

AGREEMENT

Between

**LOWER CAPE MAY REGIONAL SCHOOL DISTRICT  
BOARD OF EDUCATION**

and

**SECRETARIAL/CLERICAL STAFF**

of the

**LOWER CAPE MAY REGIONAL SCHOOL DISTRICT**

For the School Years

**2021 - 2024**

**LOWER CAPE MAY REGIONAL SCHOOL DISTRICT  
SECRETARIAL/CLERICAL CONTRACT JULY 1, 2021 – JUNE 30, 2024**

**I. APPROVED HOLIDAYS**

- A. During the regular school year the holidays for the secretarial/clerical staff will be the same as the holidays indicated on the school calendar adopted each year by the Board of Education. In addition, secretaries/clerk typists shall have Independence Day and Labor Day as holidays. If the holiday occurs on a Saturday, secretaries/clerk typists shall have the prior Friday off. If the holiday occurs on a Sunday, secretaries/clerk typists shall have the following Monday off.
1. Any of these are to be considered regular work days if it should become necessary (due to excessive closing caused by inclement weather) to conduct classes for pupils.
  2. In addition, the secretaries/clerk typists shall be excused from work on such days that weather conditions necessitate closing school for students.

**II. INSURANCE PROTECTION AND PRESCRIPTION POLICY**

- A. The Board will provide coverage as set forth in the New Jersey School Employees Health Benefits Program (NJSEHBP) for NJ Direct15 and Aetna HMO, which includes the prescription benefit, or its equivalent, for the entire family in compliance with state statute Ch.78, P.L. 2011 and the negotiated contract. The Board shall provide a description of conditions and limits of coverage as listed above.
- B. In the event that the Board provides insurance through a carrier other than the State Health Benefits Program, the Board guarantees that the coverage provided will be identical to the New Jersey School Employees Health Benefits Program with the sole exception that a clause mandating a required second opinion for surgery may be included. In the event that a second opinion for surgery is mandated, the covered participant or dependant will be held harmless for any financial obligations resulting from the obtaining of said second opinion. Charges related to the mandatory second opinion will be the responsibility of the insurance carrier or the Board.
- C. Fringe Bank: One Thousand Dollars (\$1,000.00) for length of contract and the Secretarial/Clerical Staff agrees to pay, in each of the contract years, \$50.00 toward the cost of a TPA to administer a Health Reimbursement Account (HRA) for each of its members. The employee's Health Reimbursement Account Plan (Fringe Bank) is to be used for out-of-pocket medical expenses such as physician/hospital co-pays, deductibles, and coinsurance, dental expenses (including preventive dental coverage for dependent children under 14 years of age, which is mandated by the Affordable Care Act) , and vision expenses.

**III. VACATION LEAVE POLICY**

- A. After employment of one full year, secretaries/clerks shall be entitled to vacation leave totaling:

<b>Vacation Leave</b>			
<b>Years in Position</b>	<b>12 Month Employee</b>	<b>11 Month Employee</b>	<b>10 Month Employee</b>
1 to 4 years	10 days	5 days	None
5 to 14 years	15 days	8 days	None
15 to 25 years	20 days	10 days	None
26+ years	21 days	10 days	None

- B. Vacation privileges are not affected by extended absence that is covered by approved accumulated sick leave.
- C. When absence from the job is prolonged (over and beyond the approved accumulated sick leave) then vacation leave shall be based on the ratio of total time on the job during the fiscal year.
- D. Vacations are to be arranged so complete office continuity is maintained. The building principal/supervisor will first approve the dates before they become effective. The Superintendent will have final approval. Seniority shall have preference. June 1<sup>st</sup>, each year will be the deadline for receiving vacation requests; subject to change with building Principal and Superintendent's approval.
- F. Secretaries/clerks will be able to carry over half of current year earned vacation time. The only exception to the foregoing would be with the approval of the Superintendent. No more than two weeks vacation may be taken at any one time, except with the prior approval of the building Principal and Superintendent.

An twelve-month employee with ten (10) days earned vacation time per year

- At least five (5) days must be used during the summer months.
- Up to five (5) days (1/2 of current year earned vacation time) may be carried to the following year – to use or lose. Any exceptions must have approval of the building Principal or Superintendent.

A twelve-month employee with fifteen (15) days earned vacation time per year

- At least eight (8) days must be used during the summer months.
- Up to seven and one-half (7 ½) days (1/2 of current year earned vacation time) may be carried to the following year – to use or lose. Any exceptions must have approval of the building Principal or Superintendent.

A twelve-month employee with twenty (20) days earned vacation time per year

- At least ten (10) days must be used during the summer months.
- Up to ten (10) days (½ of the current year earned vacation time) may be carried to the following – to use or lose. Any exceptions must have approval of the building Principal or Superintendent.

Eleven-month employees shall take vacation time between September 15 through May 31 of each school year. Any exceptions must have approval of the building Principal or Superintendent.

Further Clarification

In no case shall the vacation time carried over to the next year exceed one half (1/2) of that earned in the current year, e.g.: Only one-half (1/2) of vacation time earned in the 2020/21 school year may be carried over to the 2021/2022 school year.

In no case may carry-over time be attached to the following years earned vacation time for halving. Carry-over time must be used or it will be lost if not used in the carry-over year. Carry-over vacation time must be used before current year vacation.

**IV. GENERAL**

A. Office Hours:

1. School calendar – secretaries/clerks workday shall be eight hours per day, including a forty-five minute lunch, to commence not earlier than 7:00 a.m., and terminate not later than 4:30 p.m.
2. Summer hours – 8:00 a.m. – 2:00 p.m. to begin the day following the students last day of school. One week prior to the opening of school, Summer hours will go back to the regular school hours to commence not earlier than 7:00 a.m., and terminate not later than 4:30 p.m.

B. Break Periods:

A fifteen (15) minute break period will be provided to personnel for personal needs during both morning and afternoon.

C. Tenure:

Tenure shall be acquired by all secretaries/clerks after satisfactory employment following a period of three (3) consecutive calendar years in accordance with state statutes.

D. Overtime:

Overtime shall be compensated at the rate of 1 ½ time the hourly rate. The overtime rate is only involved when the actual hours worked in a week exceeds 40 hours. All other extra time prior to 40 hours shall be at a regular salary.

- E. Each secretary will be responsible for creating and maintaining a "Position Profile" binder/folder that details his/her daily, weekly, monthly and yearly duties/responsibilities for his/her specific position. A template will be jointly developed by the Secretaries and BOE.
- F. Secretaries will attend a minimum of two workshops/job-related training per year as they are made available by the District. These workshops will be intended specifically for secretarial support staff and may relate to areas such office applications/software, dealing with difficult people, multi-tasking, etc.
- G. Secretaries may be asked to cover other secretarial positions District-wide as the needs arise. Long-term coverage (more than 4 consecutive weeks) will be on a rotational basis.

**V. LEAVES OF ABSENCE**

- A. Sick Leave:  
All secretaries/clerks shall be entitled to one sick leave day per full month of employment accumulative with no maximum limit. After three (3) consecutive days of absence due to illness, a doctor's written certification will be submitted.
- B. Secretaries/Clerks who retire from the District and qualify for pension in accordance with the provisions of the Public Employees Retirement System shall be reimbursed for unused sick leave, provided he/she has completed at least eighteen (18) years of employment in the Lower Cape May Regional School District, at the following rates:
  - a. 34% of his/her per diem (calculated at 1/260<sup>th</sup> of annual salary for all employees at the time of retirement) rate with a maximum payout of \$15,000 if he/she retires during the 2021-2022 school year.
  - b. 33% of his/her per diem (calculated at 1/260<sup>th</sup> of annual salary for all employees at the time of retirement) rate with a maximum payout of \$15,000 if he/she retires during the 2022-2023 school year.
  - c. 32% of his/her per diem (calculated at 1/260<sup>th</sup> of annual salary for all employees at the time of retirement) rate with a maximum payout of \$15,000 if he/she retires during the 2023-2024 school year.

Secretaries who retire in the district who were hired after May 21, 2010 shall only be eligible for a maximum payout of \$15,000 based on \$50/day providing the staff member has completed 25 years of service in the District.

C. OTHER LEAVES

1. Personal Leave:

First year of service – one personal day, second year of service – two personal days, three or more years of service – three personal days. Personal leave days are to be utilized only for personal business or legal or family matters that cannot be conducted outside the normal work day. Personal leave shall not be used for recreation, entertainment, other employment, or for matters which can be scheduled outside of school hours. At the end of the school year, unused personal days will be converted to sick days and added to the allotment in "A" above. Application to the secretary's principal or other immediate supervisor for personal leave shall be made at least two days before taking such leave. In the event of an emergency which precludes the provision of two days written notice, said notice shall be provided at the earliest possible time.

2. No use of personal day or days shall immediately precede or immediately follow a holiday or vacation period except in an emergency or in the case of a religious holiday on which the tenets of a person's religion require abstinence from work.

3. Any use of a personal day around a weekend must be submitted at least one week in advance.

4. If more than 2 personal days are used consecutively, a statement of the reason will be required for the last day.

5. If a sick day precedes or follows a personal day a physician's note will be required by the Superintendent on his/her designee.

6. In cases where the secretary is quarantined by an appropriate governmental agency, no loss of pay or personal leave days shall result.

7. No more than one secretary per each office area may receive the same day off for personal leave. In the event that someone requests an emergency personal day that exceeds the limitation previously stated then the specific reason for such leave must be given in writing. The Superintendent has the discretion in those cases to approve or disapprove the leave requests. The Superintendent's decision will be binding and not grievable under Article XII of the Board of Education/Association agreement.

8. Bereavement Leave: Bereavement leave in the event of the death of an employee's family member defined as step father, step mother, step son, step daughter, grandparents, grandchildren and in-laws shall constitute an excused absence of up to 3 days per occurrence. Bereavement leave in the event of death of an employee's father, mother, sister or brother, shall constitute up to 5 days excused leave per occurrence. Bereavement leave in the event of death of an employee's spouse or children, natural or adopted, shall constitute up to 10 days excused leave per occurrence.

9. There is no recognized compensatory ("comp") time in this contract.

**VI. MATERNITY LEAVE**

- A. Secretaries /clerks may apply for and be granted sick leave due to pregnancy, for a period not to exceed four (4) weeks before and four (4) weeks after delivery of the child. Medical certification shall be required in accordance. The Board of Education retains the right to have its own physician verify the medical certification. The number of sick leave days shall not exceed the number the individual has accumulated.

**VII. TRAVEL REIMBURSEMENT**

- A. In the event secretaries/clerks should have to use her automobile for school related travel such as banking, pick up and/or delivery of school materials, conferences (employment related), she shall reimbursed at the automobile reimbursement rate per the NJ Department of Treasury, Office of Management and Budget which is currently \$0.35 per mile.

**VIII. NEW AND PRESENT EMPLOYEES**

- A. Recommendation for salary step placement for the new personnel will be at the discretion of the Superintendent.
- B. It is hereby agreed that any clerk typist or secretary that is working directly for an administrator/supervisor shall be on the secretary salary guide.
- C. Any position that is created or becomes available, it is hereby agreed that it be posted upon its availability.

The following Secretarial/Clerical position classifications are agreed upon as follows:

	<b>12 Month Employee</b>	<b>11 Month Employee</b>	<b>10 Month Employee</b>
Salary	12 month Salary Guide	Pro-rated 11/12ths	Pro-rated 10/12ths
Schedule	Works 12-months per year	Will work 22 days split between July and August. This includes working the week prior to school opening.	Will work from September 1 through June 30.*
# Sick Days	12 days	11 days	10 days
Personal Days	One day per year up to three days		
Benefits	Health & Fringe Bank		
*10 month Secretaries may be required to work during the opening week LCMR in-service days. If this occurs, then he/she will be granted a corresponding schedule adjustment in June by their immediate Supervisor.			

## IX. EMPLOYEE IMPROVEMENT

- A. The Board of Education agrees to pay up to five hundred dollars (\$500) per year toward tuition incurred in connection with job-related instruction courses, which are part of a secretarial certification program, with prior approval of the Superintendent of Schools.
- B. Verification of tuition shall be submitted with the voucher for payment upon successful completion of the course.
- C. Secretaries who obtain a Microsoft certification in Word and Excel or a Google Educator Level 1 Certification during this contract period and remain currently certified will receive an additional \$1,500 as part of their annual salary. Secretaries who obtain the Microsoft certification in Word and Excel and a Google Educator Level 1 Certification during this contract period and remain currently certified will receive an additional \$2,500 as part of their annual salary. Specific tests must be approved by the Superintendent in advance.

## X. EVALUATION

- A. Each member of this unit will have an overall written evaluation of his/her job performance once each school year. The evaluation will be done by the member's immediate supervisor and be reviewed by the building Principal and/or the District Superintendent. The written evaluation will be reviewed at a conference with the evaluator. The unit member will sign the evaluation which signifies the receipt of the evaluation. A copy of the evaluation will be placed in the unit member's personnel file.
- B. A unit member shall have the right, upon request, to review his/her personnel file at least once a year. The member shall have the right to indicate those materials which the member believes to be obsolete or otherwise inappropriate to retain. Said materials shall be reviewed by the Superintendent or his designee and if, in fact, they are obsolete or otherwise inappropriate to retain, they shall be destroyed. The Superintendent or his designee shall make the final decision. No material derogatory to unit member's conduct, service, character or personality shall be placed in his/her personnel file unless the unit member has an opportunity to review the material.
- C. The unit member shall acknowledge that he/she has had the opportunity to review such material by affixing his/her signature to the copy to be filed with the express understanding that such signature in no way indicates agreement with the contents thereof. The unit member shall also have the right within thirty (30) calendar days of the receipt of such material to submit a written answer to such material and his/her answer shall be reviewed by the Superintendent or his designee and attached to the file copy. The Superintendent or a member of his staff shall acknowledge receipt of said answer by initialing, dating and returning to the unit member a duplicate of said answer, which duplicated copy shall be supplied by the unit member. The Board of Education will not establish any personnel file which is not available for the unit member's inspection. During the evaluation, the evaluator shall take into consideration the work load of the secretary/clerk typist.



## XI. GRIEVANCE PROCEDURE

### A. Purpose

It is the policy of the Board of Education that all grievances be resolved informally or at the earliest possible stage of this grievance procedure. However, the Board of Education recognizes that the procedure must be available without any fear of discrimination because of its use.

### B. Definitions:

1. A "grievance" is any alleged violation of this agreement or any dispute with respect to all matters concerning the terms and conditions of a unit member's employment.
2. An "aggrieved party" can be a unit member of the Board of Education.

### C. Submission of Grievances:

Each grievance shall be submitted by the aggrieved party in writing within twenty-one (21) calendar days after the occurrence of the grievance.

### D. Grievance Procedures:

1. The aggrieved party shall first submit the grievance in writing to the Principal. The Principal shall have ten (10) calendar days from the date of submission to render a decision. If the aggrieved party is not satisfied with the disposition of the grievance, or if no decision has been rendered within ten (10) days, the aggrieved party may, within six (6) calendar days after the decision has been rendered or sixteen (16) calendar days after the grievance was submitted if no decision is rendered, move the grievance to the Superintendent.
2. The aggrieved party shall submit the grievance in writing to the Superintendent. Include in the submission the originally filed grievance and all other materials submitted at the prior stage of the procedure. The Superintendent shall have ten (10) calendar days in which to render a decision. If the aggrieved party is not satisfied with the disposition of the grievance or if no decision has been rendered within ten (10) days, the aggrieved party may, within six (6) calendar days after the decision has been rendered or sixteen (16) calendar days after the grievance was submitted to the Superintendent if no decision is rendered, move the grievance in writing to the Board of Education.
3. The aggrieved party shall submit the grievance in writing to the Board of Education via the Board of Education Secretary. Include in the submission the originally filed grievance and all other materials submitted at the prior stage of the procedure. The Board of Education shall have thirty-five (35) calendar days in which to render a decision.

**XII. DURATION**

This agreement shall be in full force and effect as of July 1, 2021 and shall remain in effect to and including June 30, 2024. This agreement shall continue in full force and effect from year to year thereafter, unless one party or the other gives notice, in writing, of a desire to change, modify or terminate this agreement.

The parties mutually agree that should negotiations for a successor contract to the collective bargaining agreement not be completed prior to June 30, 2020, unit members shall not be advanced on the salary guide either vertically or horizontally, and shall receive no increase in compensation until a new agreement is reached. Unit members shall continue to receive the same salary received on June 30, 2020 until such time a successor agreement is reached.


Movement on the guide shall be interpreted to include a vertical guide step increase and/or a column differential based on educational credit or degree attainment, and/or an increase in longevity based on years of service. Unit members shall have their salary "frozen" at the June 30, 2020 rate until negotiations for a new contract are completed, the agreed upon salary increases have been distributed through mutually acceptable guides, and both parties have ratified the agreement

**IN WITNESS WHEREOF**, the parties have hereunto set their hands and seals on this

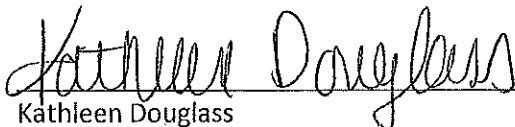
DEC. 17, 2020  
date

**LOWER CAPE MAY REGIONAL SCHOOL DISTRICT:**

BY:   
\_\_\_\_\_  
President, Board of Education

  
\_\_\_\_\_  
Business Administrator/Board Secretary

**SECRETARY/CLERK REPRESENTATIVES:**

BY:   
\_\_\_\_\_  
Kathleen Douglass

  
\_\_\_\_\_  
Shannon Garrabrant

**12 Month Employee Salary Guide**

	<b>CLERK/TYPIST</b>	<b>SECRETARY</b>	<b>ADMINISTRATIVE SECRETARY</b>
<b>STEP</b>	<b>2021-2022</b>	<b>2021-2022</b>	<b>2021-2022</b>
<b>1</b>	25,663	27,613	28,613
<b>2</b>	26,763	28,813	29,863
<b>3</b>	27,863	30,013	31,113
<b>4</b>	28,963	31,213	32,363
<b>5</b>	30,063	32,413	33,613
<b>6</b>	31,163	33,613	34,863
<b>7</b>	32,313	34,863	36,163
<b>8</b>	33,463	36,113	37,463
<b>9</b>	34,613	37,363	38,763
<b>10</b>	35,763	38,613	40,063
<b>11</b>	36,913	39,863	41,363
<b>12</b>	38,063	41,113	42,663
<b>13</b>	39,213	42,363	43,963
<b>14</b>	40,363	43,613	45,263
<b>15</b>	41,513	44,863	46,563
<b>16</b>	42,663	46,113	47,863

**Longevity**

<b>17</b>	43,413	46,883	48,643
<b>18</b>	44,163	47,653	49,423
<b>19</b>	44,913	48,423	50,203
<b>20</b>	45,663	49,193	50,983
<b>21</b>	46,413	49,963	51,763
<b>22</b>	47,163	50,733	52,543
<b>23</b>	47,913	51,503	53,323
<b>24</b>	48,663	52,273	54,103
<b>25</b>	49,413	53,043	54,883

**12 Month Employee Salary Guide**

	<b>CLERK/TYPIST</b>	<b>SECRETARY</b>	<b>ADMINISTRATIVE SECRETARY</b>
<b>STEP</b>	<b>2022-2023</b>	<b>2022-2023</b>	<b>2022-2023</b>
1	25,809	27,759	28,759
2	26,919	28,969	30,019
3	28,029	30,179	31,279
4	29,139	31,389	32,539
5	30,249	32,599	33,799
6	31,359	33,809	35,059
7	32,509	35,059	36,359
8	33,659	36,309	37,659
9	34,809	37,559	38,959
10	35,959	38,809	40,259
11	37,109	40,059	41,559
12	38,259	41,309	42,859
13	39,409	42,559	44,159
14	40,559	43,809	45,459
15	41,709	45,059	46,759
16	42,859	46,309	48,059

**Longevity**

17	43,629	47,099	48,859
18	44,399	47,889	49,659
19	45,169	48,679	50,459
20	45,939	49,469	51,259
21	46,709	50,259	52,059
22	47,479	51,049	52,859
23	48,249	51,839	53,659
24	49,019	52,629	54,459
25	49,789	53,419	55,259

### 12 Month Employee Salary Guide

	CLERK/TYPIST	SECRETARY	ADMINISTRATIVE SECRETARY
STEP	2023-2024	2023-2024	2023-2024
1	25,909	27,859	28,859
2	27,019	29,069	30,119
3	28,129	30,279	31,379
4	29,239	31,489	32,639
5	30,349	32,699	33,899
6	31,459	33,909	35,159
7	32,614	35,164	36,464
8	33,769	36,419	37,769
9	34,924	37,674	39,074
10	36,079	38,929	40,379
11	37,234	40,184	41,684
12	38,389	41,439	42,989
13	39,544	42,694	44,294
14	40,699	43,949	45,599
15	41,854	45,204	46,904
16	43,009	46,459	48,209

**Longevity**

17	43,789	47,259	49,019
18	44,569	48,059	49,829
19	45,349	48,859	50,639
20	46,129	49,659	51,449
21	46,909	50,459	52,259
22	47,689	51,259	53,069
23	48,469	52,059	53,879
24	49,249	52,859	54,689
25	50,029	53,659	55,499

### 11 Month Employee Salary Guide

	<b>CLERK/TYPIST</b>	<b>SECRETARY</b>	<b>ADMINISTRATIVE SECRETARY</b>
<b>STEP</b>	<b>2021-2022</b>	<b>2021-2022</b>	<b>2021-2022</b>
1	23,524	25,312	26,229
2	24,533	26,412	27,374
3	25,541	27,512	28,520
4	26,549	28,612	29,666
5	27,558	29,712	30,812
6	28,566	30,812	31,958
7	29,620	31,958	33,149
8	30,674	33,104	34,341
9	31,729	34,249	35,533
10	32,783	35,395	36,724
11	33,837	36,541	37,916
12	34,891	37,687	39,108
13	35,945	38,833	40,299
14	36,999	39,979	41,491
15	38,054	41,124	42,683
16	39,108	42,270	43,874

**Longevity**

17	39,795	42,976	44,589
18	40,483	43,682	45,304
19	41,170	44,388	46,019
20	41,858	45,094	46,734
21	42,545	45,799	47,449
22	43,233	46,505	48,164
23	43,920	47,211	48,879
24	44,608	47,917	49,594
25	45,295	48,623	50,309

### 11 Month Employee Salary Guide

	<b>CLERK/TYPIST</b>		<b>SECRETARY</b>		<b>ADMINISTRATIVE SECRETARY</b>
<b>STEP</b>	<b>2022-2023</b>		<b>2022-2023</b>		<b>2022-2023</b>
1	23,658		25,446		26,362
2	24,676		26,555		27,517
3	25,693		27,664		28,672
4	26,711		28,773		29,827
5	27,728		29,882		30,982
6	28,746		30,992		32,137
7	29,800		32,137		33,329
8	30,854		33,283		34,521
9	31,908		34,429		35,712
10	32,962		35,575		36,904
11	34,017		36,721		38,096
12	35,071		37,867		39,287
13	36,125		39,012		40,479
14	37,179		40,158		41,671
15	38,233		41,304		42,862
16	39,287		42,450		44,054

**Longevity**

17	39,993		43,174		44,787
18	40,699		43,898		45,521
19	41,405		44,622		46,254
20	42,111		45,347		46,987
21	42,817		46,071		47,721
22	43,522		46,795		48,454
23	44,228		47,519		49,187
24	44,934		48,243		49,921
25	45,640		48,967		50,654

### 11 Month Employee Salary Guide

	CLERK/TYPIST	SECRETARY	ADMINISTRATIVE SECRETARY
STEP	2023-2024	2023-2024	2023-2024
1	23,750	25,537	26,454
2	24,767	26,647	27,609
3	25,785	27,756	28,764
4	26,802	28,865	29,919
5	27,820	29,974	31,074
6	28,837	31,083	32,229
7	29,896	32,234	33,425
8	30,955	33,384	34,622
9	32,014	34,535	35,818
10	33,072	35,685	37,014
11	34,131	36,835	38,210
12	35,190	37,986	39,407
13	36,249	39,136	40,603
14	37,307	40,287	41,799
15	38,366	41,437	42,995
16	39,425	42,587	44,192

**Longevity**

17	40,140	43,321	44,934
18	40,855	44,054	45,677
19	41,570	44,787	46,419
20	42,285	45,521	47,162
21	43,000	46,254	47,904
22	43,715	46,987	48,647
23	44,430	47,721	49,389
24	45,145	48,454	50,132
25	45,860	49,187	50,874



**10 Month Employee Salary Guide**

	<b>CLERK/TYPIST</b>		<b>SECRETARY</b>		<b>ADMINISTRATIVE SECRETARY</b>
<b>STEP</b>	<b>2021-2022</b>		<b>2021-2022</b>		<b>2021-2022</b>
1	21,386		23,011		23,844
2	22,303		24,011		24,886
3	23,219		25,011		25,928
4	24,136		26,011		26,969
5	25,053		27,011		28,011
6	25,969		28,011		29,053
7	26,928		29,053		30,136
8	27,886		30,094		31,219
9	28,844		31,136		32,303
10	29,803		32,178		33,386
11	30,761		33,219		34,469
12	31,719		34,261		35,553
13	32,678		35,303		36,636
14	33,636		36,344		37,719
15	34,594		37,386		38,803
16	35,553		38,428		39,886

**Longevity**

17	36,178		39,069		40,536
18	36,803		39,711		41,186
19	37,428		40,353		41,836
20	38,053		40,994		42,486
21	38,678		41,636		43,136
22	39,303		42,278		43,786
23	39,928		42,919		44,436
24	40,553		43,561		45,086
25	41,178		44,203		45,736

**10 Month Employee Salary Guide**

	<b>CLERK/TYPIST</b>	<b>SECRETARY</b>	<b>ADMINISTRATIVE SECRETARY</b>
<b>STEP</b>	<b>2022-2023</b>	<b>2022-2023</b>	<b>2022-2023</b>
<b>1</b>	21,508	23,133	23,966
<b>2</b>	22,433	24,141	25,016
<b>3</b>	23,358	25,149	26,066
<b>4</b>	24,283	26,158	27,116
<b>5</b>	25,208	27,166	28,166
<b>6</b>	26,133	28,174	29,216
<b>7</b>	27,091	29,216	30,299
<b>8</b>	28,049	30,258	31,383
<b>9</b>	29,008	31,299	32,466
<b>10</b>	29,966	32,341	33,549
<b>11</b>	30,924	33,383	34,633
<b>12</b>	31,883	34,424	35,716
<b>13</b>	32,841	35,466	36,799
<b>14</b>	33,799	36,508	37,883
<b>15</b>	34,758	37,549	38,966
<b>16</b>	35,716	38,591	40,049

**Longevity**

<b>17</b>	36,358	39,249	40,716
<b>18</b>	36,999	39,908	41,383
<b>19</b>	37,641	40,566	42,049
<b>20</b>	38,283	41,224	42,716
<b>21</b>	38,924	41,883	43,383
<b>22</b>	39,566	42,541	44,049
<b>23</b>	40,208	43,199	44,716
<b>24</b>	40,849	43,858	45,383
<b>25</b>	41,491	44,516	46,049

**10 Month Employee Salary Guide**

	<b>CLERK/TYPIST</b>	<b>SECRETARY</b>	<b>ADMINISTRATIVE SECRETARY</b>
<b>STEP</b>	<b>2023-2024</b>	<b>2023-2024</b>	<b>2023-2024</b>
1	21,591	23,216	24,049
2	22,516	24,224	25,099
3	23,441	25,233	26,149
4	24,366	26,241	27,199
5	25,291	27,249	28,249
6	26,216	28,258	29,299
7	27,178	29,303	30,387
8	28,141	30,349	31,474
9	29,103	31,395	32,562
10	30,066	32,441	33,649
11	31,028	33,487	34,737
12	31,991	34,533	35,824
13	32,953	35,578	36,912
14	33,916	36,624	37,999
15	34,878	37,670	39,087
16	35,841	38,716	40,174

**Longevity**

17	36,491	39,383	40,849
18	37,141	40,049	41,524
19	37,791	40,716	42,199
20	38,441	41,383	42,874
21	39,091	42,049	43,549
22	39,741	42,716	44,224
23	40,391	43,383	44,899
24	41,041	44,049	45,574
25	41,691	44,716	46,249

## Certification

I declare to the best of my knowledge and belief that the attached document(s) are true electronic copies of the executed collective negotiations agreement(s) and the included summary is an accurate assessment of the collective bargaining agreement for the term beginning 7/1/2021 thru 6/30/2024.

Employer: Lower Cape May Regional School District

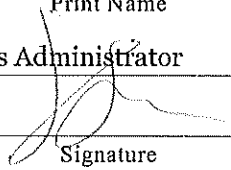
County: Cape May

Date: 12/8/2021

Name: Mark Mallett

Print Name

Title: Business Administrator

  
Signature

New Jersey Public Employment Relations Commission  
**NON-POLICE AND FIRE**  
**COLLECTIVE NEGOTIATIONS AGREEMENT SUMMARY FORM**

Line #

**SECTION I: Parties and Term of Contracts**

1	Public Employer: <input style="width: 95%;" type="text" value="Lower Cape May Regional School District"/>	County: <input style="width: 95%;" type="text" value="Cape May"/>
2	Employee Organization: <input style="width: 95%;" type="text" value="Secretary/Clerical Staff of Lower Cape May Regional SD"/>	Number of Employees in Unit: <input style="width: 100px;" type="text" value="16"/>
3	Base Year Contract Term: <input style="width: 95%;" type="text" value="7/1/2020-6/30/2021"/>	New Contract Term: <input style="width: 95%;" type="text" value="7/1/2021-6/30/2024"/>

**SECTION II: Type of Contract Settlement (please check only one)**

4	<input checked="" type="checkbox"/> Contract settled without neutral assistance
5	<input type="checkbox"/> Contract settled with assistance of mediator
6	<input type="checkbox"/> Contract settled with assistance of fact-finder
7	<input type="checkbox"/> Contract settled with assistance of super-conciliator
8	If contract was settled in fact-finding, did the fact-finder issue a report with recommendations?
	Yes <input type="checkbox"/> No <input type="checkbox"/>

**SECTION III: Salary Base**

The salary base is the cost of salaries in the final year of the expired or expiring agreement. This is the base cost from which the parties negotiate the salary increases.

9	Salary Costs in Base Year	<input style="width: 95%;" type="text" value="\$ 598,206"/>
10	Longevity Costs in Base Year	<input style="width: 95%;" type="text" value="\$"/>
11	Total Salary Base	<input style="width: 95%;" type="text" value="\$ 598,204"/>

**SECTION IV: Salary Increases for Each Year of New Agreement\***

	Year 1	Year 2	Year 3	Year 4	Year 5
12 Effective Date (month/day/year)	<input style="width: 95%;" type="text" value="7/1/2021"/>	<input style="width: 95%;" type="text" value="7/1/2022"/>	<input style="width: 95%;" type="text" value="7/1/2023"/>	<input style="width: 95%;" type="text" value=""/>	<input style="width: 95%;" type="text" value=""/>
13 Cost of Salary Increments (\$)	<input style="width: 95%;" type="text" value="16,369"/>	<input style="width: 95%;" type="text" value="14,809"/>	<input style="width: 95%;" type="text" value="14,807"/>	<input style="width: 95%;" type="text" value=""/>	<input style="width: 95%;" type="text" value=""/>
14 Salary Increase Above Increments (\$)	<input style="width: 95%;" type="text" value="4,546"/>	<input style="width: 95%;" type="text" value="3,754"/>	<input style="width: 95%;" type="text" value="27,46"/>	<input style="width: 95%;" type="text" value=""/>	<input style="width: 95%;" type="text" value=""/>
15 Longevity Increase (\$)	<input style="width: 95%;" type="text" value=""/>	<input style="width: 95%;" type="text" value=""/>	<input style="width: 95%;" type="text" value=""/>	<input style="width: 95%;" type="text" value=""/>	<input style="width: 95%;" type="text" value=""/>
16 Total \$ Increase (sum of lines 13-15)	<input style="width: 95%;" type="text" value="20,915"/>	<input style="width: 95%;" type="text" value="18,563"/>	<input style="width: 95%;" type="text" value="17,553"/>	<input style="width: 95%;" type="text" value=""/>	<input style="width: 95%;" type="text" value=""/>
17 New Salary Base (\$)	<input style="width: 95%;" type="text" value="619,121"/>	<input style="width: 95%;" type="text" value="637,683"/>	<input style="width: 95%;" type="text" value="655,237"/>	<input style="width: 95%;" type="text" value=""/>	<input style="width: 95%;" type="text" value=""/>
18 Percentage Increase over prior year	<input style="width: 95%;" type="text" value="3.50"/> %	<input style="width: 95%;" type="text" value="3.00"/> %	<input style="width: 95%;" type="text" value="2.75"/> %	<input style="width: 95%;" type="text" value=""/> %	<input style="width: 95%;" type="text" value=""/> %

*\*If contract duration is longer than five years, please add an additional page.*

**SECTION V: Increases in Other Contractual Economic Items or Newly Added Economic Items\***

19	Item Description	Base Year Cost (\$)	Year 1 Increase (\$)	Year 2 Increase (\$)	Year 3 Increase (\$)	Year 4 Increase (\$)	Year 5 Increase (\$)
20	Totals(\$):						

*\*If contract duration is longer than five years, please add an additional page.*

**SECTION VI: Medical Costs**

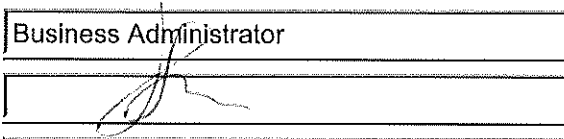
	Base Year	Year 1
21 Health Plan Cost	\$ 292,834	\$ 302,662
22 Prescription Plan Cost	\$	\$
23 Dental Plan Cost	\$	\$
24 Vision Plan Cost	\$	\$
25 Total Cost of Insurance	\$ 292,834	\$ 302,662
26 Employee Insurance Contributions	\$ 23,081	\$ 26,353
27 Employee Contributions as % of Total Insurance Cost	7.9 %	8.7 %

Section VI: Medical Costs (continued)

28 Identify any insurance changes that were included in this CNA.

SECTION VII: Certification and Signature

29 The undersigned certifies that the foregoing figures are true:

Print Name: Mark Mallett  
Position/Title: Business Administrator  
Signature:   
Date: 12/8/2021

Send this completed and signed form along with an electronic copy of the contract and the signed certification form to: [contracts@perc.state.nj.us](mailto:contracts@perc.state.nj.us)

NJ Public Employment Relations Commission  
Conciliation and Arbitration  
PO Box 429  
Trenton, NJ 08625  
Phone: 609-292-9898

Revised 8/2016