

AGREEMENT
BETWEEN THE
INTERNATIONAL UNION OF OPERATING
ENGINEERS
LOCAL 68-68A-68B-C, AFL-CIO
AND THE
EAST ORANGE BOARD OF EDUCATION
FOR THE CONTRACT YEAR
JULY 1, 2014 - JUNE 30, 2018

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PREAMBLE

THIS AGREEMENT is made and entered into on this 22 day of August 2016, by and between the Board of Education and the Town of East Orange, in the County of Essex, a body corporate hereinafter called the "BOARD", hereinafter called the "UNION", witnesseth;

WHEREAS, the Board and the Union desire and intend to negotiate in good faith concerning the terms and conditions of employment existing between the Board and the representative of the Union, as required by the laws of the State of New Jersey, particularly Chapter 123, Public Laws 1974; AND

WHEREAS, both parties have agreed to comply with all of the terms, conditions, and covenants contained in this Agreement:

NOW, THEREFORE, in consideration of the full and faithful performance by each of the parties hereto all of the terms, conditions, and covenants herein contained, it is hereby agreed and understood between the Board and the Union, as follows:

ARTICLE I – PRINCIPLES

1. This Agreement is negotiated in order to establish for its term the terms and conditions of employment of all security (monitors/guards, full-time or part-time) by the East Orange Board of Education.

2. Despite reference herein to the Board or Union as such, each reserves the right to act hereunder by committee, individual member, or designated representative, professional or lay, whether or not a member. Each party will provide to the other, upon request, satisfactory evidence (such as official minutes or certificate of resolution) of authority to act.

ARTICLE II – RECOGNITION

The Employer hereby recognizes the International Union of Operating Engineers, Local 68, 68A, and 68B-C, AFL-CIO, as the exclusive representative for all its security monitors and security guards at its locations of a complex of buildings known as the East Orange Board of Education requiring the skills and monitoring security if necessary as those presently under the jurisdiction of Local 68 Operating Engineers assigned to work or in future facilities in the East Orange Board of Education.

A. The Board recognizes the Union as the majority representative in accordance with N.I.S.A. 34:13A-1 et seq., for the employees of the Board.

ARTICLE III – NEGOTIATION PROCEDURE

The parties agree to enter into collective negotiations in good faith, in accordance with Chapter 123, Public Laws, 1973. Negotiations for a successor agreement shall commence not later than March 1, 2014.

Should a mutually acceptable amendment to this Agreement be agreed upon, the same shall be reduced to writing and signed by the legally authorized representatives of the Board and of the Union.

ARTICLE IV - GRIEVANCE PROCEDURE

A grievance is a claim by an employee that he/she has been treated unfairly by reason of the interpretation, application or violation of the negotiated agreement, Board policies and administrative decisions affecting the employee's terms and conditions of employment. An "aggrieved person" is the person or persons making the claim. The "parties of the grievance" are:

The person or persons making the grievance.

The person or persons representing the aggrieved individual or individuals.

The person or persons to whom the grievance applies.

The person or persons who are representing the individual or individuals against whom the grievance is presented.

PURPOSE

The purpose of this procedure is to secure, at the lowest possible step, equitable solutions to the problems which arise affecting security employees. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any step of the procedure.

PROCEDURE

Since it is important that grievances be processed as rapidly *as possible*, the number of days indicated at each step should be considered as a Maximum and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement.

Grievances which have not been resolved before the end of the school year should be resolved as quickly as possible, and time limits may, therefore, be reduced or waived by mutual consent.

A grievance shall be deemed waived unless it is submitted within thirty (30) calendar days after the aggrieved party knew or should have known of the events or conditions on which it is based.

STEP ONE

An employee submitting a grievance shall first discuss it with his/her supervisor who is causing the problem with the objective of resolving the matter informally.

STEP TWO

If the aggrieved person or persons is not satisfied with the disposition of his/her grievance at Step One, or if no decision has been rendered within five (5) school days after the Step One meeting, he/she may file the grievance in writing with the supervisor who caused the problem. The supervisor shall meet with the employee and the shop steward or union representation in an attempt to resolve the matter.

STEP THREE

If the grievance has not been resolved at Step Two (or within ten (10) school days after such grievance was delivered to the supervisor) the aggrieved person or persons may within five (5) school days thereafter submit his/her grievance in writing to the Superintendent of Schools. The Superintendent of Schools shall meet with the employee in an attempt to resolve the matter.

STEP FOUR

If the employee is not satisfied with the response from the Superintendent, or if

there is no response from the Superintendent, the employee may submit his/her grievance in writing to the Board of Education within twenty (20) school days after the grievance was filed with the Superintendent of Schools. The Board of Education shall meet with the employee and render a written decision within twenty (20) school days after the grievance was filed with them.

STEP FIVE

If the employee is not satisfied with the response from the Board of Education, the employee has the right to appeal that decision in the form of arbitration. Arbitration shall be binding for termination grievances only. Arbitration shall be advisory for all other grievances.

MISCELLANEOUS

All meetings and hearings under this grievance procedure shall not be conducted in public and shall include any such parties of interest, including witnesses, if any, and their designated or selected representatives, as herein previously referred to. All parties to this Agreement do hereby solemnly covenant and agree to observe any grievance procedure as confidential.

ARTICLE V - VISITATION RIGHTS

An authorized representative of I.U.O.E. Local 68 shall have access during working hours to all facilities, buildings, grounds and other places in which employees covered by this agreement work, for the purpose of attending grievance meetings and representing employees at investigatory meetings from which discipline may result.

Union officials may have access to school district building with the prior approval of the Superintendent of Schools, or his/her designee.

ARTICLE VI - CHECK-OFF OF UNION DUES

A. The board agrees to deduct monthly Union Dues and Initiative Fees from the wages of employees covered by this Agreement who are members of the Union and who individually and voluntarily sign an authorization card for such deductions. The parties agree that the check-off authorization card shall be as prescribed by N.J.S.A. 52:14-15.9e.

B. In making deductions, the Board shall rely upon the most recent communication from the Union as to the rate of the monthly dues. The Union agrees to indemnify and save the Board harmless against and all claims, demands, suits or other forms or liability that shall arise out of or by reason of action taken or not taken in respect to deduction of dues and initiation fees made pursuant to the provisions of this Article.

ARTICLE VII - SALARY GUIDES

Salary guides shall be in effect for the period July 1, 2014 to June 30, 2018.

A. The parties agree that no salary increments or increases will be paid upon the expiration of this agreement; however, all salary increments and increases shall be retroactive to the effective date of the successor agreement.

B. The parties agree that the salary increases shall provide for a work year of 185 days for ten-month security personnel, effective for the school year.

C. The parties hereby mutually agree to modify the salary guide to provide for a *step* increase for each year of service effective as of this contract date. The parties agree to a 2%, 2%, 2%, and 2% increase per each year of the contract, respectively. Final salary guide shall be subject to mutual agreement between the Union and the Board. There shall be no movement on the guide at the expiration of this contract.

D. The Board agrees to a shift differential to pay an additional \$1 per hour for all members who work shift hours (7 PM to 7 AM). No shift differential shall be paid where the employee is being paid at time and a-half.

E. Revise to implement a summer savings program, which will allow 10-month employees to stretch their salary for 24 payments.

F. Effective **September 1, 2016**, security assigned to East Orange Campus High School (EOCHS) will receive a \$1.00 differential per hour. There will be an interview and selection process for the guards at EOCHS. ALL guards currently assigned to EOCHS must reapply.

EAST ORANGE SECURITY PERSONNEL

10 MONTH EMPLOYEES

SALARY GUIDE

Step	Existing <u>7/1/2013</u>	<u>7/1/2014</u>	<u>7/1/2015</u>	<u>7/1/2016</u>	<u>7/1/2017</u>	<u>7/1/2018</u>
1	\$24,707	\$25,201.14	\$25,705.16	\$26,219.27	\$26,743.65	\$27,278.52
2	25,190	25,693.80	26,207.68	26,731.83	27,266.47	27,811.80
3	25,684	26,197.68	26,721.63	27,256.07	27,801.19	28,357.21
4	26,167	26,690.34	27,224.15	27,768.63	28,324.00	28,890.48
5	26,600	27,132.00	27,674.64	28,228.13	28,792.70	29,368.55
6	27,020	27,560.40	28,111.61	28,673.84	29,247.32	29,832.26
7	27,694	28,247.88	28,812.84	29,389.09	29,976.88	30,576.41
8	28,376	28,943.52	29,522.39	30,112.84	30,715.09	31,329.40
9	29,007	29,587.14	30,178.88	30,782.46	31,398.11	32,026.07
10	29,669	30,262.38	30,867.63	31,484.98	32,114.68	32,756.97
11	30,482	31,091.64	31,713.47	32,347.74	32,994.70	33,654.59
12	31,307	31,933.14	32,571.80	33,223.24	33,887.70	34,565.46
13	32,137	32,779.74	33,435.33	34,104.04	34,786.12	35,481.84
14	32,994	33,653.88	34,326.96	35,013.50	35,713.77	36,428.04
15	38,074	38,835.48	39,612.19	40,404.43	41,212.52	42,036.77

EAST ORANGE SECURITY PERSONNEL

12 MONTH EMPLOYEES

SALARY GUIDE

Step	Existing 7/1/2013	7/1/2014	7/1/2015	7/1/2016	7/1/2017	7/1/2018
1	\$33,540.00	\$34,210.80	\$34,895.02	\$35,592.92	\$36,304.77	\$37,030.87
2	34,198.00	34,881.96	35,579.60	36,291.19	37,017.02	37,757.36
3	34,869.00	35,566.38	36,277.71	37,003.26	37,743.33	38,498.19
4	35,474.00	36,183.48	36,907.15	37,645.29	38,398.20	39,166.16
5	36,112.00	36,834.24	37,570.92	38,322.34	39,088.79	39,870.57
6	36,660.00	37,393.20	38,141.06	38,903.89	39,681.96	40,475.60
7	37,481.00	38,230.62	38,995.23	39,775.14	40,570.64	41,382.05
8	38,321.00	39,087.42	39,869.17	40,666.55	41,479.88	42,309.48
9	39,175.00	39,958.50	40,757.67	41,572.82	42,404.28	43,252.37
10	40,205.00	41,009.10	41,829.28	42,665.87	43,519.18	44,389.57
11	41,270.00	42,095.40	42,937.31	43,796.05	44,671.98	45,565.41
12	42,355.00	43,202.10	44,066.14	44,947.46	45,846.41	46,763.34
13	43,502.00	44,372.04	45,259.48	46,164.67	47,087.96	48,029.72
14	44,943.00	45,841.86	46,758.70	47,693.87	48,647.75	49,620.70
15	46,329.00	47,255.58	48,200.69	49,164.71	50,148.00	51,150.96

EAST ORANGE SECURITY PERSONNEL

12 MONTH EMPLOYEES

SALARY GUIDE

Off Guide Personnel

Step	Existing <u>7/1/2013</u>	<u>7/1/2014</u>	<u>7/1/2015</u>	<u>7/1/2016</u>	<u>7/1/2017</u>	<u>7/1/2018</u>
1	\$24,222.00	\$24,706.44	\$25,200.57	\$25,704.58	\$26,218.67	\$26,743.05
3	26,133.00	26,655.66	27,188.77	27,732.55	28,287.20	28,852.94
4	27,235.00	27,779.70	28,335.29	28,902.00	29,480.04	30,069.64
6	28,269.00	28,834.38	29,411.07	29,999.29	30,599.27	31,211.26

ARTICLE VIII - SICK LEAVE

Sick leave is hereby defined to mean absence from duty of any employee because of personal or family illness, or because he/she has been excluded from school by the school district's medical authorities on account of a contagious disease or being quarantined for such a disease in his/her immediate household. Steadily employed 10 month security personnel shall be entitled to ten (10) days per year for reasons of personal or family illness. Steadily employed 12 month security personnel shall be entitled to twelve (12) days per year, for reasons of personal or family illness, effective July 1, 2001. Sick leave for ten and twelve month employees may be accumulated without limit.

ARTICLE IX - EXCUSED ABSENCES

PERSONAL LEAVE

If for personal reasons or for religious observances, a day's absence is necessary, an employee may be excused from his/her duties upon permission from the Superintendent or his or her designee, subject to operational needs and considerations. Notice must be submitted at least forty-eight (48) hours before the requested absence.

"Personal reasons" as herein defined is an emergency or the performance of a duty that cannot be done out-of-school time. In all cases where an employee requests an excused absence for personal reasons, a form must be filed with the Personnel Department.

The specific reason for the absence must be stated on the request form. Personal leave shall not be granted for reasons which are not essential; e.g., social functions, reunions, pleasure trips, etc.

Employees will be entitled to two (2) days per year, accumulative without limit, subject

to a maximum use of ten (10) days per year.

Personal leave with pay shall not be permitted during the first two (2) weeks of school, the last two (2) weeks of school nor on the day immediately preceding or following a holiday or vacation period.

The employee's use of scheduled personal days shall not be used adversely in the employee's performance evaluation.

DEATH IN THE FAMILY LEAVE

In case of death of the employee's immediate family member, a maximum total of five (5) work days per year will be granted to attend the funeral of such deceased kin. Immediate family shall be defined as mother, father, sister, brother, husband, wife, son or daughter.

A maximum total of five (5) work days per year will be granted to attend the funeral of a grandparent, mother/father-in-law, brother-in-law, daughter/son-in-law, or other relative residing in the same household as the employee.

Absence for reasons of death of other relatives will be charged to available personal leave.

MILITARY LEAVE

Absence for military reserve training, during the contractual period of employment, not exceeding two (2) weeks, shall be allowed full pay.

Employees required to report to the Draft board shall be allowed one (1) day's absence only for such purpose, with full pay.

ABSENCE FOR JURY DUTY

There shall be no salary deductions for an employee of the Board if that employee is absent due to service on a Grand or Petit Jury.

FAMILY LEAVE ACT

The following is for information only and shall not be subject to the grievance procedure.

Family Leave Act

Employees who have worked at least 1000 hours in the 12 months prior to the leave are entitled to 12 weeks of unpaid leave in any 12 month period for childbirth, adoption, foster care placement, or the serious illness of a child, parent, spouse or self.

Employees who take such leave are entitled to the employer paid group health benefits they had prior to the leave period.

Employees who request such leave must submit medical certification of the reason for the leave.

The leave may be taken in periods of time as required by the condition causing the leave; i.e., consecutively, intermittently or on a reduced work schedule.

Employees who return from such leave are entitled to the same or an equivalent position.

Employees are required to give 30 days of advance notice of the leave, when such leave is foreseeable.

OTHER LEAVES OF ABSENCE

Other leaves of absence, without pay or benefits, may be granted by the Board for good reasons.

All benefits to which an employee was entitled at the time his/her leave of absence commenced, including unused accumulated sick leave, shall recommence upon his/her return, and he/she shall be assigned, whenever possible, to the same position which he/she held at the time said leave commenced.

All extensions or renewals of leaves shall be applied for in writing.

ARTICLE X - INSURANCE PROTECTION

All full time 10 or 12 month employees shall be eligible for health benefits in accordance with the School Employees Health Benefits Plan ("SEHBP"). All current coverage provided by the Board will be maintained.

Effective January 1, 2010, the Union agrees to replace the existing private prescription plan with the stand-alone State Health Benefits Prescription Plan from Horizon Blue Cross Blue Shield. (Card Plan.)

Effective July, 2001, the Board will provide an improved Dental Plan for security personnel with one or more years of service, the cost of which shall not exceed \$400 per employee.

Effective **January 1, 2010**, the Board will provide a one-hundred twenty-five dollar (\$125) annual eyeglass reimbursement for all bargaining unit employees who must wear glasses.

ARTICLE XI - VACATIONS

Effective July 1, 2016, all twelve (12) month security personnel will be entitled to paid vacation as follows:

0-2 years of service = 5 days

3-6 years of service = 10 days

7-10 years of service = 15 days

11 or more years of service = 20 days

ARTICLE XII - HOLIDAYS

All full-time 10 month security personnel will be entitled to six (6) paid holidays per year. 12 month security guards will receive holiday pay only if/when they actually work on a

holiday. When such occurs, the employee shall be paid at the rate of time and one-half for all hours worked, in addition to his/her regular pay for the day.

Following are the holidays that qualify for the above payment provision:

January 1	New Year's Day
Date to be Determined	Dr. Martin Luther King Day
February	President's Day
March or April	Good Friday
May 30	Memorial Day
July 4	Independence Day
September	Labor Day
November	Thanksgiving Day
December 25	Christmas Day

ARTICLE XIII —EMERGENCY SCHOOL CLOSING

The Board agrees to compensate all security personnel for their regular days pay whenever schools are closed for reasons of emergency. A regular day is defined as the number of hours contained in a normal work day for the security staff member involved. **All members of the Union required to work during a State of Emergency, as declared by the Governor, shall be compensated time and one-half.**

ARTICLE XIV - BREAKS

The Board agrees to provide a forty-five (45) minute lunch break each day. The timing

of the lunch break shall be determined by the supervisor.

ARTICLE XV - CLOTHING

A. The Board will provide a winter outer coat not more than once every three (3) years to all full-time, ten and twelve—month security personnel.

B. The Board will provide one (1) pair of walking shoes per year per person. The Board also agrees to provide one (1) pair of winter outer boots every two (2) years to security guards assigned as drivers on a full-time basis.

C. The Board will provide uniforms for all security personnel. The Board agrees to provide three (3) sets of uniforms every three (3) years. A set of uniforms consists of one (1) long-sleeve shirt, one (1) short-sleeve shirt, and one (1) pair of pants. The Board shall select the vendor. It shall be the responsibility of the employee to clean and maintain such uniforms.

D. Effective January 1, 2010, the Board will provide a uniform cleaning allowance of \$75 per month. The uniform allowance will be paid twice each year, in December and June.

E. All items listed above are the property of the Board and must be returned to the Board upon termination of employment prior to any final paycheck being issued, including uniforms, shoes, boots, coats, and technological devices.

ARTICLE XVI - EMPLOYEE EVALUATION

All salary increments and/or increases shall be based on satisfactory performance. The Board and Union agree to modify language regarding Employee Evaluation, subject to approval by both parties. The following is *For Information Only*: Security Evaluation Procedure. The purpose of supervision and evaluation is to improve the performance of all security staff members by providing an assessment of their strengths and weaknesses and by making recommendations to correct weaknesses and enhance strengths. Evaluation is an on- going process which involves all

the interactions (verbal and written, formal and informal) between security staff members and Board of Education designated supervisors.

All security staff who is employed for a full year must be evaluated twice each year, once by November 30 and once by April 30. Additional evaluations may be conducted, as needed. The evaluation forms will be developed by the Board.

The major areas of performance to be assessed will include but will not be limited to the following:

- Work Quality

- Work Habits

- Interpersonal Skills

- Other work-related factors

An employee must receive a performance rating of Average, Above Average, or Outstanding in order to receive a salary increment, salary increase, and/or to be continued in the employ of the school district.

All performance evaluations of the work of security employees must be conducted openly. All performance evaluations must be in writing and copies of same must be provided to the employee before, during, or immediately following the meeting between the supervisor and the employee. No copies of written documents will be placed in the employee's personnel file without the knowledge of the employee, as indicated by a notation on the written communication.

The supervisor and the employee must sign the evaluation form as an indication of the fact that the conference was held and that the employee received his/her copy.

Whenever an employee is rated as Below Average or Unsatisfactory in any performance category, the evaluator must include a written statement explaining the reason or reasons for the

rating. The evaluator should provide suggestions and/or directions which tell the employee how to correct the deficiencies contained in the evaluation. The evaluator should also indicate the timeline which will be provided for corrective the deficiencies contained in the evaluation.

Each performance evaluation should be a summary of the conferences, meetings, discussions, and other interactions between the employee and his/her supervisor. Every effort will be made to make sure that employees are informed of their performance deficiencies as early in the evaluation process as possible in order to give the employee an opportunity to improve or correct the deficiencies.

Security employees must maintain an acceptable attendance record. Their attendance rate must demonstrate an ability to work with regularity and consistency. In addition, their attendance pattern must be steady and must indicate a willingness to report to work with reliability. An employee who is unable or unwilling to establish and maintain an acceptable attendance record MAY be recommended for adverse personnel action in the form of a salary penalty or in the form of employment discontinuation.

The comments made in the above paragraph with regard to attendance are also applicable to punctuality.

Employees must also be able to work without supervision, as required by the specifics of their assignment.

In summary, security employees will be evaluated in relationship to their ability and/or willingness to perform all of the requirements of their position and assignment in a manner which is consistently acceptable and satisfactory.

ARTICLE XVII - OVER TIME PAY

- A. The over-time rate of 1 ½ shall commence after 40 hours of work per week. The work week is defined as Sunday through Saturday. Included in the 40 hours week shall be compensable days. A compensable day is defined as a day for which the employee is entitled to be paid; e.g., a personal illness day, personal day, family death day, jury duty day, Military Reserve Training day, or other day approved by the Board as a day off with pay.

All security personnel shall work a full day on staff development days.

The Board & Union agree to develop procedures to provide for an equitable allocation of overtime.

- B. The Board will develop uniformed procedures for addressing the distribution of overtime, which will be utilized in all locations. Said procedures will be developed within 90 days of ratification of this Agreement.

ARTICLE XVIII - MILEAGE REIMBURSEMENT

The Board agrees to provide mileage reimbursement at the current New Jersey Office of Management and Budget rate for the authorized use of personal vehicles for work-related travel. The Board agrees to provide reimbursement for actual expenses incurred (taxi fare, bus fare, etc.) upon submission of receipts for services rendered or authorized travel for job-related purposes. Authorized travel involves those activities approved by the Supervisor of Security or other administrator designated by the Superintendent.

ARTICLE XIX SECURITY/ADMINISTRATION LIAISON COMMITTEE

The security staff shall form a committee selected by and from among the members of the bargaining unit with whom the Superintendent or his/her designee must meet at least once each month (unless otherwise determined by mutual agreement) during the school year to review

matters of interest to the security staff members and to play an active role in the revision or development of policies related to terms and conditions of employment,

ARTICLE XX - DISCIPLINARY PROCEDURES

1. All warnings for offenses shall be in writing. The warning shall contain the nature of the offense as well as an indication of the extent of the disciplinary action. A copy of all warning notices shall be provided to the union.

2. These rules and regulations shall apply to security personnel of the Board of Education, and the penalty for any serious infractions of work rules and regulations shall be as follows:

- a. first offense - written warning
- b. second offense - one (1) to three (3) days suspension without pay
- c. third offense - three (3) to five (5) days suspension without pay
- d. fourth offense - discharge

3. Determination of extent of punishment for infraction of the rules and regulations of the board shall rest with the Board of Education.

4. The employee shall have the right to representation at any meeting with his/her supervisor, if such meeting will result in disciplinary action.

5. Immediate discharge shall be for unsatisfactory job performance and other overt actions. Examples: excessive tardiness, excessive absenteeism, theft, drinking on the job, no-shows, insubordination.

6. The Union shall be notified, in writing, of a discharge within three (3) days.

ARTICLE XXI - JOB POSTING NOTICES

The Board agrees to publicize security job vacancies by providing a notice of positions available to each school facility for posting on the staff bulletin board.

The Board also agrees to provide a copy of such job posting to the Union at the time of the posting. **The Board agrees to give consideration to members of the Union with respect to job vacancies in the Security Department.**

ARTICLE XXII - SUMMER EMPLOYMENT (For Information Only)

If the Board of Education determines that there is a need for temporary summer custodial help, security employees who have received satisfactory performance evaluations for the prior school year shall be given priority in hiring for such positions. The number of hours worked each day, the hourly salary paid, and the starting/ending day for such work shall be determined by the Board.

ARTICLE XXIII — RE-EMPLOYMENT AND SALARY NOTIFICATION

The Board agrees to notify security staff in writing of their salary and employment status for the next school year within thirty (30) calendar days following Board action on the above.

ARTICLE XXIV - COPIES OF CONTRACT

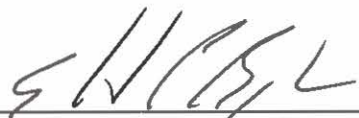
The Board agrees to supply every member covered under this contract with a copy of same. Every effort will be made to provide copies of the contract within ninety (90) days following ratification by both parties.

ARTICLE XV — DURATION

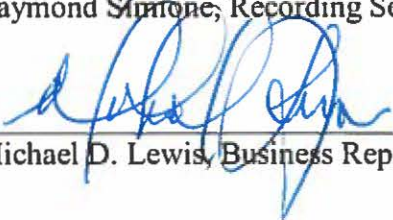
The parties agree that this agreement shall be in effect for the period July 1, 2014 to June 30, 2018. Its term shall expire on the date indicated and shall not be extended orally.

FOR THE UNION


Thomas P. Giblin, Business Manager


Edward P. Boylan, President

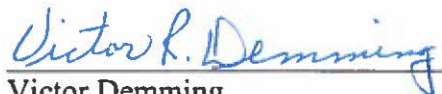

Raymond Simone, Recording Secretary


Michael D. Lewis, Business Representative

FOR THE BOARD


Bergson Leneus
President


Board Member


Victor Demming
Business Administrator, Board Secretary


Ramon E. Rivera, Esq.
Board Negotiator