

*Contract no. 678*

**CONTRACTUAL AGREEMENT**

between the

**SPECIAL SERVICES SCHOOL DISTRICT  
STAFF ASSOCIATION**

and

**THE CAPE MAY COUNTY  
SPECIAL SERVICES SCHOOL DISTRICT  
BOARD OF EDUCATION**

July 1, 1990 - June 30, 1993

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- A2 - Certificated Staff 1991-92
- A3 - Certificated Staff 1992-93
- B - Teacher/School/Cafeteria Aides
- C - Physical/Occupational Therapy Assistants  
Assistant to Media Specialist
- D - Administrative Secretary
- E - General Secretary
- F - Clerk/Typist
- G - Bus Driver
- H - Bus Aide
- I - Custodial Worker
- J - Maintenance Worker
- K - Bus Mechanic
- L - Teacher/School/Bus Aide - Day Training
- M - Teacher/School/Bus Aide/EMT- Day Training
- N - Bus Driver/Cafeteria Aide

ARTICLE I

RECOGNITION

- A. The Board of Education of the Special Services School District recognizes the Staff Association as the exclusive representative pursuant to the provisions of "Chapter 123, Public Laws 1974", for collective negotiations concerning the terms and conditions of employment for all staff, certificated and noncertificated, but excluding supervisory personnel having the power to evaluate performance, hire, discharge, discipline, or to effectively recommend the same. Also, excluded will be those staff members serving as confidential employees in the following positions: Board Secretary; one (1) Assistant Board Secretary; one (1) Bookkeeper, Board of Education; the Superintendent's Secretary; one (1) Assistant to the Superintendent's Secretary.
- B. Unless otherwise indicated, the term "employee" when used hereafter in this Agreement shall refer to all certificated and non-certificated employees of the Board represented by the Association in the negotiating unit as defined above.
- C. Except as this Agreement shall hereinafter otherwise provide, all terms and conditions of employment applicable on the effective date of this Agreement to certificated and non-certificated employees shall continue to be so applicable during the terms of the Agreement. Unless otherwise provided in this Agreement, nothing herein shall be interpreted and/or applied so as to eliminate, reduce or otherwise detract from any certificated and non-certificated staff benefits existing prior to its effective date.

ARTICLE II

NEGOTIATION OF SUCCESSOR AGREEMENT

- A. The Board and the Association agree to enter into collective negotiations over a successor agreement in accordance with Chapter 123, Public Law 1974, in a good faith effort to reach agreement on all matters concerning the terms and conditions of employees' employment.
- B. During negotiations, the Board and the Association and/or their representatives shall present relevant data, exchange points of view, and make proposals and counterproposals.
- C. Neither party in any negotiations shall have any control over the selection of the negotiating representatives of the other party.
- D. This Agreement shall not be modified in whole or part by the parties except by an instrument in writing duly executed by both parties.

ARTICLE III

ASSOCIATION RIGHTS AND PRIVILEGES

- A. Representatives of the Association shall be permitted to transact official Association business on school property provided that this shall not interfere with or interrupt normal school operations and is not during normal working hours.
- B. The Association and its representatives shall have the right to use the school building at all reasonable non-instructional hours for meetings. Permission must be obtained at least 24 hours in advance from the Superintendent for the use of the building.
- C. The Association shall have the right to use, with prior approval of the building principal or administrator in charge, certain school equipment, including typewriters, computers (other than those used by office personnel), duplicating equipment, and calculating machines, at reasonable times when such equipment is not otherwise in use. The Association shall pay for the reasonable cost of all materials and supplies incidental to such use.
- D. The Association shall have the right to use the interschool mail facilities and school mailboxes pending the outcome of any court decisions or rulings to the contrary.
- E. Whenever any representative of the Association or any employee is mutually scheduled by the parties to participate during working hours in grievance proceedings, conferences, or meetings, he/she shall suffer no loss of pay.

ARTICLE IV

EMPLOYEE RIGHTS AND PRIVILEGES

- A. Nothing contained herein shall be construed to deny or restrict to any employee such rights as he/she may have under New Jersey School Laws or other applicable laws and regulations. The rights granted to employees hereunder shall be deemed to be in addition to those provided elsewhere.
  
- B. No employee shall be disciplined, reprimanded, reduced in rank or compensation, or deprived of any professional advantage without just cause.
  
- C. Whenever any employee is required to appear before any administrator or supervisor, Board, or any committee or member thereof concerning any matter which could adversely affect the continuation of that employee in his/her position, employment, or the salary or any increments pertaining thereto, then he/she shall be given twenty-four (24) hours prior written notice of the reason for such meeting or interview and shall be entitled to have (a) representative(s) of the Association present to advise him/her and represent him/her during such meeting or interview.

ARTICLE V

GRIEVANCE PROCEDURE

A. Definition

A "grievance" shall mean a complaint by an employee or a group of employees of the Special Services School System that there has been to him/her, a personal loss, injury or inconvenience because of a violation, misinterpretation or inequitable application of Board policies and agreements, or administrative decisions, except that the term "grievance" shall not apply to (a) any matter for which a method of review is prescribed by law or (b) any rule or regulation of the State Commissioner of Education or (c) any matter which according to law is either beyond the scope of Board authority or limited to unilateral action by the Board alone or (d) a complaint of a non-tenured teacher, secretary or nonfixed term maintenance/custodian person which arises by reason of his/her not being re-employed, or (e) a complaint by any certified personnel occasioned by appointment to or lack of appointment to, retention in or lack of retention in, any position for which tenure is either not possible or not required. A grievance to be considered under this procedure must be initiated by the employee or group of employees within fifteen (15) working days of its occurrence.

B. Year End Grievances (10 month employee)

In the event a grievance is filed by a 10 month employee at such times that it cannot be processed through all the steps in this grievance procedure by the end of the school year, and, if left unresolved until the beginning of the following school year, could result in irreparable harm to the party in interest, the time limits set forth herein shall be reduced so that the grievance procedure may be exhausted prior to the end of the school year or as soon thereafter as is practicable.

## C. Procedure

1. Any employee covered by this Grievance Procedure shall have the right to present a complaint as specified herein.
2. Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the aggrieved employee to proceed to the next step. Failure at any step of this procedure to appeal a grievance to the next step within specified time limits shall mean the grievance has been dropped.
3. It is understood that employees shall, during and notwithstanding the pendency of the resolution of any grievance, continue to observe all assignments and applicable rules and regulations of the Board until such grievance and any effect thereof shall have been fully determined.
4. All meetings and hearings under this procedure shall be conducted in private session and shall include only such parties as are designated by the Board or the aggrieved or heretofore referred to in this grievance procedure.
5. All documents, communications and records dealing with the processing of a grievance shall be kept in a separate grievance file while disposition of a grievance is pending.
6. Group grievances shall be initiated in writing at the lowest level of the procedure from which an administrative remedy or denial can be given. Group grievances shall list those people or category of people on whose behalf the grievance is filed. If the Administrator with whom the group grievance is filed states that said grievance can be resolved at a lower level, he/she shall put that determination in writing and give it to the Association president or grievance chairperson no later than five (5) working days after the grievance was filed. The grievance shall then be processed at the level indicated.



7. Step 1 - Immediate Appropriate Supervisory Person<sup>1</sup>, (verbally) - Any employee who has a grievance shall discuss it first with his/her immediate appropriate supervisory person in an attempt to resolve the matter informally at that level.
8. Step 2 - Appropriately Certified Administrative Person<sup>1</sup> (in writing) - If, as a result of the informal discussion, the matter is not resolved to the satisfaction of the employee within five (5) working days, he/she shall set forth his/her grievance in writing and present it to the appropriately certified administrative person on the grievance form<sup>2</sup> specifying:
  - a. The specific nature of the grievance.
  - b. The nature and extent of the injury, loss or inconvenience.
  - c. The date and time of presentation.
  - d. The results of previous discussions.
  - e. The relief sought.The appropriately certified administrative person shall communicate his/her decision to the employee in writing within seven (7) working days of receipt of the written grievance.
9. Step 3 - Superintendent of Schools - (in writing)

The employee may request a review of the grievance by the Superintendent of Schools if the written reply from the appropriately certified administrative person is not to the employee's satisfaction. This must be done within five (5) working days after receipt of the appropriately certified administrative person's decision.
10. Step 4 - Board of Education - (in writing)

The employee may request a review of the grievance by the Board of Education if the written reply from the Superintendent of Schools is not to the employee's satisfaction. This must be done within five (5) working days after receipt of the Superintendent of School's decision. The Board shall conduct a hearing within thirty-five (35) calendar days of the Association's request for review. The Board shall render a decision, in writing, within ten (10) working days from the date of the hearing.

11. Step 5 -

If the aggrieved is dissatisfied with the decision at the Board level, the aggrieved may petition the Association to file for arbitration. If the Association files for arbitration, such filing shall be simultaneously made known to the Superintendent. Said filing shall take place no later than ten (10) working days after the written decision of the Board of Education was made known. The following procedure will be used to secure the services of an arbitrator:

- a. A joint request will be made to the Public Employment Relations Commission (PERC) to submit a roster of persons qualified to function as an arbitrator in the dispute in question.
- b. If the parties are unable to determine a mutually satisfactory arbitrator from the submitted list, they will request that PERC submit a second list of names.
- c. If the parties are unable to determine, within ten (10) working days of the initial filing for arbitration, a mutually satisfactory arbitrator from the second submitted list, PERC may be requested by either party to designate an arbitrator.
- d. The arbitrator shall be limited to the issue(s) submitted and shall consider nothing else. The arbitrator can add nothing to, nor subtract anything from the Agreement between the parties or any policy of the Board of Education. The recommendations of the arbitrator shall be binding. Only the Board, the aggrieved and representatives of the aggrieved shall be given copies of the arbitrator's report of findings and recommendations.

D. Costs

1. Each party will bear the total costs incurred by themselves.
2. Only the fees and expenses of the arbitrator will be shared equally by the Board of Education and the Association.
3. If time is lost by any employee due to arbitration proceedings necessitating the retention of a substitute, the Board will pay only the cost of the substitute. If the arbitrator rules favorably for the employee, the Board of Education will pay the salary for the time lost; if the ruling is against the employee, time lost must be without pay.

- Note: (1) The district organizational chart is attached as Appendix A to show the flow of grievances for the various components of the Association. This chart is neither bargainable nor arbitrable.
- (2) Grievance form(s) is (are) attached to this Agreement, for informational purposes only, as Appendix B.

ARTICLE VI

VACANCIES. TRANSFERS AND REASSIGNMENTS

- A. The Board of Education reserves the right to hire staff in accordance with the best professional screening practices known, by properly advertising and interviewing outstanding candidates in accordance with the latest Affirmative Action practices.
- B. The Superintendent of Schools shall notify, in writing, the Association President and post in all school buildings a list of the vacancies which shall occur during the school year.
- C. At the same time the Board of Education may reserve the right to assign a candidate to a position where the Board feels that the candidate is most qualified to perform in keeping with that candidate's background, experience and certification.
- D. If at any time during employment, the staff member or the administration feels that a change or transfer to another class, age level, grade, position, school or building is in the best interest of the students, program, or the district, then a consultation will be held between the staff member and the administration to discuss the situation.
- E. Normally, all extra duties shall be posted on the bulletin boards of the main office in each school for a minimum of two weeks, and a copy shall be transmitted to the Association president.

ARTICLE VII

SALARIES

A. Employee Salary Guides

1. The salaries of all employees covered by this Agreement are set forth in the following salary schedules:
  - A. Certificated Staff/Cafeteria Manager
  - B. Teacher/School/Cafeteria Aides
  - C. Physical Therapy/Occupational Therapy Assistants  
Assistant to the Media Specialists
  - D. Administrative Secretaries
  - E. General Secretaries
  - F. Clerk/Typist
  - G. Bus Drivers
  - H. Bus Aides
  - I. Custodial
  - J. Maintenance
  - K. Mechanic
  - L. Teacher/School/Bus Aide - Day Training
  - M. Teacher/School/Bus Aide/EMT - Day Training
  - N. Bus Driver/Cafeteria Aide
2. Effective July 1, 1992, salaries will be paid every other Thursday in accordance with the appropriate ten (10) and twelve (12) month contracts. If a payday falls on a Saturday, Sunday or during a holiday, paychecks shall be issued on the last working day prior to the weekend or holiday.
3. Each employee shall be placed on his/her proper step of the appropriate salary schedule as of the beginning of each school year. Any staff member employed prior to February 1 of any school year shall be given full credit for one (1) year of service toward the next increment step for the following year depending upon a satisfactory annual written performance evaluation for the year.
4. Beginning July 1, 1988, the Board may grant up to eight years for outside experience.

5. \* "18A:29-14", Withholding increments; causes; notice of appeals.  
"Any Board of Education may withhold, for inefficiency or other good cause the employment increment, or the adjustment increment or both of any member in any year by a recorded roll call majority vote of the full membership of the Board of Education. It shall be the duty of the Board of Education, within ten (10) days, to give written notice of such action together with the reasons therefore, to the member concerned. The member may appeal from such action to the Commissioner under rules prescribed by the Commissioner. The Commissioner shall consider such appeal and shall either affirm the action by the Board of Education or direct that the increments be paid. The Commissioner may designate an Assistant Commissioner of Education to act in his/her place with full powers on such appeals. It shall not be mandatory upon the Board of Education to pay any such denied increment in any future year as an adjustment increment."

"Amended by L.1968, c. 295,s 13, eff. Sept. 9, 1968."

\* This section is cited for informational purposes only.

ARTICLE VIII

WORK YEAR

A. Ten month contracts

1. A ten (10) month contract is from September 1 of a given year to June 30 of the next year. It must cover a period of 180 days for students that school must be open, spread out over a period of ten (10) months, and 183 days for all ten (10) month employees.

B. Twelve month contracts

1. A twelve (12) month contract is from July 1st of a given year to June 30th of the next year. Twelve (12) month contracts will consist of:
  - a. 240 days for maintenance/custodial employees. One maintenance/custodial worker per day will work during the NJEA convention break. Service on such days will be rotated from year to year. Any additional workers needed for an emergency will be recalled and shall be compensated at time and a half. Advance notice of required work days shall be provided to all maintenance/custodial workers.
  - b. 237 days for all other certificated and non-certificated 12 month employees. Those employees receiving at least (20) vacation days as of June 30, 1987 shall be guaranteed twenty (20) vacation days. Employees hired after June 30, 1987 shall receive vacation according to Article (XVII) - Vacations.
  - c. 235 days for Day Training employees inclusive of four (4) inservice days. Those employees receiving at least twenty (20) vacation days as of June 30, 1987, shall be guaranteed at least twenty (20) vacation days. Employees hired after June 30, 1987 shall receive vacation according to Article (XVII) - Vacations.
  - d. 240 days for mechanics. Advance notice of required work days shall be provided to all mechanics. Mechanics shall not be required to work during the NJEA convention unless an emergency exists. Any day worked during the NJEA convention shall not be considered as part of the 240 day work year and shall be compensated for as overtime.

2. Any modification of a twelve (12) month contract must be approved by the Superintendent of Schools and the Board of Education, with the benefits, holidays and salary to be pro-rated accordingly.
3. Custodial/Maintenance staff will not be required to make up time when sent home due to weather or other emergencies.

C. Summer Contracts

1. Summer contracts are issued to specific categories and numbers of ten (10) month employees who are needed during the summer months when special programs are in operation.
2. Summer contracts that are issued to ten (10) month employees shall be based on a student need and programmatic basis.
3. Summer contracts issued to bus drivers and aides shall be issued on a seniority basis with salaries paid on a per diem rate of the salary paid during the employee's 10 month contract for the current fiscal year.
4. The summer salary for a ten (10) month employee shall be determined by multiplying that employee's per diem rate of pay for the current fiscal year by the number of days contracted for the summer.
5. The per diem rate of pay is determined by dividing the ten month employee's yearly salary by 200.
6. Where no specific category and/or certification is required, seniority shall prevail.
7. Summer employees who work 11-21 days inclusive shall receive one (1) sick day and one-half (1/2) personal day. Those who work 22 days and above shall receive two (2) sick days and one (1) personal day.
8. Pay days for summer work shall be every other Thursday.



ARTICLE IX

WORK DAY - WORK WEEK - OVERTIME

A. The work day will be defined as follows:

1. 6.5 hours for certificated staff, assistant to media specialist, and teacher/school/cafeteria aides. Normally, certified staff and teacher/school aides shall be guaranteed a duty free lunch at least as long as the time afforded students, but not to exceed 30 minutes. In cases where the special needs of the students preclude a certified staff member or teacher/school/cafeteria aide from having a duty free lunch, he/she may leave early or arrive late as determined after consultation with the appropriate administrator, as compensation for lost time.
2. 7.5 hours for secretaries, to include a duty-free half hour unpaid lunch period.
3. 8 hours for maintenance/custodial workers to include a duty-free paid half hour meal period.
4. 8.5 hours for bus drivers, bus aides, mechanics and bus driver/cafeteria aide, and includes a duty-free 30 minute unpaid lunch period.
5. 8 hours for teacher/school/bus/cafeteria aides/EMT.

B. The work week will be defined as follows:

1. Certificated staff, assistant to media specialist and teacher/school/cafeteria aides - five (5) consecutive work days comprised of thirty-two and one half (32.5) hours.
2. Secretaries - five (5) consecutive work days comprised of thirty-five (35) hours
3. Maintenance/custodial - five (5) consecutive work days comprised of forty (40) hours
4. Bus drivers/bus aides, mechanics, bus driver/cafeteria aide - five (5) consecutive work days comprised of forty (40) hours.
5. Teacher/school/bus/cafeteria aides/EMT - five (5) consecutive work days comprised of forty (40) hours.

- C. There will be extra compensation for extra duties for certificated staff, assistant to media specialist and teacher/school/cafeteria aides beyond the 6.5 hour day and a job description will be in place prior to negotiating stipends for such extra duties and the assumption of those duties.
- D. Overtime will be calculated at the end of the employee's regular work week in the following manner:
1. Secretaries - after thirty-five (35) hours
  2. Bus drivers/aides, mechanics, bus drivers/cafeteria aides - after forty (40) hours
  3. Maintenance/custodial personnel - after forty (40) hours.
  4. Teacher/school/bus/cafeteria aides/EMT - after forty (40) hours.
- Overtime is to be paid in dollars unless, by mutual agreement, compensatory time is used.
- E. Employees will be required to attend staff meetings as designated by building principals or appropriate supervisors. A written agenda will be posted prior to all meetings and notification given to staff members who need to be in attendance.
- F. All secretaries are entitled to two (2) ten minute breaks each day; one in the morning and one in the afternoon at a time convenient to work routine, as approved by their immediate supervisor.
- G. Secretaries summer working hours will begin the first Monday after school closes for the year. Summer working hours will be established at the discretion of their immediate supervisor and with the approval of the Superintendent within the following time frames:
- 8:30 a.m. to 3:00 p.m. with 1/2 hour per lunch period
- or
- 9:00 a.m. to 3:30 p.m. with 1/2 hour per lunch period
- Other arrangements may be made in accordance with the programs in operation during the summer session.

ARTICLE X

EVALUATION PROCEDURES

A. General Provisions

1. Written evaluation policies, job descriptions and performance objectives, where applicable, adopted by the Special Services Board of Education will be distributed to all staff members prior to the opening of school in September.
2. Following the distribution of the written evaluation policies, job descriptions and performance objectives, where applicable, the Superintendent of Schools shall review the aforementioned orally with the staff members, prior to the opening of school in September.
3. Persons authorized to supervise staff members in the Special Services School District will be listed and designated by the Superintendent of Schools. Copies of this will be distributed to all staff members annually.
4. All monitoring or observation of the work performance of an employee shall be conducted openly and with the full knowledge of the employee. The use of public address, audio systems, and similar devices shall be with full knowledge of the employee before such use.
5. The observations, evaluations, and conferences will serve to identify strengths and deficiencies with a view to providing assistance and improving the employee's competence.
6. The signed evaluation will also serve a basis for recommendations regarding reemployment.
7. An employee shall be given a copy of any evaluation report prepared by the evaluator and shall have a conference with that evaluator within ten (10) days after such evaluation.

8. An employee's disclaimer of evaluation must be made in writing, within 10 days of the conference, copies of which will be attached to each party's copy, and submitted to the Board of Education at the next Board meeting.
9. No evaluation report shall be submitted to the central office, placed in the employee's file or otherwise acted upon without the employee having prior knowledge of the contents of the report. An attached form shall be available for employee response. No employee shall be required to sign a blank or incomplete form.

B. Teachers

1. All nontenured teachers shall be evaluated not less than three times each school year by appropriately certified members of the District administration. These will be evenly spaced throughout the year.
2. All tenured teachers shall be evaluated not less than one time a school year by appropriately certified members of the District administration.
3. Observations shall be made by appropriately certified members of the District administration.
4. Observations shall cover at least one class period in the Alternative School and Middle School at least one complete subject lesson in Ocean Academy.

C. Personnel Files

1. An employee shall have the right, upon request, to review the contents of his/her personnel file. The employee must give reasonable notice, and no more than three (3) employees in any one (1) day shall avail themselves of the right granted herein. Under no condition shall any materials be removed by the employee from his/her personnel file. An employee shall be permitted to have reproduced all materials in his/her personnel file.
2. The Board shall not establish any separate personnel file which is not available for the employee's inspection.

3. The Board agrees to protect the confidentiality of personal references, credentials, and other similar documents.
4. With the exception of a continuing grievance or other such matter, final evaluation of an employee upon termination of his/her employment shall be concluded prior to severance, and no documents and/or other material shall be placed in the personnel file of such employee after severance or otherwise than in accordance with the procedure set forth in this Article.
5. No material derogatory to an employee's conduct, service, character or personality shall be placed in his/her personnel file unless the employee has had an 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 employee shall also have the right to submit a written answer to such material and that answer shall be reviewed by the Evaluator and attached to the file copy.

ARTICLE XI

HEALTH BENEFITS

A. New Jersey State Health Benefits Program

1. Blue Cross (Hospital Costs) and Blue Shield (Medical-Surgical) Plan of N.J. with "Extended Basic Outpatient Benefits" and "Extended Basic Benefits known as Rider 'J' are underwritten by the Board of Education.
2. Major Medical Insurance - Supplements to the Basic Plan of Blue Cross and Blue Shield to provide a greater measure of health protection is underwritten by the Prudential Insurance Company of America with premiums paid by the Board of Education.

B. New Jersey Dental Service Plan

The Board shall continue to provide the New Jersey Dental Plan III-A for the employee and dependents, designated as: one party, two party or three party. The Board agrees to pay for the total yearly premiums for the aforementioned plans.

1. All present and future employees will become eligible for dental benefits on the first day of the month following two full months of continuous full-time employment with a minimum of 20 hours per week.
2. Orthodontic benefits shall be provided under the "Ortho I Rider/Third Party Coverage".

C. Prescription Plan

A prescription plan with the Hospital Plan of New Jersey (New Jersey Blue Cross) will continue to be in effect for the life of this contract with the following provisions:

1. There will be a \$2.00 co-pay with contraceptives.
2. The single employee, family or parent and child plan will be in effect.

D. Washington National Disability Insurance

The Board shall provide a premium payment to each eligible employee in the amount of \$150 for 1990-91, \$175 for 1991-92 and \$200 for 1992-93. Any additional premium costs shall be borne by the employee and shall be deducted in equal bi-weekly payroll deductions. Premium payments for new hires will be prorated according to effective enrollment date.

E. The Board of Education at its option may change carriers providing health insurance, providing there has been 90 day notification to the Staff Association prior to a change in carrier or method of administration. This notification will include specifications of benefit levels which shall be equal to or better than those prior to any change.

ARTICLE XII

TEMPORARY LEAVES

It is recognized that while the following leaves are available when necessary, the typical employee will not expect to take every possible leave day.

Employees shall be entitled to the following accumulative and non-accumulative leaves of absence with full pay each school year:

A. Sick Leave

1. Accumulative

All employees shall be entitled to ten (10) sick leave days each school year, as of the first official day of the school year, whether or not they report for duty on that day. All twelve (12) month contracts entitle an employee to twelve (12) sick leave days. Ten month employees who are employed for the Summer Session will receive sick leave days in accordance with Article VIII, C-7. Unused sick leave days shall be accumulated from year to year with no maximum limit.

2. Notification of Accumulation

Annually, employees shall be given a written accounting of accumulated sick leave days by category. This information will be included with the first paycheck in September.



3. Accumulated Sick Leave

All employees shall be reimbursed for unused sick leave upon retirement, leaving the district, or death, after 15 years service to the district on the following basis:

- a. 1990/91 - \$35 per day with a \$4,500 cap
- b. 1991/92 - \$37.50 per day with a \$4,500 cap
- c. 1992/93 - \$40 per day with a \$5,000 cap

B. Personal Leave Days<sup>1</sup>

Each employee shall receive up to three (3) days for 10 month employees, and up to four (4) days for 12 month employees. Summer employees shall receive personal leave in accordance with Article VIII, section C-7. Personal leave shall be for the purpose of meeting a need which cannot otherwise be met outside the regular school day. Personal days shall not be used to extend holidays or vacations, but shall be used for business, legal, household or family matters, or observance of religious days. Notwithstanding anything hereinabove set forth, unused personal days remaining at the conclusion of the school year shall be converted to sick days, which shall be accumulated in a special sick leave bank for each employee. Said days may be utilized by employees after said employee has utilized ordinary sick leave for a minimum of ten (10) consecutive days. An employee must have worked one (1) full year in the district before being eligible to use the special sick leave bank.

C. Legal Proceedings

Time necessary for appearances in any legal proceeding connected with the employee's employment or with the school system or in any other legal proceeding if the employee is required by law to attend.

D. Funeral Leave

Up to five (5) days at any one time in the event of death or critical illness of an employee's spouse, child, parent, brother, sister, in-laws, or a member of an employee's immediate household. Employees shall be granted up to two (2) days in the event of a death of any employee's relative outside the immediate family defined above. An employee may request, via the Superintendent, one day of leave for the death of a close friend, but said request is subject to denial in accordance with the needs of the school system.

E. Association Leave

Up to two (2) days per year for official representatives of the Association to attend conferences, workshops, or conventions provided the Association pay the Board the salaries of substitutes needed to cover absence of said representatives. No more than two representatives at any one time shall be granted leave.

F. Miscellaneous

At no time shall building principals/directors approve temporary leaves of absence for more than two (2) staff persons on any one day, or have different staff members on temporary leaves of absence more than three (3) days in succession. The above refers to two staff persons per each school/department -- Preschool, Ocean Academy, Middle School, Alternative School.

Footnote (1): The Personal Day/Temporary Leave Form is attached as Appendix C for informational purposes only.

ARTICLE XIII

EXTENDED LEAVES OF ABSENCE<sup>1</sup>

A. Medical Disability Leave

Due to a medical disability which is substantiated by a certificate from a medical doctor, an employee shall be granted an extended leave of absence without pay; however, the Board shall have the right to have the employee examined by a physician of the Board's choosing, at the Board's expense, to ascertain whether the employee is medically disabled. Following any difference of medical opinion between the Board's physician and the employee's physician, the Board may request expert consultation in which case a medical society shall appoint an impartial third physician who shall examine the employee and whose medical opinion shall be conclusive and binding on the issue of medical capacity to continue in his or her job, which opinion shall also be nongrievable. The expense of any examination by an impartial third physician under this paragraph shall be shared equally by the employee and the Board. During the period of the employee's personal medical disability, accumulated sick leave benefits shall be paid until such benefits are exhausted or the personal medical disability has terminated.

Upon exhaustion of all paid sick leave, medical benefits, as defined in Article XI herein shall be terminated. However, the employee may elect to retain said benefits by reimbursing the Board of Education on a monthly basis provided such reimbursement is allowable under the Master Policy. Employee reimbursement shall commence on the first day of the month following the exhaustion of said paid sick leave benefits, to a maximum of one year, so as to continue group rate premiums. If the employee does not elect to retain said benefits, those medical benefits shall expire according to the master policy(s) then in effect.

1. The Board retains the right to place an employee on medical disability leave for any one of the following reasons:
  - (a) Whenever the employee's physical condition adversely affects his or her ability to continue to function effectively in his or her job.

- (b) The physical condition or capacity is such that the employee's health would be impaired if permitted to continue in his or her job, and if:
- (1) the employee fails to produce a certificate from a medical doctor stating that he or she is medically able to continue in his or her job, or
  - (2) the Board of Education's physician certifies that said employee cannot continue in his or her job,
  - (3) following any difference of medical opinion between the Board physician and the employee's physician, the Board requests expert consultation in which case a medical society shall appoint an impartial third physician who shall examine the employee and whose medical opinion shall be conclusive and binding on the issue of medical capacity to continue in his or her job, which opinion shall be non-grievable. The expense of any examination by an impartial third physician under this paragraph shall be shared equally by the employee and the Board.
2. When the seeking of an extended leave of absence for medical disability can be anticipated, an employee shall file a written request for such leave with the Superintendent within thirty (30) days from the time the employee knew of the necessity of taking the medical leave. Said request shall indicate the anticipated date on which said leave is to commence and the anticipated date on which the said leave is to terminate (if able to ascertain with reason). Written request shall indicate the anticipated plans of the employee upon termination of the medical disability leave as to his or her returning to work, resigning, retiring, or applying for another type of leave.

3. The board need not grant nor extend the leave of absence of any employee beyond the end of the contract school year which the leave is obtained. An employee returning from a medical disability leave shall be entitled to all benefits to which said employee was entitled at the time leave commenced.
4. The date of requested return from medical disability leave may be adjusted by the Board to commence in January or September or any other natural break in time which the Board deems in keeping with the educational needs of the school.
5. An employee may make application to the Board for a child rearing leave of absence for a period of up to one year. Said application shall be made to the Superintendent at least ninety calendar days prior to the commencement of the child rearing leave. The date of requested return may be adjusted by the Board to commence in January or September or any other natural break time which the Board deems in keeping with the educational needs of the system, and may preclude the one year time period cited above.  
Said child rearing leave shall be without pay. The Board of Education Secretary shall, upon request, provide the employee with the necessary information in order that the employee can take over the payments of insurance premiums and notify the proper persons and agencies of said leave.

B. Family Sick Leave

A leave of absence of up to one (1) year without pay may, at the Board's discretion, be granted for the purpose of caring for a sick member of the employee's immediate family. Additional leaves may be granted at the discretion of the Board.

C. Sabbatical Leaves

1. A sabbatical leave may be granted to a certificated employee or teacher/school aide by the Board of Education for study, or for other reasons of value to the school system. For purposes of this section the term "certified" is as defined in Title 18A.



2. Sabbatical leave may be granted subject to the following conditions:
    - a. Applications for sabbaticals shall be submitted by the applicants and acted upon by the Board of Education.
    - b. Requests for sabbaticals shall be submitted in writing to the Superintendent no later than January 31; and acted upon no later than March 15.
    - c. Employee's must have completed at least six (6) consecutive years of service under contract to the Board of Education in order to apply.
    - d. The applicant receiving a sabbatical will agree in writing to return to the service of the district for a period of two (2) years following the completion of the sabbatical and will execute a promissory note to return all money if the applicant does not return to the district for the two year time period specified above.
    - e. An employee on sabbatical shall receive the following benefits:
      - 1) Medical Benefits to be included:
        - (a) Blue Cross/Blue Shield, Rider "J", Major Medical Insurance
        - (b) Dental Program
        - (c) Prescription Plan
        - (d) Washington National
      - 2) One (1) year's advancement on the negotiated salary guide upon return from sabbatical leave
      - 3) Addition of one (1) year upon return for the purpose of seniority and longevity
- In addition to the benefits listed above, an employee on sabbatical for one (1) year shall receive fifty (50) percent of the entitled salary rate; or shall receive one hundred (100) percent of the entitled salary rate for one-half year sabbatical.
- f. No more than two (2) sabbatical leaves may be granted per year.

- g. The main purpose of a sabbatical leave is to encourage the professional growth of a staff member.
  - h. Decisions to grant sabbatical leaves will be made by the Board of Education based upon each staff member's years of experience in the district, the staff member's goal(s) and objective(s) for using a sabbatical leave, and the contribution that the staff member can make to the district upon return from the sabbatical leave.
- D. Nothing herein contained shall be construed to require the Board to grant tenure to any non-tenured employee who would not have been granted tenure in the absence of this provision or to offer a new contract for a new school year to any non-tenured employee who would not have been offered such a contract in the absence of this provision.
- E. Leaves granted under this article shall count toward increment credit provided an employee has worked at least one-half (1/2) his/her contracted work year including orientation, professional and NJEA convention days during that work year.
- F. Other leaves of absence without pay may be granted by the Board at its sole discretion.

Footnote (1): The Entended Leave of Absence Form is attached as Appendix D for informational purposes only



ARTICLE XIV

PROFESSIONAL MEETINGS, WORKSHOPS/CONFERENCES<sup>1</sup>

A. Board Initiated

1. From time to time during the school year staff members may be asked by the Board or any agent thereof, to attend an educational workshop, meeting or conference that will be beneficial to the staff members and the school district.
2. The Board of Education will reimburse the staff members for all documented expenses decided upon by both parties prior to attendance.
3. If college credits are given at the workshop, conference, or professional meeting, such credits may be utilized for horizontal placement on the salary guide, provided, however, such credits are recognized by The New Jersey State Board of Education.

B. Staff Initiated

1. Up to three (3) professional days shall be granted to each employee for the purpose of professional/technical improvement that may involve visiting other schools or attending meetings, workshops, or conferences of an educational/technical nature with prior approval of the employee's principal/director/coordinator, the Superintendent, and the Board of Education. These days may be used towards an employee's annual professional improvement obligation, if applicable.

2. Employees who wish to attend professional/technical meetings, workshops, or conferences designed towards professional/technical improvement or the imparting of professional/technical knowledge to those in attendance shall follow the steps listed below:
  - a. Complete the request form for Professional/Technical Improvement Experience found in the office of the employee's immediate supervisor or principal.
  - b. Return the form to the immediate supervisor or principal in order to secure permission to attend. Permission shall be granted, pending Board approval, if the dates to attend a professional/technical meeting do not interfere with any school activities.
  - c. The request form shall then be forwarded to the Superintendent of Schools no later than five (5) working days prior to the next regularly scheduled Board meeting in order to be placed on the agenda for approval by the Board of Education. Timelines may be waived at the discretion of the Superintendent on a case by case basis.
  - d. The staff member planning to attend a professional/technical meeting, workshop or conference should make arrangements to pay all expenses in advance.
  - e. Following approval by the Board of Education, and following attendance at the professional/technical meeting, workshop or conference, a voucher shall be submitted immediately upon returning from the said professional/technical meeting, workshop or conference with all receipts of expenses attached. The voucher shall be submitted in accordance with the Board of Education timetable for approval by the first Tuesday of every month.

- f. The Board of Education shall reimburse a staff member 50% for all costs incurred to attend a professional/technical meeting, workshop or conference.
- g. If college credits are given at workshops, conferences or professional/technical meetings, such credits may be utilized for horizontal advancement on the salary guide, providing, however, such credits are recognized by the New Jersey State Board of Education.
- h. To receive credit for horizontal advancement, the employee may only attend a workshop, conference or professional/technical meeting in his/her assigned field of employment or a related field, and the workshop, conference or professional/technical meeting must be approved by the Superintendent before the meeting is attended by the employee. At the close of the workshop, conference or professional/technical meeting, proof of the credit earned must be submitted to the Superintendent.
- i. Prior approval by the Board of Education is required before any staff member attends a professional/technical meeting, workshop or conference. Immediate supervisors, principals and the Superintendent are not authorized to approve reimbursement.

Footnote (1): The request form is attached as Appendix E for informational purposes only.

ARTICLE XV

EDUCATIONAL IMPROVEMENT

A. Tuition Reimbursement

1. The Board will reimburse each employee for tuition only up to a maximum of \$625 for the 1990-91 school year, \$650 for the 1991-92 school year and \$675 for the 1992-93 school year. Tuition reimbursement shall be available for all employees of the bargaining unit. A year includes the time between July 1 and June 30. When the employee submits the bill after the course or courses have been successfully completed, the employee must be under contract and have full intention to continue in the Special Services School District.
  2. The course or courses must be in the field of the employee's assignment or a related field and must be approved by the Superintendent on the appropriate form before the course is taken by the employee. At the close of the course, proof of the credit earned must be submitted to the Superintendent.
  3. New Jersey State Department of Education criteria on credits given for college courses shall be used to determine horizontal advancement on the salary guides and reimbursement for college credits when staff members take courses under the provisions of this Article.
- B. This action is intended to be an encouragement to employees to improve in their field or to meet the requirement for proper certification but it is not to be construed that the Board of Education sponsors the courses taken. This matter is entirely an employee responsibility.

ARTICLE XVI

TEACHER EMPLOYMENT

A. Qualifications

It shall be the policy of the Board of Education to employ on the instructional staff, only those persons who hold at least a Bachelor's Degree with an academic major in an appropriate subject/field and an acceptable State Teacher's Certificate. Persons appointed to the administrative and supervisory staff shall hold a least a Master's Degree with majors in the appropriate fields.

B. Certification

1. All instructional personnel shall have teaching certificates, duly recorded with the Superintendent of Schools, that legally qualify them for the work to which they are assigned.
2. All instructional personnel must have a Bachelor's Degree secured in an institution of higher education approved for teacher training by the State certification authority, or all instructional personnel who do not have degrees shall carry on a reasonable program of study toward the attainment of valid undergraduate degrees.
3. All instructional personnel are expected to keep themselves informed of essential instructional improvement through professional study, group discussions, school visitations and travel. (Refer to Article XIV and XV.)

- C. Each teacher shall be placed on the appropriate step of the salary schedule in accordance with paragraph (1) below:
1. Credit up to the fifth (5th) step of any salary level on the Salary Schedule shall be given, and beginning July 1, 1988, credit up to the eighth step may be given for previous outside teaching experience in a duly accredited school upon initial employment. Additional credit may not exceed four (4) years for military experience or alternative civilian service required by the Selective Service System. Credit may not exceed two (2) years for Peace Corps., VISTA or National Teacher Corps. Credit for work and time spent on a Fulbright Scholarship shall be given upon initial employment.
- D. Teachers shall be notified in writing, of their contracts and salary status for the ensuing year no later than April 30.
- E. Contracts given to teachers in each of their first three years shall be known as probationary contracts. Either party may terminate the contract upon sixty (60) days' written notice.
- F. Teachers under contract with the Board, but without permanent certificates, may be given contracts on a yearly basis until they meet the requirements for a tenure contract.
- G. Dismissal procedures of teachers under tenure shall be that prescribed by the State.
- H. The use of (a) classroom aide(s), other than as (a) supervised assistant(s), shall not be accepted as (a) viable substitute(s) for certified teacher(s) in instructional situation(s) unless said aide(s) hold(s) (a) Cape May County Substitute Certificate(s).

ARTICLE XVII

VACATIONS

Except as cited in Article VIII, B-1,b and B-1,c, vacations shall be granted to 12 month employees only and shall be based upon the following:

1. After the first full year of contractual employment, five (5) working days.
2. From the completion of the second year of continuous employment to the completion of the fourth year, ten (10) working days.
3. From the completion of the fifth (5th) year of continuous employment to the completion of the ninth (9th) year, fifteen(15) working days.
4. From the completion of the tenth (10th) year of continuous employment and every year thereafter, twenty (20) working days.
5. All vacation time is to be taken in agreement with the employee's immediate supervisor and the Superintendent of Schools.
6. In the event that two or more employees request the same vacation time, and all other factors are equal pursuant to section 5 above, seniority shall prevail.
7. Where applicable, the last week of vacation for those secretaries entitled to receive three or four weeks vacation may be taken during the winter session when school is in progress with prior approval from their immediate supervisor and authorization from the Superintendent of Schools and Board of Education. This week of vacation may not be taken at a time when grant proposals, state reports or monitoring by state officials will be in effect.

ARTICLE XVIII

FULLY BARGAINED PROVISIONS

This Agreement represents and incorporates the complete and final understanding and settlement by the parties on all bargainable issues which were or could have been the subject of negotiations. During the term of this Agreement, neither party will 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 signed this Agreement.



ARTICLE XIX

MISCELLANEOUS PROVISIONS

- A. The Board reserves to itself sole jurisdiction and authority over matters of policy and retains the right, subject only to the limitations imposed by the language of this Agreement, in accordance with applicable laws and regulations
- (a) to direct employee of the school district,
  - (b) to hire, rehire, promote, transfer, assign, or retain employees in positions in the school district, and for just cause to suspend, demote, discharge or take any other disciplinary action against employees,
  - (c) to maintain efficiency of school district operations entrusted to them,
  - (d) take whatever actions that may be necessary to accomplish the mission of school district in situations of emergency.
- B. It is understood by all parties, that under the courts of New Jersey and the State Commissioner of Education, the Board of Education is forbidden to waive any rights or powers granted it by law.
- C. Employees shall not be required to drive students to activities which take place away from the school building. An employee may do so voluntarily, however, with the advance approval of his/her principal or immediate supervisor. He/she shall be compensated at the established rate of reimbursement per mile for the use of his/her automobile if prior approval is granted by the administration under the following conditions:

1. Any staff member may transport a handicapped pupil in a private vehicle on a temporary basis providing the County Superintendent knows of the situation and the temporary transportation is mentioned in the student's I.E.P. The Bill A687 authorizes temporary transportation without the vehicle being equipped as a small school bus.
2. A staff member transporting a pupil on a temporary basis must first secure permission from the Superintendent of Schools to do so. All persons transporting students must have adequate liability insurance. In the event of an accident a staff member's own insurance policy constitutes primary coverage and the Special Services School District's insurance provides liability insurance against bodily injury and property damage only. There is no coverage for the staff member's vehicle.

D. Aides Acting as Substitute Teachers

Any aide or assistant media specialist who holds a Cape May County substitute teacher's certificate and is called upon to substitute for a professional staff member shall be reimbursed, in addition to his/her per diem rate, \$25 for the 1990-91 school year, \$27.50 for the 1991-92 school year and \$30 for the 1992-93 school year.

- E. If any provision of this Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.
- F. Any individual contract between the Board and an individual employee, heretofore or hereafter executed, shall be subject to and consistent with the terms and conditions of this Agreement. If an individual contract contains any language inconsistent with this Agreement, this Agreement, during its duration, shall be controlling.

G. Copies of this Agreement shall be presented by the Superintendent to all employees now employed or hereafter employed by the Board. The cost of printing and distributing copies of this agreement will be shared equally by the Board of Education and the Staff Association.

H. The Board agrees to deduct from the salary of each employee who joins, dues for the Special Services School Staff Association, the Cape May County Education Association, the New Jersey Education Association, and the National Education Association. Said monies shall be transmitted as directed by the employee.

I. Mileage Reimbursement

The Board of Education will reimburse staff members for using their automobiles while conducting school business at the rate of twenty one (21) cents per mile for the 1990-93 school years. Tolls will also be reimbursed when a receipt is submitted. Prior approval from the administration is necessary for authorization to use private vehicles for school business.

J. Licenses

Costs for maintaining state licensure or other fees shall be borne by the Board as listed:

1. Black seal license fees for those designated by the Superintendent
2. Fees for fingerprinting and bus driver renewal
3. Certification fees for life saving
4. Fees for training in cardiopulmonary resuscitation (CPR) and first aid as designated by the Superintendent

- K. Transportation personnel, where applicable, shall be provided with:
1. buses with seat belts scaled to fit students being transported
  2. appropriate waiting facilities
  3. lavatory facilities
  4. a person or persons to contact in case of emergencies during the working day
  5. first-aid instructions and CPR instructions
  6. ongoing and timely instruction by appropriately qualified personnel for handling students with special needs
- L. The Board and Administration agree there shall be no discrimination, and that all practices, procedures, and policies of the school system shall clearly exemplify that there is no discrimination in the hiring, training, assignment, promotion, transfer, or discipline of employees or in the application or administration of the school on the basis of race, creed, color, religion, national origin, sex, domicile, or marital status.
- M. Bus drivers may be awarded bus routes based on seniority.

Footnote (1): The Request for Approved Mileage Form is attached as Appendix F for informational purposes only

ARTICLE XX

EXTRA PAY FOR EXTRA DUTIES

	<u>1990-91</u>	<u>1991-92</u>	<u>1992-93</u>
A. Bus Mechanic	\$20/hour	\$21/hour	\$22/hour
B. Special Olympics Coordinator	\$1,600	\$1,700	\$1,800
C. Special Olympics Asst. Coordinator	\$ 800	\$ 850	\$ 900
D. Attendance Office	\$2,600	\$2,700	\$2,800
E. District Computer Coordinator	\$3,600	\$3,700	\$3,800
F. District Publications Coordinator	\$1,500	\$1,600	\$1,700
G. School Newsletter Editor	\$1,000	\$1,100	\$1,200
H. Printer	----- hourly per diem rate -----		
I. Special Olympics and Tournament of Champions volunteers will be paid their per diem rate only with prior approval by the Superintendent.			

ARTICLE XXI

DURATION

The Articles set forth in this Agreement have been approved by the Special Services School District Board of Education and ratified by the Staff Association of the Special Services School District. The signatures affixed confirm this agreement for the school years beginning July 1, 1990 and continuing through June 30, 1993.

DATE: October 15, 1991

Margaret C. Kelly  
Margaret Kelly  
President  
Staff Association

Thomas C. Whittington  
Thomas C. Whittington  
President  
Special Services Bd. of Ed.

Justin S. Sirocki  
Member  
Staff Association

G. Loy Ehlers  
G. Loy Ehlers  
Superintendent of Schools

ARTICLE XXI

DURATION

The Articles set forth in this Agreement have been approved by the Special Services School District Board of Education and ratified by the Staff Association of the Special Services School District. The signatures affixed confirm this agreement for the school years beginning July 1, 1990 and continuing through June 30, 1993.

DATE: \_\_\_\_\_

\_\_\_\_\_  
Margaret Kelly  
President  
Staff Association

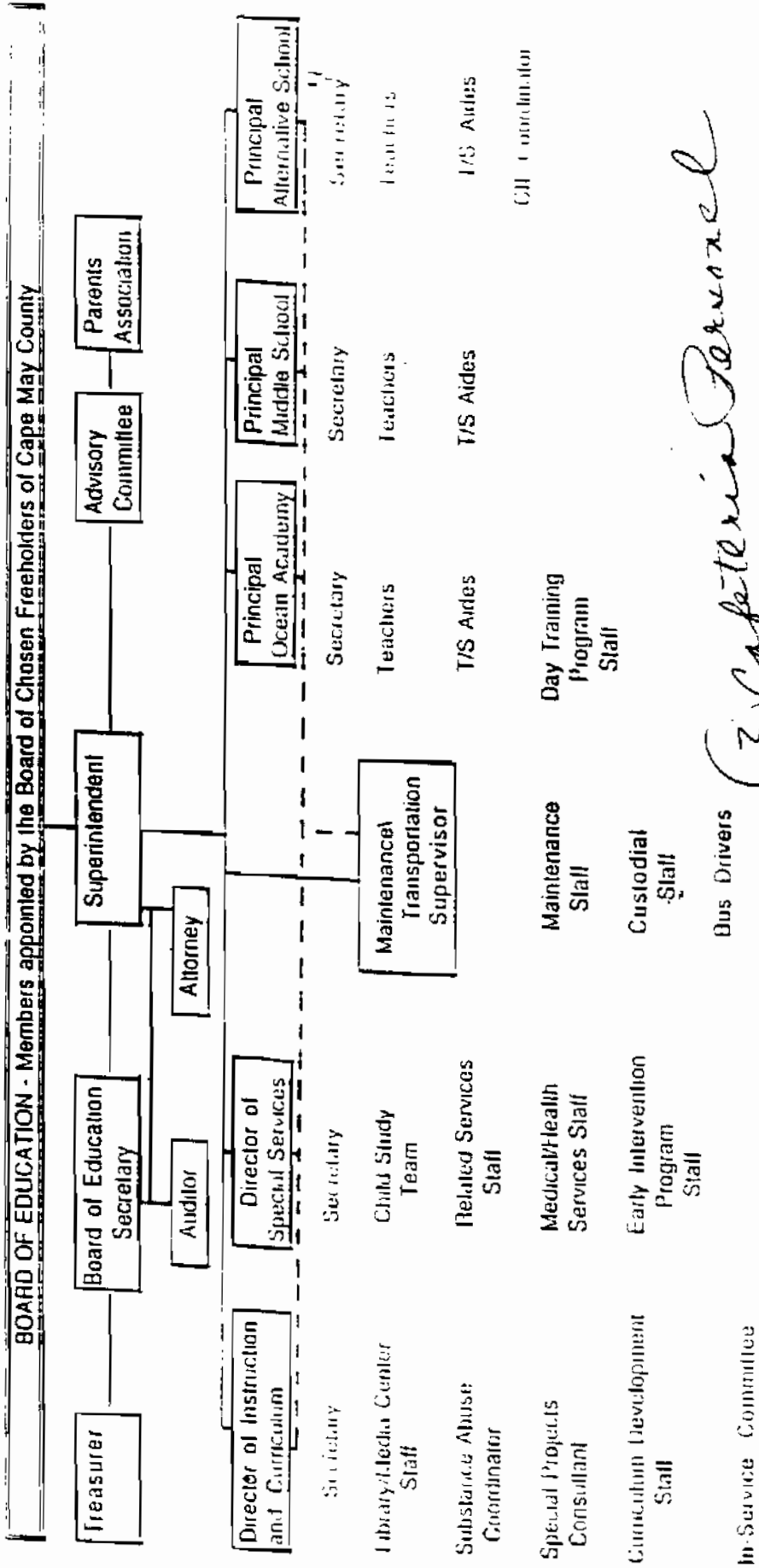
\_\_\_\_\_  
Thomas C. Whittington  
President  
Special Services Bd. of Ed.

\_\_\_\_\_  
Member  
Staff Association

\_\_\_\_\_  
G. Loy Ehlers  
Superintendent of Schools

APPENDIX A

CAPE MAY COUNTY SCHOOLS FOR SPECIAL SERVICES  
CREST HAVEN ROAD



Submitted July 1, 1988  
Adopted July 19, 1988

*(?) Cafeteria Personnel*

Bus Drivers  
Bus Aides  
Bus Mechanic

In-Service Committee

Coordinator



CAPE MAY COUNTY SCHOOLS  
For SPECIAL SERVICES  
Ocean Academy / Middle School / Alternative School

GRIEVANCE FORM

APPENDIX B

Grievance No. \_\_\_\_\_  
Attach all documents

Grievant's Name \_\_\_\_\_

Work Location \_\_\_\_\_

Appropriately certified administrative person \_\_\_\_\_

Contract article(s) alleged to have been violated \_\_\_\_\_

Date of occurrence of alleged violation(s) \_\_\_\_\_

STEP I-Date of verbal discussion \_\_\_\_\_  
(within 15 working days of alleged violation(s))

Description of violation(s) \_\_\_\_\_

Remedy/Remedies sought \_\_\_\_\_

I am not satisfied with the outcome of STEP I and wish to proceed to STEP II.

Grievant's signature \_\_\_\_\_ Date \_\_\_\_\_  
(within 5 working days of verbal discussion)

STEP II-Date received \_\_\_\_\_ Date answered \_\_\_\_\_ (within 7 working days)

Disposition: Denied \_\_\_\_\_ Granted \_\_\_\_\_

Reason(s) \_\_\_\_\_

Appropriately certified administrative person's signature \_\_\_\_\_ Date \_\_\_\_\_

I am not satisfied with the outcome of STEP II and wish to proceed to STEP III.

Grievant's signature \_\_\_\_\_ Date \_\_\_\_\_  
(within 5 working days of date received)

STEP III-Date received \_\_\_\_\_ Date answered \_\_\_\_\_ (within 5 working days)

Disposition: Denied \_\_\_\_\_ Granted \_\_\_\_\_

Reason \_\_\_\_\_

Superintendent's signature \_\_\_\_\_ Date \_\_\_\_\_

I am not satisfied with the outcome of STEP III and wish to proceed to STEP IV.

Grievant's signature \_\_\_\_\_ Date \_\_\_\_\_  
(within 5 working days)

STEP IV-Date received \_\_\_\_\_

Board hearing date \_\_\_\_\_ (within 35 calendar days)

Date answered \_\_\_\_\_ (within 10 working days of hearing)

Disposition: Denied \_\_\_\_\_ Granted \_\_\_\_\_

Reason \_\_\_\_\_

Grievance Committee  
Chairperson's signature \_\_\_\_\_ Date \_\_\_\_\_

The Grievant is not satisfied with the outcome of STEP IV and the Association wishes to proceed to arbitration. (within 10 working days)

ASSOCIATION PRESIDENT'S OR DESIGNATE'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

CAPE MAY COUNTY SCHOOLS  
for SPECIAL SERVICES  
Ocean Academy / Middle School / Alternative School

APPENDIX C

REQUEST FOR TEMPORARY LEAVE(s)  
(Must be on principal's desk 3 days prior to  
requested date, except for emergencies.)

Staff Member's Name \_\_\_\_\_

Date Requested for Temporary Leave \_\_\_\_\_

Reason for Personal Day - Check appropriate box.

Business or Legal \_\_\_\_\_

Religious \_\_\_\_\_

Household or Family \_\_\_\_\_

Other Leaves - Check appropriate box.

Critical Illness in Family/Household \_\_\_\_\_

Death in Family/Household \_\_\_\_\_

Death of a Relative \_\_\_\_\_

Death of a Close Friend \_\_\_\_\_

Legal Proceedings \_\_\_\_\_

Association Leave \_\_\_\_\_

\_\_\_\_\_  
Staff Member's Signature

\_\_\_\_\_  
Date

I approve the above request and verify that there will not be  
more than 2 (two) staff members absent from the building on  
the above date for personal or professional reasons.

\_\_\_\_\_  
Principal's/Director's Signature

\_\_\_\_\_  
Date

SEND DIRECTLY TO THE MAIN OFFICE FOR APPROVAL AND RECORDING.

\_\_\_\_\_  
Superintendent's Signature

Substitute for the day \_\_\_\_\_

NO PERSONAL DAY WILL BE APPROVED IMMEDIATELY BEFORE  
OR IMMEDIATELY AFTER A HOLIDAY SESSION.

EXTENDED LEAVE OF ABSENCE FORM

(Form must be in Superintendent's Office two (2) weeks prior to Board of Education Meeting)

Staff Member's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Reason for Extended Leave of Absence:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dates of Extended Leave Request:

From \_\_\_\_\_  
                    Day                    Month                    Date                    Year

To \_\_\_\_\_  
                    Day                    Month                    Date                    Year

Number of sick days being used \_\_\_\_\_ Number of bank days being used \_\_\_\_\_

Number of days without pay \_\_\_\_\_

Conditions of Extended Leave (if any):

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Staff Member's Signature

\_\_\_\_\_  
Superintendent's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

CAPE MAY COUNTY SCHOOLS FOR SPECIAL SERVICES  
Ocean Academy/Middle School/Alternative School

REQUEST FOR STAFF INITIATED  
PROFESSIONAL MEETINGS, WORKSHOPS, CONFERENCES

Name \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_

Building \_\_\_\_\_

I. Description of Experience Request: (Attach descriptive material including title of workshop, place, dates)

\_\_\_\_\_  
\_\_\_\_\_

II. Cost/Release Time Required: (Include travel cost and registration)

\_\_\_\_\_

III. Rationale for Request:

\_\_\_\_\_  
\_\_\_\_\_

IV. Professional Improvement Objectives:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_

V. Plan to Share Experience with Other Staff Members

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This form shall be forwarded to the Superintendent of Schools no later than five working days prior to the next regularly scheduled Board meeting.

Staff Member Signature \_\_\_\_\_

Approved \_\_\_\_\_ Date \_\_\_\_\_

Disapproved \_\_\_\_\_

Reason \_\_\_\_\_

Principal/Director/Coordinator: \_\_\_\_\_

Approved \_\_\_\_\_ Date \_\_\_\_\_

Disapproved \_\_\_\_\_

Reason \_\_\_\_\_

Superintendent or Designee \_\_\_\_\_

CAPE MAY COUNTY SCHOOLS FOR SPECIAL SERVICES  
 Ocean Academy/Middle School/Alternative School

REQUEST FOR APPROVED MILEAGE

Staff Member's Name \_\_\_\_\_

School Program \_\_\_\_\_

This form is to be filled out by a staff member and approved by an appropriate administrator prior to incurring mileage.

DATE	FROM	TO	SCHOOL BUSINESS	AUTHORIZED	MILES

This form, attached to a Request for Purchase form, must be submitted to the business office at the end of each month for reimbursement approval by the Board of Education.

Signature \_\_\_\_\_ Date \_\_\_\_\_ Total Miles \_\_\_\_\_

CAPE MAY COUNTY SCHOOLS FOR SPECIAL SERVICES  
Ocean Academy/Middle School/Alternative School

CERTIFICATED STAFF

SCHEDULE A-1

1990-91

<u>Step</u>	<u>BA</u>	<u>BA+30</u>	<u>MA</u>	<u>MA+30</u>	<u>DOC</u>
1	24,393	25,293	26,318	27,343	28,368
2	25,180	26,080	27,105	28,130	29,155
3	26,023	26,923	27,948	28,973	29,998
4	27,186	28,086	29,111	30,136	31,161
5	27,886	28,786	29,811	30,836	31,861
6	28,611	29,511	30,536	31,561	32,586
7	29,401	30,301	31,326	32,351	33,376
8	30,501	31,401	32,426	33,451	34,476
9	31,701	32,601	33,626	34,651	36,676
10	33,111	34,011	35,036	36,061	37,086
11	35,200	36,100	37,125	38,150	39,175

Longevity: \$1,400 after completion of 14 years; an additional \$300  
(total of \$1,700) after completion of 18 years.

CAPE MAY COUNTY SCHOOLS FOR SPECIAL SERVICES  
Ocean Academy/Middle School/Alternative School

CERTIFICATED STAFF

SCHEDULE A-2

1991-92

<u>Step</u>	<u>BA</u>	<u>BA+30</u>	<u>MA</u>	<u>MA+30</u>	<u>DOC</u>
1	25,811	26,736	27,786	28,836	29,886
2	26,802	27,727	28,777	29,827	30,877
3	27,768	28,693	29,743	30,793	31,843
4	28,668	29,593	30,643	31,693	32,743
5	29,638	30,563	31,613	32,663	33,713
6	30,504	31,429	32,479	33,529	34,579
7	31,429	32,354	33,404	34,454	35,504
8	32,425	33,350	34,400	35,450	36,500
9	33,568	34,493	35,543	36,593	37,643
10	34,721	35,646	36,696	37,746	38,786
11	36,600	37,525	38,575	39,625	40,675

Longevity: \$1,500 after completion of 14 years; an additional \$300  
(total of \$1,800) after completion of 18 years.

CAPE MAY COUNTY SCHOOLS FOR SPECIAL SERVICES  
Ocean Academy/Middle School/Alternative School

CERTIFICATED STAFF

SCHEDULE A-3

1992-93

<u>Step</u>	<u>BA</u>	<u>BA+30</u>	<u>MA</u>	<u>MA+30</u>	<u>DOC</u>
1	27,489	28,439	29,514	30,589	31,664
2	28,326	29,276	30,351	31,426	32,501
3	29,401	30,351	31,426	32,501	33,576
4	30,401	31,351	32,426	33,501	34,576
5	31,451	32,401	33,476	34,551	35,626
6	32,501	33,451	34,526	35,601	36,676
7	33,501	34,451	35,526	36,601	37,676
8	34,501	35,451	36,526	37,601	38,676
9	35,526	36,476	37,551	38,626	39,701
10	36,726	37,676	38,751	39,826	40,901
11	38,600	39,550	40,625	41,700	42,775

Longevity: \$1,600 after completion of 14 years; an additional \$300  
(total of \$1,900) after completion of 18 years.



CAPE MAY COUNTY SCHOOLS FOR SPECIAL SERVICES  
Ocean Academy/Middle School/Alternative School

TEACHER/SCHOOL/CAFETERIA AIDES

SCHEDULE B

(10 months)

<u>Step</u>	<u>1990-91</u>	<u>1991-92</u>	<u>1992-93</u>
1	10,282	10,700	10,995
2	10,557	11,000	11,395
3	10,982	11,405	11,795
4	11,482	11,855	12,195
5	12,232	12,555	12,795
6	13,007	13,305	13,545
7	13,807	14,105	14,495
8	14,922	15,405	15,995
9	15,980	16,900	17,795
10	17,500	18,550	19,700

Longevity: 1990-91 - \$750 after completion of 10 years;  
an additional \$200 (total of \$950)  
after completion of 15 years.

1991-92 and 1992-93 - \$800 after completion of  
10 years; an additional \$200 (total of  
\$1,000) after completion of 15 years.

CAPE MAY COUNTY SCHOOLS FOR SPECIAL SERVICES  
Ocean Academy/Middle School/Alternative School

ASSISTANT PHYSICAL/OCCUPATIONAL THERAPIST  
ASSISTANT TO MEDIA SPECIALIST

SCHEDULE C

(10 months)

<u>Step</u>	<u>1990-91</u>	<u>1991-92</u>	<u>1992-93</u>
1	13,449	14,125	14,740
2	13,999	14,727	15,396
3	14,549	15,329	16,052
4	15,144	15,951	16,709
5	15,789	16,658	17,387
6	16,564	17,368	18,157
7	17,469	18,385	19,385
8	18,367	19,640	20,858
9	19,360	20,928	22,626
10	20,484	22,430	24,520

Longevity: 1990-91 - \$900 after completion of 10 years;  
an additional \$200 (total of \$1,100)  
after completion of 15 years.

1991-92 and 1992-93 - \$1,000 after completion  
of 10 years; an additional \$200 (total  
of \$1,200) after 15 years.

CAPE MAY COUNTY SCHOOLS FOR SPECIAL SERVICES  
Ocean Academy/Middle School/Alternative School

ADMINISTRATIVE SECRETARY

SCHEDULE D  
(12 months)

<u>Step</u>	<u>1990-91</u>	<u>1991-92</u>	<u>1992-93</u>
1	12,650	13,450	14,200
2	13,150	14,000	14,800
3	13,700	14,570	15,400
4	14,300	15,180	16,030
5	14,950	15,850	16,700
6	15,700	16,715	17,450
7	16,850	17,550	18,400
8	18,075	18,850	19,315
9	19,400	20,175	20,750
10	20,800	21,650	22,225
11	22,375	23,950	25,600

Longevity: 1990-91 - \$1,000 after completion of 11 years;  
an additional \$200 (total of \$1,200)  
after completion of 15 years.

1991-92 - \$1,100 after completion of 11 years;  
an additional \$200 (total of \$1,300)  
after completion of 15 years.

1992-93 - \$1,150 after completion of 11 years;  
an additional \$200 (total of \$1,350)  
after completion of 15 years.

CAPE MAY COUNTY SCHOOLS FOR SPECIAL SERVICES  
Ocean Academy/Middle School/Alternative School

GENERAL SECRETARY

SCHEDULE E

(12 months)

<u>Step</u>	<u>1990-91</u>	<u>1991-92</u>	<u>1992-93</u>
1	10,980	11,364	11,623
2	11,480	11,944	12,246
3	12,030	12,489	12,873
4	12,627	13,089	13,461
5	13,449	13,739	14,109
6	14,384	14,625	14,811
7	15,435	15,655	15,768
8	16,518	16,800	16,880
9	17,784	17,981	18,117
10	19,048	19,572	20,413
11	20,922	21,583	22,878

Longevity: 1990-91 - \$900 after completion of 11 years;  
an additional \$200 (total of \$1,100)  
after completion of 15 years.

1991-92 and 1992-93 - \$1,000 after completion  
of 11 years; an additional \$200 (total  
of \$1,200) after completion of 15 years.

CAPE MAY COUNTY SCHOOLS FOR SPECIAL SERVICES  
Ocean Academy/Middle School/Alternative School

CLERK/TYPIST

SCHEDULE F  
(12 months)

<u>Step</u>	<u>1990-91</u>	<u>1991-92</u>	<u>1992-93</u>
1	10,236	10,608	10,910
2	10,786	11,208	11,563
3	11,336	11,811	12,217
4	11,931	12,413	12,874
5	12,575	13,064	13,530
6	13,203	13,770	14,240
7	13,918	14,457	15,009
8	15,186	15,440	15,858
9	16,449	16,629	16,940
10	17,716	18,012	18,624
11	18,979	19,799	20,690

Longevity: 1990-91 - \$900 after completion of 11 years; an additional \$200 (total of \$1,100) after completion of 15 years.

1991-92 and 1992-93 - \$1,000 after completion of 11 years; an additional \$200 (total of \$1,200) after completion of 15 years.

CAPE MAY COUNTY SCHOOLS FOR SPECIAL SERVICES  
Ocean Academy/Middle School/Alternative School

BUS DRIVER

SCHEDULE G

(183 days)

<u>Step</u>	<u>1990-91</u>	<u>1991-92</u>	<u>1992-93</u>
1	10,099	10,670	11,043
2	10,299	10,870	11,243
3	10,549	11,170	11,593
4.	10,849	11,520	11,993
5	11,224	11,920	12,418
6	11,874	12,320	12,843
7	12,524	12,995	13,293
8	13,199	13,705	13,943
9	13,899	14,505	15,150
10	14,818	15,841	16,950

Longevity: 1990-91 - \$750 after completion of 10 years;  
an additional \$200 (total of \$950)  
after completion of 15 years.

1991-92 and 1992-93 - \$800 after completion  
of 10 years; an additional \$200  
(total of \$1,000) after completion  
of 15 years.

CAPE MAY COUNTY SCHOOLS FOR SPECIAL SERVICES  
Ocean Academy/Middle School/Alternative School

BUS AIDE

SCHEDULE H

(183 days)

<u>Step</u>	<u>1990-91</u>	<u>1991-92</u>	<u>1992-93</u>
1	7,749	8,304	8,837
2	7,949	8,504	9,037
3	8,149	8,704	9,237
4	8,399	8,954	9,487
5	9,034	9,589	10,122
6	9,669	10,224	10,757
7	10,304	10,859	11,392
8	10,939	11,494	12,027
9	11,574	12,129	12,662
10	12,209	12,764	13,297

Longevity: 1990-91 - \$750 after completion of 10 years;  
an additional \$200 (total of \$950)  
after completion of 15 years.

1991-92 and 1992-93 - \$800 after completion  
of 10 years; an additional \$200  
(total of \$1,000) after completion  
of 15 years.

CAPE MAY COUNTY SCHOOLS FOR SPECIAL SERVICES  
Ocean Academy/Middle School/Alternative School

CUSTODIAN

SCHEDULE I

(12 months)

<u>Step</u>	<u>1990-91</u>	<u>1991-92</u>	<u>1992-93</u>
1	12,915	13,512	14,038
2	13,495	14,142	14,728
3	14,072	14,777	15,415
4	14,650	15,409	16,107
5	15,227	16,042	16,796
6	15,805	16,674	17,486
7	16,382	17,306	18,474

Longevity: 1990-91 - \$550 after completion of 7 years;  
an additional \$200 (total of \$750)  
after completion of 11 years.

1991-92 and 1992-93 - \$650 after completion  
of 7 years; an additional \$200 (total  
of \$850) after completion of 11 years.



CAPE MAY COUNTY SCHOOLS FOR SPECIAL SERVICES  
Ocean Academy/Middle School/Alternative School

MAINTENANCE WORKER

SCHEDULE J  
(12 months)

<u>Step</u>	<u>1990-91</u>	<u>1991-92</u>	<u>1992-93</u>
1	14,300	15,206	15,967
2	14,930	15,902	16,739
3	15,563	16,598	17,541
4	16,209	17,297	18,284
5	16,848	18,011	19,060
6	18,138	18,717	19,852
7	19,428	20,142	20,636
8	20,719	21,568	22,258
9	22,009	22,994	23,990
10	23,299	24,620	25,998
11	24,878	26,471	28,192

Longevity: 1990-91 - \$1,000 after completion of 11 years; an additional \$200 (total of \$1,200) after completion of 15 years.

1991-92 - \$1,100 after completion of 11 years; an additional \$200 (total of \$1,300) after completion of 15 years.

1992-93 - \$1,200 after completion of 11 years; an additional \$200 (total of \$1,400) after completion of 15 years.

CAPE MAY COUNTY SCHOOLS FOR SPECIAL SERVICES  
Ocean Academy/Middle School/Alternative School

MECHANIC

SCHEDULE K  
(12 months)

<u>Step</u>	<u>1990-91</u>	<u>1991-92</u>	<u>1992-93</u>
1	18,000	19,290	20,658
2	18,800	20,090	21,458
3	19,600	20,890	22,258
4	20,400	21,690	23,058
5	21,200	22,490	23,858
6	22,000	23,290	24,658
7	22,800	24,090	25,458
8	23,600	24,890	26,258
9	24,400	25,690	27,058
10	25,200	26,490	27,858
11	26,000	27,290	28,658

Longevity: 1990-91 - \$750 after completion of 10 years;  
an additional \$200 (total of \$950)  
after completion of 15 years.

1991-92 and 1992-93 - \$800 after completion  
of 10 years; an additional \$200  
(total of \$1,000) after completion  
of 15 years.

CAPE MAY COUNTY SCHOOLS FOR SPECIAL SERVICES  
Ocean Academy/Middle School/Alternative School

TEACHER/SCHOOL/BUS AIDE  
DAY TRAINING

SCHEDULE L  
(12 months)

<u>Step</u>	<u>1990-91</u>	<u>1991-92</u>	<u>1992-93</u>
1	12,978	13,614	14,126
2	13,322	13,981	14,586
3	13,804	14,445	15,045
4	14,379	14,972	15,526
5	15,356	15,904	16,366
6	16,357	16,883	17,344
7	17,382	17,907	18,506
8	18,697	19,392	20,177
9	19,959	21,058	22,124
10	21,644	22,867	24,169

Longevity: 1990-91 - \$750 after completion of 10 years;  
an additional \$200 (total of \$950)  
after completion of 15 years.

1991-92 and 1992-93 - \$800 after completion of  
10 years; an additional \$200 (total of  
\$1,000) after completion of 15 years.

CAPE MAY COUNTY SCHOOLS FOR SPECIAL SERVICES  
Ocean Academy/Middle School/Alternative School

TEACHER/SCHOOL/BUS AIDE - EMT  
DAY TRAINING

SCHEDULE M  
(12 months)

<u>Step</u>	<u>1990-91</u>	<u>1991-92</u>	<u>1992-93</u>
1	21,294	21,930	22,442
2	21,638	22,297	22,902
3	22,120	22,761	23,361
4	22,695	23,288	23,842
5	23,672	24,220	24,682
6	24,673	25,199	25,660
7	25,698	26,223	26,822
8	27,013	27,708	28,493
9	28,275	29,374	30,440
10	29,960	31,183	32,485

Longevity: 1990-91 - \$750 after completion of 10 years;  
an additional \$200 (total of \$950)  
after completion of 15 years.

1991-92 and 1992-93 - \$800 after completion of  
10 years; an additional \$200 (total of  
\$1,000) after completion of 15 years.

CAPE MAY COUNTY SCHOOLS FOR SPECIAL SERVICES  
Ocean Academy/Middle School/Alternative School

BUS DRIVER/CAFETERIA AIDE

SCHEDULE N  
(10 months)

<u>Step</u>	<u>1990-91</u>	<u>1991-92</u>	<u>1992-93</u>
1	11,378	11,919	12,290
2	11,646	12,203	12,634
3	12,034	12,605	13,057
4	12,489	13,056	13,501
5	13,140	13,688	14,081
6	13,941	14,348	14,758
7	14,758	15,178	15,567
8	15,784	16,333	16,816
9	16,782	17,658	18,527
10	18,175	19,337	20,599

Longevity: 1990-91 - \$750 after completion of 10 years;  
an additional \$200 (total of \$950)  
after completion of 15 years.

1991-92 and 1992-93 - \$800 after completion of  
10 years; an additional \$200 (total of  
\$1,000) after completion of 15 years.

