carry out the duties,

responsibilities and goals of the school district.

ARTICLE VII

FULLY BARGAINED CLAUSE

The Agreement incorporates the entire understanding of the parties on all matters which were or could have been the subject of negotiations. During the term of this Agreement, neither party shall be required to negotiate with respect to any such 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 executed this Agreement.

ARTICLE VIII

MODIFICATION

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.

ARTICLE IX

NONWAIVER

The failure of either party to exercise any right it may have shall not constitute a waiver of that right.

ARTICLE X

INITIAL SALARY PLACEMENT

Initial placement on the salary guide shall be non-negotiable and shall be determined by the Board and the new employee and/or promoted employee.

ARTICLE XI

DURATION OF AGREEMENT

This Agreement shall become effective as of July 1, 1996, and shall continue in full force and effect through June 30, 1999

ARTICLE XII

SALARY GUIDES

Salary guides are set forth in Schedule A-1 for the Custodians, Schedule A-2 for the Head Custodians, and Schedule A-3 for the Maintenance Person, which are attached hereto made a part hereof.

Schedule A-1

OAKLAND CUSTODIAN SALARY GUIDES

<u>Step</u>	<u>1996/97</u>	<u>1997/98</u>	<u>1998/99</u>
1	\$25,422	\$26,076	\$26,751
2	25,903	26,569	27,257
3	26,384	27,062	27,763
4	26,865	27,555	28,269
5	27,346	28,048	28,775
6	27,827	28,541	29,281
7	28,308	29,034	29,787
8	28,789	29,527	30,293
9	29,270	30,020	30,799
10	29,751	30,513	31,305
11	30,232	31,006	31,811
12	30,713	31,499	32,317
13	31,194	31,992	32,823
14	31,675	32,485	33,329
15	33,675	33,985	34,329

Add to base salary above guide step:

Groundskeeper (position and stipend deleted effective July 1, 1993)	\$1,050
Boiler License (all custodians)	\$600
Night Supervisor, Elementary	\$750
Night Supervisor, VMS	\$900
Head Custodian, VMS	\$1,000

Longevity: after completion of 10 years in district, as determined by the Districts seniority list, \$400.
After completion of 15 years in district, as determined by the Districts seniority list, an additional \$600.

Longevity shall be paid to full-time employees as of July 1 of the next school year following the year in which the employee earned entitlement thereto. Payment shall be made in conjunction with the employees' contractual salaries in accordance with the salary schedule in effect in the District.

Schedule A-2

OAKLAND HEAD CUSTODIAN SALARY GUIDES

<u>Step</u>	<u>1996/97</u>	<u>1997/98</u>	<u>1998/99</u>
1	\$28,209	\$28,935	\$29,684
2	28,755	29,495	30,259
3	29,301	30,055	30,834
4	29,847	30,615	31,409
5	30,393	31,175	31,984
6	30,939	31,735	32,559
7	31,485	32,295	33,134
8	32,031	32,855	33,709
9	32,577	33,415	34,284
10	33,123	33,975	34,859
11	33,669	34,535	35,434
12	34,215	35,095	36,009
13	34,761	35,655	36,584
14	35,307	36,215	37,159
15	37,307	38,215	39,159

Add to base salary above guide step:

Boiler License (all custodians)	\$600
Night Supervisor, Elementary	\$750
Night Supervisor, VMS	\$900
Head Custodian, VMS	\$1,000

Longevity: after completion of 10 years in district, as determined by the Districts seniority list, \$400.
 After completion of 15 years in district, as determined by the Districts seniority list, an additional \$600.

Longevity shall be paid to full-time employees as of July 1 of the next school year following the year in which the employee earned entitlement thereto. Payment shall be made in conjunction with the employees' contractual salaries in accordance with the salary schedule in effect in the District.

Schedule A-3

OAKLAND MAINTENANCE PERSON SALARY GUIDES

<u>Step</u>	<u>1996/97</u>	<u>1997/98</u>	<u>1998/99</u>
1			
2			
3			
4			
5			
6			
7			
8	\$48,047		
9		\$50,123	
10			\$52,289
11			
12			
13			
14			
15			

Add to base salary above guide step:

Boiler License (all custodians)	\$600
Supervisor, Elementary	\$750
Supervisor, VMS	\$900
Head Custodian, VMS	\$1,000

Longevity: after completion of 10 years in district, as determined by the Districts seniority list, \$400.
After completion of 15 years in district, as determined by the Districts seniority list, an additional \$600.

Longevity shall be paid to full-time employees as of July 1 of the next school year following the year in which the employee earned entitlement thereto. Payment shall be made in conjunction with the employees' contractual salaries in accordance with the salary schedule in effect in the District.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed the day and year first above written.

WITNESS: OAKLAND BOARD OF EDUCATION

Frank Geo By: Lorraine Koscielny
Lorraine Koscielny
Board President

Dated: 12/16/96

WITNESS: OAKLAND CUSTODIAL AND
MAINTENANCE EMPLOYEES
ASSOCIATION

Ed Harte By: Edward Harte
Edward Harte
President

Dated:

BOARD OF EDUCATION
OAKLAND, NEW JERSEY

SCHEDULE B

GRIEVANCE PROCEDURE

The term "grievance" means a complaint by any employee that, as to him/her, there has been an inequitable, improper, or unjust application, interpretation, or violation of a policy, agreement, or administrative decision or the terms and conditions of his/her employment.

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-tenured employee;
- (b) in matters where the Board is without the authority to act.

In the following instances, an employee shall have the right to invoke the grievance procedure up to the hearing before the Board of Education, and upon a determination being made by the Board, the procedure thereafter shall be by petition filed with the Commissioner of Education:

- (a) in matters where a method of review is prescribed by law or by any rule, regulation, or bylaw of the State, Commissioner of Education, or the State Board of Education;
- (b) in matters where the Board contends that it has the sole and unlimited discretion to act;
- (c) in matters where the discretion of the Board may not be unlimited but where after the exercise of such discretion, a further review of the Board's action is available to employees under provisions of State Law;
- (d) in matters involving policies and administrative decisions.

The term "employee" shall mean any regularly employed individual receiving compensation from the Board but shall not include the Superintendent.

The term "representative" shall include any organization, agency or person authorized or designated by any employee or any group of employees, or by a public employees association, or by the Board to act on its or their behalf and to represent it or them.

The term "immediate" superior shall mean the person to whom the aggrieved employee is directly responsible under the Table of Organization prevailing in this School District.

The term "party" means an aggrieved employee, his immediate supervisor, the school principal or any staff member below the Superintendent who may be affected by the determination of the Superintendent in connection with the procedure herein established.

Time limits may be extended in the event of vacation periods or other school closings.

1. An aggrieved employee shall institute action under the provisions hereof within thirty (30) days of the occurrence complained of, or within thirty (30) calendar days after he/she would reasonably be expected to know of its occurrence. Failure to act within said thirty (30) day period shall be deemed to constitute abandonment of the grievance.

2. An employee processing a grievance shall be assured freedom from restraint, interference, coercion, discrimination or reprisal.

3. In the presentation of a grievance, the employee shall have the right to present his/her own appeal or to designate a representative to appear with him/her at any step in the appeal. A minority organization shall not have the right to present or process a grievance.

4. Whenever the employee appears with a representative, the Board shall have the right to designate a representative to participate at any stage of the grievance procedure.

5. An employee shall first discuss his/her grievance orally with his/her immediate superior (department head, supervisor or principal). Where the immediate superior is below the rank of principal, the principal shall be notified and shall have the right to be present at and to participate in said hearing. A decision shall be rendered within five (5) days of said hearing.

6. If the grievance is not resolved to the employee's satisfaction within five (5) school days from the determination referred to in paragraph 5 above, the employee shall submit his/her grievance to the Superintendent of Schools in writing, specifying:

- (a) the nature of the grievance;
- (b) the results of the previous discussions;
- (c) the specific remedy sought

7. A copy of the writing called for in paragraph 6 above shall be furnished to the school principal and to the immediate superior of the aggrieved employee.

8. Within five (5) school days from the receipt of the written grievance (unless a different period is mutually agreed upon), the Superintendent shall hold a hearing at which all parties in interest shall have the right to be heard.

9. Within five (5) school days of said hearing (unless a different period is mutually agreed upon), the Superintendent shall, in writing, advise the employee and his/her representative, if there be one, of his determination and shall forward a copy of said determination to the school principal and to the immediate superior of the aggrieved employee.

10. In the event of the failure of the Superintendent to act in accordance with the provisions of paragraphs 8 and 9, or, in the event a determination by him in accordance with the provisions thereof, is deemed unsatisfactory by either party, the dissatisfied party, within five (5) school days of the failure of the Superintendent to act within five (5) school days of the determination by him, may appeal to the Board of Education.

11. Where an appeal is taken to the Board, there shall be submitted by the appellant:

The writing set forth in paragraphs 6 and 9, and a further statement in writing setting forth the appellant's dissatisfaction with the Superintendent's action. A copy of said statement shall be furnished to the Superintendent and to the adverse party.

12. If the appellant, in his/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. Where additional written materials are requested by the Board, copies thereof shall be served upon the adverse parties who shall have the right to reply thereto. Where the appellant requests in writing a hearing before the Board, a hearing shall be held.

13. The Board shall make a determination within (30) days from the receipt of the grievance and shall in writing notify the employee, his/her representative if there be one, the principal, and the Superintendent of its determination. This time period may be extended by mutual agreement of the parties.

14. In the event an employee is dissatisfied with the determination of the Board, he/she shall have their right to request binding arbitration pursuant to rules and regulations established by the Public Employment Relations Commission under the provisions of Chapter 303, Laws of 1968, as amended and supplemented. The arbitrator can add nothing to or subtract anything from the agreement between the parties.

A request for binding arbitration shall be made no later than fifteen (15) days following the determination of the Board. Failure to file within said time period shall constitute a bar to such arbitration unless the aggrieved employee and the Board shall mutually agree upon a longer time period within which to assert such a demand.

In the event of arbitration, the costs of the arbitrator's services shall be shared by the parties and each of the parties shall bear their own costs.

15. In the event a grievance should be filed by a principal or by an employee who is not subject to the jurisdiction of any principal or who may be answerable to more than one principal, he/she shall discuss his/her grievance initially with the Superintendent and if dissatisfied with the determination may appeal to the Board in accordance with the provisions herein set forth.

16. In any case, where a grievance is based upon the direct order, ruling or determination of the Superintendent, the aggrieved employee may appeal directly to the Board within five (5) days of the issuance of said order, ruling or directive, or within five (5) days of the time when same should have been brought to the employee's attention, by filing with the Secretary of the Board a writing setting forth:

- (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.

A copy of the writing setting forth the above shall be served upon the Superintendent who shall have the right to reply in writing thereto. A copy of such reply shall be served upon the aggrieved employee.

17. Upon receipt of a grievance filed under the provisions of paragraph 16, the procedure shall be as set forth in paragraphs 12 and 13.

18. All employees shall be entitled to the full procedure hereinabove set forth.