

CONTRACT EXECUTIVE SECRETARIES AND WALLINGTON BOARD OF EDUCATION

2019-2022

All contract items for the Executive Secretaries will be governed in accordance with the terms and conditions of the WEA contract items XXV – XXX for secretaries and all applicable portions of the WEA contract (attached) for the contract period of July 1, 2019 – June 30, 2022 except for negotiated items 1-10 below.

- 1- All dates that reference the previous contract (2016-2019) will be changed to reflect the revised contract (2019-2022).
- 2- **#5: Reimbursement of Unused Days:** Change to: “Any unused personal days will carry over as sick days.”
- 3- **# 6 - ADD: Serious Illness in the Immediate Family:** Change title to: “Emergency Days”. Replace current language with: “An allowance of up to two days leave shall be granted for emergent reasons. Emergency days may be taken in full days or half days.”
- 4- **#5: Salaries. Medical Health Plan - ADD:** “Employee contributions shall be calculated at the Tier III contribution levels under Chapter 78. P.L. 2011, for the duration of this contract only, after which the contributions shall return to the Tier IV schedule or as prescribed by the then existing State of NJ contribution coverage percentages for health care benefits premiums. Employees who choose to voluntarily waive prescription health care coverage shall receive in lieu of benefits reimbursement of 25% of the cost selected in July of the current year.”
- 5- **#3: Salaries -**
 - a. 3.0% increase retroactive from July 1, 2019 to June 30, 2020
 - b. 3.0% increase from July 1, 2020 to June 30, 2021
 - c. 3.0% increase from July 1, 2021 to June 30, 2022

	2019-20	2020-21	2021-22
Pietrowitz*	\$93,951	\$96,770	\$99,673
Santiago	\$62,000	\$63,860	\$65,776
Kruk	\$75,000	\$77,250	\$79,568

*A stipend of \$1000 shall be granted in the 19-20 school year for additional transition duties

- 6- The following items remain from the previous contract
 - a. If required to work during a recess, a full comp day will be given for a minimum of 5 hours. If the shift is less than five hours compensatory time will be awarded at the prorated rate accordingly.

b. Executive Secretaries can carry up to 5 unused vacation days and up to two unused vacation days may be added to their sick bank. Reimbursement for unused vacation days is eliminated.

c. Vacation schedules for all new secretaries as of the 2010-11 school year will be governed as per the WEA Agreement.

PART FOUR

ARTICLES APPLICABLE TO THE SECRETARIAL STAFF

ARTICLE XXV: WORK YEAR

A. SCHOOL CALENDAR

1. Secretaries are contracted from July 1 through June 30.
2. Secretaries do not work during scheduled vacations, holidays or recesses when schools are closed as per the Board approved calendar from September 1 through June 30.

B. VACATIONS

1. Secretaries employed prior to May 1, 1994 receive 22 vacation days, plus the Fourth of July, during the summer months (July 1 through August 31). There will be no scheduled vacation days during the last week of the summer prior to the opening of school without approval of the Superintendent of Schools.

2. Secretaries employed after May 1, 1994 will receive the Fourth of July and additional days as per the following schedule:

a. Vacation schedule for all secretaries employed as of the 2009-10 school year:

Upon the completion of

1 to 5 years of full time service....10 working days

6 - 13 years of full time service.....15 working days

14+ years of full time20 working days

b. Vacation schedule for all new secretaries as of the 2010-11 school year:

Upon the completion of:

1-5 years of full time service – 10 working days;

6 Years of full time service – 11 working days;

7 Years of full time service – 12 working days;

8 Years of full time service – 13 working days;

9 Years of full time service – 14 working days;

10 Years of full time service – 15 working days;

Vacation time may be taken only in the summer months unless special approval is received from the Superintendent.

Vacation time for new hires will be prorated based upon the month of hire. Staff hired between July 1 and August 30 will receive the full ten (10) days allocated for staff from 1-5 years of service. Staff hired from September 1 - June 30 will receive one vacation day for each month worked. The appointment must be effective on or before the 15th of the month for it to count towards this calculation.

Vacation time must be taken by August 31 and is non-cumulative unless otherwise approved by the Superintendent of Schools.

ARTICLE XXVI: DAILY WORK HOURS

A. SEPTEMBER 1 - JUNE 30 (SEVEN HOUR WORK DAY)

Child Study Team Secretary 8:00 am -
4:00 pm (one hour lunch)

Principals' Secretaries 7:45
am - 3:30 pm (45 minute lunch)

Guidance Office Secretary 8:00 am -
3:45 pm

Main Office Secretaries "
Receptionist, Attendance Off. "

On Fridays and days immediately preceding a holiday they are permitted to leave 30 minutes early. (Holidays are defined as the Thanksgiving, Christmas, Easter and Presidents' week recesses.)

B. July 1 Through August 31

All secretaries/clerical staff work from 8:00 a.m. to 3:00 p.m. with an hour lunch or 8:30 a.m. to 3:00 p.m. with a one-half hour lunch as per their choice.

C. Single-Session Days

When students are dismissed at 12:55 p.m. for a single-session day, including emergency closings and those days prior to the Thanksgiving and Christmas recesses, the secretaries work until 1:15 P.M.

This does not include any scheduled single-session days during the first week of September, the last week(s) of school in June, or those scheduled during the year for professional development.

ARTICLE XXVII: SICK DAYS

A. Each secretary is provided with twelve (12) sick days per year. Secretaries who are hired during the school year will receive one cumulative sick day for each month worked during that contractual year. Unused sick days are cumulative.

B. In the event that a secretary is hired in mid-month one sick day will be provided for that month if the appointment is effective prior to or on the 15th of said month. No days will be provided if appointed to work after the 15th.

C. If a secretary who reports to work leaves prior to the mid point of his/her work day due to an illness he/she will be charged a full ill day. If the secretary leaves work due to an illness after the middle of the day, he/she will be charged one-half of an ill day.

Hours	Mid-Point
Child Study Team Secretary (8:00 - 4:00)	12:00 noon
Principals' Secretaries (7:45 - 3:30)	11:37 am
Guidance office, main offices, receptionist, Attendance officer (8:00 - 3:45)	11:52 am

ARTICLE XXVIII: GUIDE LEVELS

Class B - Principal's secretary CST secretary, and guidance department secretary.

Class C - General office secretaries, and the high school receptionist.

Attendance Officer

ARTICLE XXIX: TUITION REIMBURSEMENT

The Board will pay 50% towards tuition reimbursement for coursework related to the responsibilities of the secretaries' positions with the prior approval of the Superintendent of Schools. This is not to exceed \$1,500 per year, non-cumulative, for the entire secretarial staff. A grade of "B" or better, or "pass", in a pass/fail situation is required for reimbursement.

Tuition reimbursement will be awarded upon the first day of the next year (July 1) following the successful completion of the course. If the staff member is non-renewed at the end of the year that the course was taken, he/she will receive reimbursement if the course was successfully completed and all paperwork has been submitted. A secretary who retires from his/her position at the end of the year in which he/she met the requirements for tuition reimbursement will be reimbursed at the end of the school year of retirement. A secretary who resigns his/her position will not be reimbursed for tuition costs taken during their final year in the Wallington Public school district.

If the reimbursement requests exceed the \$1,500 provided the reimbursement will be prorated.

ARTICLE XXX: DURATION OF AGREEMENT

THIS AGREEMENT shall be effective as of July 1, 2013 and shall continue in effect until June 30, 2019, or until a successor agreement is negotiated and ratified by the WEA and the Board.

IN WITNESS WHEREOF, the Association has caused this Agreement to be signed by its President and Secretary, and the Board has caused this Agreement to be signed by its President attested to by its Secretary, and its Corporate Seal to be placed thereon, all on the day and year first above written.

Jody Pietrowitz Date
Exec Secretary Rep.

Nancy Maciag Date
Board of Education Rep