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THIS BOOK DOES
NOT CIRCULATE

AGREEMENT

between the

WESTWOOD EDUCATIONAL SECRETARIES ASSOCIATION

and the

BOARD OF EDUCATION OF THE WESTWOOD REGIONAL SCHOOL DISTRICT

COUNTY OF BERGEN, NEW JERSEY

73-76

AGREEMENT

This is an agreement between the Westwood Regional Board of Education, hereinafter called the Board, and the Westwood Educational Secretaries Association, hereinafter called the Association. It shall become effective as of July 1, 1973 and shall continue in effect until June 30, 1976 or until a subsequent successor agreement has been negotiated.

All present policies shall remain in effect except for such additions and changes as indicated hereafter.

I. RECOGNITION

- A. Pursuant to Chapter 303, Laws of 1968, as amended, of the State of New Jersey, known as the New Jersey Public Employer-Employee Relations Act, the Westwood Regional Board of Education hereby recognizes the Westwood Educational Secretaries Association as exclusive representative for the purpose of collective negotiations for all 'full-time secretarial and clerical personnel' under contract to the Board of Education with the exception of the 'secretary to the Superintendent, the secretary to each Assistant Superintendent, budget bookkeepers and payroll bookkeepers.'
- B. Unless otherwise indicated, the term Secretaries, when used hereinafter in the Agreement, shall refer to all personnel represented by the Association.

II. NEGOTIATION PROCEDURE

- A. The parties agree to enter into collective negotiations in accordance with Chapter 303, Public Law of New Jersey, 1968, in a good-faith effort to reach agreement concerning the terms and conditions of secretaries' employment. Any Agreement negotiated shall apply to the unit defined in Article I, shall be reduced to writing, shall be ratified by the Association, shall be adopted by the Board, and shall be signed by the Association and the Board.
- B. 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.

III. SICK LEAVE

- A. All Secretaries employed shall be entitled to one sick day for each month of employment to be credited at the end of each month. Ten and one-half (10½) month secretaries shall receive 11 sick days per year. Secretaries entering the school district during the school year will be pro-rated on the basis of one day per month for each full month of employment.

IV. TEMPORARY LEAVE OF ABSENCE

- A. Secretaries shall be entitled to nonaccumulative leave of absence with full pay for the following reasons:
 - 1. One day to attend graduation exercises of the employee or his children
 - 2. Required appearance in court

3. Not to exceed 5 days for the death and the death connected illness of a member of the immediate family. Immediate family shall be understood to mean parents, spouse, child, brother, sister, or long time member of the immediate household.

Not to exceed 1 day may be granted to attend the funeral of a relative not in the immediate family or for a close associate if prior approval has been granted by the Superintendent of Schools.

In case of unusual or extenuating circumstances, evidence may be presented to the Superintendent that could result in the approval of an additional allowance.

All leaves of absence referred to in this section are subject to the following:

1. At least five (5) school days notice shall be given in requesting a personal day through the immediate superior. Lacking such notice, the absence will be considered unauthorized and the Secretary's pay will be deducted on a pro rata basis of her annual salary. The five (5) school days notice will be waived in cases of extreme emergency with no deduction in salary.
- B. Extensions to any temporary leaves of absence referred to in Section A as outlined above may be made at the discretion of the Superintendent of Schools.
- C. Leaves taken pursuant to this Article shall be in addition to any sick leave to which the Secretary is entitled.

V. HOLIDAYS

Secretaries will follow the same holiday schedule as set forth in the School Calendar for the fiscal year.

VI. VACATIONS

- A. As of June 30 of any given year, twelve month secretaries completing one to nine years of service shall receive a vacation of ten working days in the following July or August. An employee completing a part of a year shall have a pro-rated vacation.
- B. As of June 30 of any given year, twelve month secretaries completing ten to nineteen years of service shall receive a vacation of fifteen working days in the following July or August.
- C. As of June 30 of any given year, twelve month secretaries completing twenty or more years of service shall receive a vacation of twenty working days in the following July or August.
- D. After 12 years of service, $10\frac{1}{2}$ month secretaries shall receive an additional $\frac{1}{44}$ to be added to their next year's pay schedule. In case of termination at the end of any given year on June 30, such $10\frac{1}{2}$ month secretary shall be entitled to $\frac{1}{44}$ of her salary on the next year pay schedule in payment of this additional week of vacation entitlement. In case of termination other than on June 30, an equitable financial settlement shall be made.

VII. SALARIES

- A. The 1972-73 salaries for all secretaries covered by this agreement shall be increased as follows:

For the year 1973-74:

12 month employees	÷ \$500
10 $\frac{1}{2}$ month employees	÷ \$441
10 month employees	÷ \$420

For the year 1974-75: ÷ 5.5% per employee

For the year 1975-76: ÷ 5.5% per employee

- B. The beginning minimum salaries for the year 1973-74 shall be:

B	12 month employees	\$5950
C	12 month employees	\$5550
C	10 $\frac{1}{2}$ month employees	\$5070
D	12 month employees	\$5200
D	10 $\frac{1}{2}$ month employees	\$4735
	10 month employees	\$4325

- C. The beginning minimum salaries for the year 1974-75 shall be:

B	12 month employees	\$6277
C	12 month employees	\$5855
C	10 $\frac{1}{2}$ month employees	\$5349
D	12 month employees	\$5486
D	10 $\frac{1}{2}$ month employees	\$4995
	10 month employees	\$4563

- D. The beginning minimum salaries for the year 1975-76 shall be:

B	12 month employees	\$6622
C	12 month employees	\$6177
C	10 $\frac{1}{2}$ month employees	\$5643
D	12 month employees	\$5788
D	10 $\frac{1}{2}$ month employees	\$5270
	10 month employees	\$4814

VIII. MISCELLANEOUS PROVISIONS

- A. Upon request a copy of the list of vacant secretarial positions in the school district will be made available to the President of the Westwood Educational Secretaries Association.

IX. WORKING CONDITIONS

A. Hours:

1. A normal work week for employees hired as office personnel shall consist of five (5) working days; namely, Monday, Tuesday, Wednesday, Thursday, and Friday.
2. A normal work week shall consist of thirty-five (35) hours, (excluding lunch).

X. INSURANCE COVERAGE

Secretaries shall participate fully in any insurance coverage or other medical benefits offered by the Board in the contract of the Westwood Education Association.

XI. GRIEVANCE PROCEDURE

A grievance shall mean a complaint by an employee based upon the interpretation, application or violation of policies, agreements, and administrative decisions affecting them. The term grievance shall not apply to any matter which (1) a method of review is prescribed by State Law or State Board of Education Rule having the force and effect of law, or (2) the Board is without authority to act or (3) a complaint of a non-tenure employee which arises by reason of the final decision of the Board not to re-employ the employee. As used in this definition the term "employee" shall mean also a group of employees having the same grievance. An employee shall have the right to present her grievance or designate representatives of the Westwood Educational Secretaries Association or another person of their own choosing to appear with her or for her at any step in the procedure. A grievance to be considered under this procedure must be initiated by the employee within 30 calendar days of the action or deed which prompted the grievance.

- A. Any employee who has a grievance shall discuss it first with her principal (or immediate superior or department head, if applicable) in an attempt to resolve the matter informally at that level.
- B. If, as a result of the discussion, the matter is not resolved to the satisfaction of the employee within 5 school days, she shall set forth her complaint in writing to the principal or supervisor. The principal or supervisor shall communicate his decision to the employee in writing within 3 school days of receipt of the written complaint.

XI. GRIEVANCE PROCEDURE (cont.)

- C. The employee may appeal the principal's or supervisor's decision to the Superintendent of Schools. The appeal to the Superintendent must be made in writing and must set forth the grounds upon which the grievance is based. The Superintendent shall request a report on the grievance from the principal or supervisor, shall confer with the concerned parties and, upon request, with the employee or principal (supervisor) separately. He shall attempt to resolve the matter as quickly as possible but within a period not to exceed 10 school days. The Superintendent shall communicate his decision in writing, along with supporting reasons, to the employee and the principal or supervisor.
- D. Further Appeal
1. If the grievance is not resolved to employee's satisfaction after reaching the Superintendent, the matter may be referred to the local Association for consideration. The Association shall make a determination as soon as possible, but within a period not to exceed 10 school days, notifying the employee in writing of that determination.
 2. If the Association determines that the grievance has or may have merit, it shall recommend that the grievance be heard by the Board.
 3. If the Association determines that the grievance is without merit, it will so advise the employee and a copy of its findings shall be sent to the principal, the Superintendent, and the Board.
 4. An employee whose grievance has been determined to be without merit by the Association shall retain the right to appeal in writing to the Board.
- E. If the grievance is not resolved to the employee's satisfaction, she may request a review by the Board. The request shall be submitted in writing through the Superintendent who shall attach all related papers and forward the request to the Board. The Board, or a committee thereof, shall review the grievance, hold a hearing with the employee if requested, and render a decision in writing within 30 calendar days.
- F. An appeal from the decision of the Board may be made directly to the Commissioner of Education.

XII. WITHHOLDING OF INCREASE

Increases are not automatic and may be withheld from secretaries or clerks by the Board of Education upon the recommendation of the Superintendent that performance has been below acceptable standards. Increases withheld for this reason shall be deemed to have been lost.

Said decision to withhold an increase shall be subject to the grievance procedure.

Special increases may be granted by the Board of Education upon the recommendation of the Superintendent or on their own volition in the best interest of the school district.

SIGNATURES OF AUTHORIZED OFFICIALS

In witness of this agreement the Westwood Educational Secretaries Association has caused this agreement to be signed by its President and Secretary and the Westwood Regional Board of Education has caused this agreement to be signed by its President, attested to by its Secretary and its corporate seal to be placed hereon, on this 15th day of January 1973.

Westwood Educational Secretaries Assn.

By Margaret C. Flynn
Margaret C. Flynn, President

By Elsie G. Heath
Elsie G. Heath, Secretary

Westwood Regional Board of Education

By Edward A. Oldziej
Edward A. Oldziej, President

By Gerald Gelfand
Gerald Gelfand, Acting Secretary