
AGREEMENT

BETWEEN

THE BOARD OF EDUCATION OF THE
CAPE MAY COUNTY TECHNICAL HIGH SCHOOL

AND

THE CAPE MAY COUNTY TECHNICAL HIGH SCHOOL
EDUCATION ASSOCIATION

FOR THE PERIOD

JULY 1, 2012

THROUGH

JUNE 30, 2016

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PREAMBLE

This agreement entered into this 15th day of July, 2014 between the Board of Education of the Technical School in the County of Cape May (New Jersey) hereinafter called the "Board," and the Cape May County Technical High School Education Association, hereinafter called the "Association," is for the purpose of mutually recording terms and conditions for employment and is entered into after negotiations pursuant to Chapter 303 of the Public Laws of 1968 of the State of New Jersey.

The Association is the representative of the employees, hereinafter designated with respect to terms and conditions of employment. This agreement is effective on July 1, 2012, and expires on June 30, 2016.

~~ARTICLE I: RECOGNITION CLAUSE~~

- A. The Board hereby recognizes the Association as the exclusive and sole representative for collective negotiations concerning grievances and terms and conditions of employment for all full time personnel, inclusive of: teachers (emergency, alternate route, and regularly certificated); library/media specialists; coordinators; guidance personnel; in-school suspension monitor; enrollment coordinator, staff development specialists; aides; secretaries and custodial/maintenance personnel, athletic trainer, bus drivers, technology specialists, part-time employees (those working less than twenty-five hours per week). Employees working in grant funded program positions shall be neither specifically included nor excluded in the parties' successor contract.
- B. Within this agreement the term "employee" shall refer to all certified teaching personnel: emergency, alternate route, and regularly certified; secretaries/clerical workers; custodial/maintenance personnel; cafeteria aides; and aides unless specifically excluded below. Where terms and conditions apply, only to a specific group that group shall be clearly identified.
- C. Excluded from this agreement shall be: the Superintendent; Assistant Superintendent; Board Secretary; Principals; Assistant Principals; Secretary to the Superintendent; Director of Technology and Network Operations; directors; and supervisors who are responsible for the evaluation and supervision of others; Data Manager; secretary bookkeeping/personnel; secretary purchasing; administrative secretary/business office; district accountant; temporary employees and summer employees.
- D. All uses of singular gender shall include plural.

ARTICLE II: NEGOTIATION OF A SUCCESSOR AGREEMENT

A. DEADLINE DATE

The parties agree to enter into collective negotiations over a successor agreement pursuant to Chapter 303 of Public Laws of 1968 of the State of New Jersey, as amended by Chapter 123, Public Laws of 1974: (NJSA 34:13A-1 to 34:13A-13) in good faith effort to reach agreement on all matters concerning the negotiable terms and conditions of employment. Negotiations shall begin according to the PERC guidelines. Any agreement so negotiated shall apply to all employees, be reduced to writing, and be ratified and signed by the Board and the Association.

B. MODIFICATION

This Agreement shall not be modified wholly or in part at any time by the parties except by an instrument in writing duly executed by both parties.

C. NEGOTIATING TEAM AUTHORITY

Neither party in any negotiations shall have any control over the selection of the negotiating representatives of the other party. The parties mutually pledge that their representatives shall be given the all necessary power and authority to make proposals, consider proposals and make counter proposals in the course of negotiations. The full Board and the Association retain the right to ratify or reject any agreements reached during negotiations.

ARTICLE III: GRIEVANCE PROCEDURE

A. DEFINITIONS

1. GRIEVANCE

A 'grievance' shall mean a complaint by a unit member or members that there has been a personal loss, injury because of a violation, misinterpretation, or inequitable application of: Board Policy; this Agreement; or an administrative decision affecting the unit member(s).

2. GRIEVANT

A grievant is the person or persons, or the Association, making the claim on behalf of the employee or group of employees, or the Association on behalf of itself.

3. PARTY IN INTEREST

A party in interest is the person or persons making the claim and any person including the Association or the Board who might be required to take action or against whom action may be taken in order to resolve the claim.

4. SUBMISSION OF GRIEVANCE

Each grievance shall be submitted by the grievant, in writing, on the Grievance form (Appendix A) and shall contain those specifics which are required by the referenced form.

B. PURPOSE

The purpose of this procedure is to secure at the lowest possible level, equitable solutions to the grievance, which may from time to time arise affecting the employees. Both parties agree that these proceedings will be kept confidential.

C. PROCEDURE

1. TIME LIMITS

The number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement. Parties may agree whenever practicable to expedite grievances filed during the last thirty (30) days of the school year. Ten (10) month employees will be regulated by the 10 month school calendar, twelve (12) month employees will be regulated by the 12 month calendar.

2. LEVEL 1 – Employee’s Immediate Liaison/Supervisor
A grievant shall first discuss the grievance with his/her immediate Liaison/Supervisor within 10 school/work days of the alleged act with the objective of resolving the matter. If, as a result of the discussion, the matter is not resolved to the satisfaction of the grievant then the grievance shall move to LEVEL 2.
3. LEVEL 2 – Principal
If the grievant is not satisfied with the disposition of his/her grievance at LEVEL 1, the grievant shall set forth the exact grievance in writing, to the Principal, within 10 school/work days of the discussion in LEVEL 1. Upon receipt of the grievance, the employee’s Principal shall communicate his/her decision to the grievant in writing, inclusive of supportive reasons for the decision within 10 school/work days.
4. LEVEL 3 – Superintendent
If the grievant is not satisfied with the disposition of his/her grievance at LEVEL 2, or if no decision has been communicated to the grievant, the grievant shall then submit his/her grievance in writing to the Superintendent within 10 school/work days. The Superintendent shall then communicate his/her decision in writing, inclusive of supporting reasons, to the grievant within 10 school/work days of receiving the written grievance from the grievant.
5. LEVEL 4 –Board of Education
If the grievant is not satisfied with, or no decision has been rendered, regarding the disposition of his/her grievance at LEVEL 3, the grievant shall then submit his/her grievance in writing to the Board of Education through the Board Secretary, within 10 school/work days. The Board shall review the case and hold an informal hearing with the grievant no later than 2 regularly scheduled BOE meetings after receipt of the grievance. The Board shall render a written decision inclusive of supporting reasons, to the

grievant, within 40 school/work days of the hearing.

6. LEVEL 5 – Arbitration

If the grievant is not satisfied with the disposition of his/her grievance at LEVEL 4, the grievant shall submit the grievance to the Public Employment Relations Commission (PERC) for arbitration within 10 school/work days. Copies shall be sent to all parties. The parties shall then be bound by the rules and procedures of PERC in selection of an arbitrator.

- a. The arbitrator so selected shall issue his/her decision and award in compliance with the rules and regulations of the appointing agency. The arbitrator's decision shall be in writing and shall set forth his/her findings of fact and law, reasoning and conclusions on the issues submitted. The arbitrator shall be without power or authority to make any decisions which require the commission of an act prohibited by law or which violates the terms of this Agreement. The arbitrator shall be limited to the issues submitted and shall consider nothing else. The arbitrator can neither add nor subtract anything from the agreement between the two parties. The decision of the arbitrator shall be submitted to the Board and the Association and shall be advisory only on the parties. If the Board rejects three (3) advisory arbitration awards in a row, the next arbitration shall be binding.
- b. The fees and all expenses of the arbitrator, including but not limited to the transcript, shall be shared equally by the Board and the Association.

D. RIGHTS OF MEMBERS TO REPRESENTATION

1. Any grievant may be represented at all stages of the grievance procedure by him/herself, or at his/her option, by representatives selected or approved by the Association.

When an employee files a grievance without giving notice to the Association, the

Association shall have the right to be present and to participate at each level of the grievance procedure. At each level, the Administrator shall notify the Association Grievance Chair of all meetings or hearings involving the grievant throughout the grievance procedure.

2. No reprisals of any kind shall be made by the Board, any member of the administration, the Association, or any representative of the Association, against any individual for participation or failure to participate in the grievance procedure.

E. MISCELLANEOUS

1. MEETINGS

All meetings under this procedure shall be conducted in private and shall include only the parties in interest and their representatives. At the request of either party, witnesses shall be segregated or sequestered.

2. TIME LIMITS

A grievance may not be initiated at any level after 10 school/work days of the alleged act. Failure of the Board or its agents to respond within the time limits set forth in this Article will give the grievant the right to appeal the grievance to the next level within the established time limits. Failure of the grieved party to appeal a decision at any level within the time permitted shall constitute resolution of the grievance at that level.

3. TIME LOSS

If the parties mutually agree to schedule any step of the grievance procedure during school/work hours, there shall be no loss of pay or benefits to the individuals involved.

4. If the hearer of the grievance is without authority to resolve the issue than the grievant may proceed to a level where the grievance can be resolved.

ARTICLE IV: EMPLOYEE RIGHTS

- A. No employee shall be discharged, disciplined, reprimanded, reduced either in rank or compensation, deprived of any advantage, or given an adverse evaluation of his/her professional services without just cause.
- B. **Required Meetings or Hearings**
Whenever an employee is required to appear before the Board or any committee thereof concerning any matter which could adversely affect the continuation of that employee in: his/her office, position, or employment, or, the salary or any increments pertaining thereto, then he/she shall be given prior written notice of the reasons for such meeting or interview, and shall be entitled to have a representative of the Association present to advise him/her and represent him/her during such meeting or interview.
- C. The Board and the Association agree that no employee shall be required, under any circumstances, to transport a student in a private automobile.
- D. The Board hereby agrees that every employee shall have the right to freely organize, join, and support the Association and its affiliates for the purpose of engaging in collective negotiations.

ARTICLE V: ASSOCIATION RIGHTS AND PRIVILEGES

- A. **RELEASE TIME FOR MEETINGS**
Whenever any representative of the Association or any employee participates in mutually scheduled meetings during: working hours, negotiations, conferences or other meetings, he/she shall suffer no loss in pay.
1. The Board realizes the constructive nature of the Association's Executive Officer position of President and will arrange his/her schedule so that whoever is filling this position will have time to make the many contacts this position requires without impacting upon the person's

teaching ability. Additionally, the person who holds the Association President position at the start of the school year shall not be assigned duties or a duty period for the duration of his/her Presidency.

B. USE OF SCHOOL BUILDINGS

The Association and its representatives shall have the use of school buildings at all reasonable hours when not otherwise in use for meetings, following approval by the building Principal. The Principal shall be notified at least forty eight (48) hours in advance of the time and place of all such meetings.

C. USE OF SCHOOL EQUIPMENT

The Association may use designated school facilities and shall be assigned a photocopier, personal computer, VCR/DVD player and a monitor when not otherwise in use. This equipment can only be utilized when the function for which it is primarily intended is not being used or assigned to a particular person in the course of their employment. None of the equipment referred to in this paragraph may be removed from the school premises. The Association shall pay for the cost of all materials and supplies pertaining to such use, and/or any repairs necessitated as a result thereof. The cost to the Association shall be same as the cost to the district.

D. BULLETIN BOARDS

The Association shall have, in each school building, the use of a bulletin board in the employees' dining room and teacher workrooms. All materials must be approved by the Association President. Copies of all materials to be posted on such bulletin boards shall be given to the Principal prior to posting but no approval shall be required. No material of a political nature shall be posted.

E. MAIL FACILITIES AND MAIL BOXES

The Association shall have the right to use the intra-district mail facilities and school mail boxes as it deems necessary upon notifying the Principal or other members of the administration. No material of a political nature shall be placed in the facilities, unless in sealed envelopes which do not disclose the nature of the

material contained therein.

F. POLICIES

The Association Secretary shall receive a hard copy of all new policies and procedures for inclusion in the Association's copy of the policy book within sixty (60) days of a Board of Education meeting.

ARTICLE VI: EMPLOYEE WORK YEAR

A. IN-SCHOOL WORK YEAR

DEFINITION OF IN-SCHOOL WORK YEAR

1. The in-school work year shall include days when students are in attendance, orientation days, and any other days in which attendance is required.

2. TEN (10) MONTH EMPLOYEES

a. 10 Month personnel employed during the In-School Work Year:

The in-school work year for teachers and aides employed on a ten (10) month basis (other than new personnel who may be required to attend an additional two (2) days of orientation) shall not exceed a hundred and eighty-five (185) days.

b. 10 Month Personnel Employed Outside the In-School Work Year:

Employees whose job, in the view of the Board, requires them to work days in addition to their ten (10) month contract at a time other than the in-school work year shall be so notified prior to May 15th for the subsequent school year. Payment for this time worked shall be as per a supplemental contract outlining the number of days to be worked, not to exceed twenty-two (22) days, and the rate of pay based on the employee's per diem rate for the year in which employment occurs. The days when the work is assigned to occur shall be developed by the administrator in consultation with the employees involved.

3. TWELVE (12) MONTH EMPLOYEES

- a. Twelve (12) month teachers, aides, secretaries/clerical workers, and maintenance workers/custodians shall be employed from July 1st to June 30th not to include days designated by the Board as holidays. When an employee is on extended leave of absence, using accumulated benefit days, and that employee regularly works twelve months, vacation and personal time will not accrue during leave of absence.

- b. Vacation days for personnel serving under twelve (12) month contracts are earned on an accumulative per month basis up to a total of twenty-two (22) vacation days per year. Two (2) vacation days are credited for each month with the exception of July and August during which one (1) day will be credited for each month. The number of days earned will be based only on whole months served in the contract.

Vacation days are available for twelve (12) month employees only and may not be taken by teachers when students are in attendance, during in-service days, or on other days when teacher attendance is required, unless permission is granted by the Superintendent. Other employees may take vacation days at these times with permission of the Superintendent.

A vacation day application shall be made at least three (3) work days prior to the day to be taken. All requests for leave must receive supervisor approval and meet the requirement of being at a time convenient for the best operation of the school system.

Unused vacation days may be carried over from one year (June 30th) to the next year (July 1st) up to an accumulated total of thirty-three (33) such days available for vacation purposes. Each employee who has used at least ten (10) days of vacation in a year (July 1st – June 30th), may cash out five (5) vacation days at their per diem rate.

An employee who resigns outside the terms of their contract or is terminated forfeits any claims to vacation days that he/she does not use prior to the last day on the job. The Board may not pay for the unused vacation days of these employees.

4. EMERGENCY SCHOOL CLOSINGS

a. TEN (10) MONTH EMPLOYEES

- (1.) Attendance shall not be required whenever student attendance is not required due to inclement weather or some other emergency.
- (2.) Any employee already off work for an illness or a personal day shall not be charged for that day.

b. TWELVE MONTH EMPLOYEES

- (1.) During emergency closings custodians, grounds maintenance and maintenance personnel, as designated by their supervisor and/or the Principal, shall report to work as necessary.
 - (a) The employee must come to work to get credit for working. If the Superintendent directs the employee to stay home or to leave early, the employee will be credited with a full day's work.
 - (b) An employee already off work for illness shall be charged a sick day.
- (2.) The following options may be exercised when school is closed to students due to inclement weather or some other emergency:
 - (a) The employee may come to work and get credit for working. If the employee is unable to arrive on time or if the weather becomes worse, causing the Superintendent to direct the employee to leave early, the employee will be credited with a full day's work.
 - (b) After conferring with his/her immediate supervisor, the employee may choose to remain at home. The employee shall have the option of designating the day as one of either personal or vacation leave.
 - (c) An employee already off work for illness shall be charged with a sick day.

- c. Twelve (12) month secretarial staff will not be requested to work when the determination is made that the district is closed. This will be conveyed to those staff affected through the school notification system. The custodial/maintenance staff will report to work at a time designated by their supervisor.

ARTICLE VII: EMPLOYEE WORK HOURS

A. EMPLOYEE DAY

1. CHECK-IN AND CHECKOUT PROCEDURE

Employees shall record their presence for work by indicating the exact time of arrival and departure in the appropriate column of the "sign-in" roster in the building or as directed by the administration. In cases where the above has not been adhered to, the "sign in" roster will be changed to reflect the accurate time after the employee and his/her manager have discussed the matter.

2. LENGTH OF DAY

The starting and ending of the workday shall be determined by the Superintendent but must be approved by the Board. Starting and ending times which deviate more than two (2) hours from the regularly established hours must be mutually acceptable to both parties.

- a. Teachers, guidance counselors, media specialists and aides: 7 hours

- (1.) The teacher day will consist of eight (8) periods plus lunch.

- (2.) Teachers shall have six (6) instructional periods,

- one (1) duty period, and one (1) preparation period.

- Preparation period shall be defined as: lesson planning, interdisciplinary planning, parental contact, meeting with an administrative liaison and entering information on the district management system. Duty period shall be defined as daily supervision, such as bus duty, cafeteria duty or corridor duty.

~~(3.) Any certified employee assigned to more than four (4)~~
consecutive instructional periods, shall receive a \$500.00
stipend for the year.

(4.) Teachers may volunteer to teach an additional period in lieu of
their assigned duty period. Teachers who are assigned an
additional teaching period in lieu of their assigned duty
period shall be compensated at the rate of \$5,400 of
pensionable income. Courses that are shorter than 180 days in
length shall be prorated at \$30 per period.
Seniority would control when two or more people apply,
provided that all other qualifications are equal, as
determined by the administration.

b. Custodians/Maintenance personnel: 8 hours

c. Secretaries: 7 1/2 hours

3. OVERTIME

Custodians/maintenance personnel and secretaries shall be paid at time and a half for
time which they actually work in excess of forty (40) hours in any work week unless
mutually agreed to compensatory time is given. Benefit days not worked are to be
assigned toward the forty (40) hours or beyond. Only time which has been counted
by management will be counted.

a. Overtime assignment/distribution shall be based on seniority in job
classification or specific skill required. All custodial/maintenance
personnel, day or evening shift, shall have the opportunity to accept
or decline overtime assignments according to the rotation
schedule. If an overtime assignment requires no special license
(Black Seal), or job specific training, it will be offered to the entire
department on a rotation schedule according to seniority. An
employee who accepts or declines an overtime assignment shall have
his/her name placed on the bottom of the overtime list. If no member
of the department voluntarily chooses the assignment, the least senior
member of the department shall be assigned, according

to a reverse seniority rotational schedule.

- b. Weekend security watch and call backs shall continue to occur as the current practice. The employees shall continue to have the right to switch off assigned days with supervisor's approval. If the supervisor chooses to change an employee's watch, the employee shall trade watch dates subject to possession of appropriate licenses.

- c. Scheduled non-emergency holiday pay shall be at a rate of two and one half (2 ½) times the regular rate of pay for the following days only: Independence Day*, Columbus Day, Thanksgiving Day, Christmas Day, New Years Day, Dr. Martin Luther King Day, President's Day, Good Friday, Memorial Day, Labor Day.

**For purposes of holiday pay, Independence Day (July 4th) shall be the day that the district observes the holiday.*

4. SCHOOL EMERGENCIES

Every attempt will be made to notify employees when their attendance shall not be required because of school emergencies.

5. LUNCH PERIODS

All employees shall have a duty-free lunch period. They shall recognize their responsibilities and perform accordingly under emergency conditions. Employees may leave school facilities with prior written notification to their immediate supervisor or his/her designee and notification in the sign in/out book.

6. LATENESS

All employees are expected to report on time and to follow the check-in procedure. Persons reporting late for work will be charged a late arrival. Six (6) late arrivals will result in the charge of a personal day. Any lateness beyond one (1) hour will be charged a half (1/2) personal day. A lateness beyond two (2) hours will result in the loss of a full (1) personal day.

Employees who expect to be more than fifteen (15) minutes late shall contact their supervisor to explain the circumstances of their lateness and advise as to when they expect to report to work. In the event the member has exhausted his/her personal days one (1) sick day will be charged. If no sick days are available the member will be charged one (1) day's pay. This provision will also apply to lunch periods.

7. LEAVING EARLY

In cases of emergencies or hardship, employee requests to leave before normal ending time must be submitted to the immediate supervisor.

8. BREAKS

Breaks for secretaries, custodians/maintenance personnel and aides are not to exceed a maximum of fifteen (15) minutes per break, one (1) during the first half of their shift and one (1) during the second half of their shift. The employees have the option to use the second break combined with their lunch and to not exceed forty-five (45) minutes, upon their supervisor's approval.

B. MEETINGS

1. Teachers and aides may be required to remain after the end of the regular work day without additional compensation for the purpose of attending formal faculty meetings or other professional meetings for a maximum of two (2) days each month for a maximum of three (3) hours per month when needed, except in the case of emergencies when additional meetings may be necessary.

This provision does not apply to teachers new to the district who may be required to participate in additional meetings. Teachers will not be required to attend more than four (4) evening assignments each school year without additional compensation. When teachers are required to return to the school for an evening assignment, the dismissal time shall be at the same time as the students.

2. Secretaries and custodians/maintenance personnel may be required to remain after the end of the regular work day without additional compensation, for the purpose of attending formal meetings for one (1) day each month for a maximum of two (2) hours per month when needed except in the case of emergencies when additional meetings may be necessary. Evening shift employees may be required to report prior to their shift for the formal meetings outlined above. Employees will receive forty-eight (48) hours notice of any scheduled meetings.

C. TEACHER COVERAGE

1. Instructors will provide supervision at all times for students who are assigned to them and will provide supervision at other times and in areas other than the classroom when they observe unsatisfactory student behavior.
2. When a teacher is assigned by the administration to cover the teaching class period of another teacher, the assigned teacher shall be paid \$30.00 for each preparation period lost.

D. TEACHERS RESPONSIBILITIES

Normal teaching responsibilities shall include developing, modifying, or maintaining an up-to-date course of study outline and proficiencies for the subjects assigned to each teacher. This is exclusive of curriculum writing.

ARTICLE VIII: EMPLOYMENT AND RENEWAL OF PERSONNEL

A. CERTIFICATION

The Board agrees to attempt to hire teachers holding certificates issued by the New Jersey Board of Examiners for every teaching assignment.

B. NOTIFICATION

Teachers with standard certificates, secretaries/clerical personnel, custodians, and maintenance personnel, and twelve (12) month aides shall be notified by the Board of their current contract and salary status for the following year no later than May 15th, subject to statutory and administrative code requirements.

Teachers with provisional certificates shall be notified by the Board of their current contract and salary status for the following year no later than May 15th, subject to statutory and administrative code requirements.

Ten (10) month aides shall be notified by the Board of their current contract and salary status for the ensuing year no later than May 15th.

C. LENGTH OF NOTICE

All contracts between an employee and the Board may at any time be terminated by either party giving to the other sixty (60) days notice in writing of intention to terminate the same with the exception of thirty (30) days notice in writing for aides, and fourteen (14) days notice in writing for custodial staff, of intention to terminate the same.

D. BLACK SEAL LICENSE

Custodian and maintenance personnel whose job description requires a Black Seal Boilerman's license shall be hired on a provisional basis for a period of ninety (90) days if they do not possess the license at the time of hire. If, after ninety (90) days, they have not acquired the license, their employment may be immediately terminated.

**ARTICLE IX: VACANCIES, REASSIGNMENT AND NEW POSITIONS:
ALL EMPLOYEES**

- A. When vacancies occur, employees desiring a change in employment, classification and/or work area assignment, shall make their request in writing to the Superintendent or his/her designee.
- B. Vacancies for positions covered by this agreement, except those filled by the transfer of an existing or RIF'D employee, shall be posted. The Association President shall be notified in writing of all postings.
- C. The position of Mentor shall be posted according to posting procedure. In district tenured and qualified applicants will be given hiring priority over outside applicants.

ARTICLE X: EMPLOYEE EVALUATION

- A. Personnel evaluations shall be performed for all employees by appropriately certified supervisors according to employees' tenure status and job description in full compliance with state law and regulations. The minimum number of evaluations for each group will be as follows:
 - 1. Untenured Personnel
 - a. Certificated: three (3) evaluations per year all to occur prior to April 30th, with at least one (1) evaluation occurring each semester.
 - b. Noncertificated (employed for three (3) full years or less): two (2) evaluations per year.
 - c. Noncertificated (employed longer than three (3) full years): one (1) evaluation per year

2. Tenured Personnel

- a. Certificated:
 - (1.) One (1) supervisory evaluation
 - (2.) One (1) annual performance review to occur in the second semester.
- b. Non-certificated:
 - (1.) One (1) evaluation per year to occur at any time during the year.

- B. Observations involved in personnel evaluation shall be conducted openly and with full knowledge of the employee at times determined by the administration. Each evaluation shall be followed within fifteen (15) days by a conference between the supervisor and the employee at which time both shall sign the completed evaluation instrument. The staff member shall have the opportunity to submit a disclaimer to the evaluation within fifteen (15) days.
- C. The evaluation instruments shall be developed by the administrative staff. An Evaluation Committee comprised of certified supervisors, instructors and administrators shall be formed for review and advisory purposes when necessary.
- D. An employee may review his/her file upon reasonable notice at any time. The employee shall have the right to submit a written statement concerning any material in the file. That statement shall be included in the file.

ARTICLE XI: SICK LEAVE

- A. Sick leave is defined as absence from post or duty because of personal disability due to illness or injury (non-job related) or as a result of medically documented contagious disease in the employee's immediate household.
- B. The Board retains the right to place an employee on sick leave for any of the following reasons:
 - 1. whenever the employee's physical condition adversely affects his/her ability to continue to provide effective service

2. the physical condition or capacity is such that the employee's health would be impaired if permitted to continue working, and if:
 - a. the employee fails to produce a certificate from a physician stating that said employee is medically able to continue work, or
 - b. the Board's physician and the employee's physician agree that said employee can not continue working, or
 - c. following any difference of medical opinion between the Board's physician and the employee's physician, the Board requests expert consultation in which case the Cape May County Health Officer shall appoint an impartial third physician who shall examine the employee. This physician's medical opinion shall be conclusive and binding on the issue of medical capacity to continue work. The expense of any examination by an impartial third physician under this paragraph shall be shared equally by the employee and the Board.

C. Upon an employee's return from sick leave, the Board may require said employee to produce a certificate from a physician showing that said employee is capable of working. If the Board's physician is in disagreement, that conflict of medical opinion shall be resolved in the same manner as is set out in paragraph B.2.c., of this Article.

D. In charging an employee with sick leave the smallest unit to be considered will be a partial absence of up to one (1) hour either at the beginning or ending of the day, or during the work schedule. An accumulation of six of these partial absences will result in the loss of a sick day.

If an employee reports to work and becomes sick on the job he/she will be charged with half a sick day if he/she has already spent half of the time required for working a full day in his/her position. If he works for less than half the time required for a full day in his/her position he will be charged with a full day's sick leave.

E. All staff members shall report all unexpected absences and request all leave at the earliest possible time.

1. All staff members must notify the building Principal or their immediate supervisor, or their designee, at the school by telephone before 6:30 a.m. on a day that they will be unexpectedly absent on account of personal illness. If the absence continues for more than one day notification must be given before 6:30 a.m. on each succeeding day, unless this procedure is waived by the Principal or supervisor.
 2. On return, the staff member must contact the building Principal or his/her immediate supervisor at the start of the workday.
 3. Evening custodial shift shall notify their immediate supervisor, or their designee, at school by telephone two (2) hours prior to the start of their shift.
- F. Except in case of emergency, an employee who is absent (but not late) and does not notify the school by the time stipulated in E.1. and E.3. may forfeit pay for the day(s) missed.
- G. Ten (10) month employees shall be entitled to ten (10) sick days per year.
- H. Twelve (12) month employees shall be entitled to twelve (12) sick days per year.
- I. Unused sick days may accumulate from year to year with no limitations.
- J. Employees shall be notified by September 30th of each school year of unused sick, vacation and personal days that they have accumulated.
- K. Anyone employed after the regular starting date of his/her contract year shall be credited with sick leave on a pro-rated basis calculated at one (1) day per month. the number of days credited shall be based only on whole months to be served in the contract. Such days will be available for use upon commencing employment.
- L. Upon retirement in accordance with the pension plan or vesting under such plan, employees will receive a sum of money equal to one third (1/3) of their daily rates at the time of termination multiplied by the accumulated number of sick days.

Daily rates will be calculated in the following manner:

10 months - 1/200th

12 months - 1/240th

Retirement shall be defined as a formal application through the Board Secretary to the state pension fund for retirement allowance.

- M. The sum of money paid under paragraph L above shall not exceed \$10,000.
- N. The estate of any employee with thirteen (13) years of service in the district who becomes deceased will receive 100% of the value of accumulated sick leave.

ARTICLE XII: EXTENDED LEAVES OF ABSENCE

A. UNPAID LEAVES OF ABSENCE

The Board may at its discretion grant an unpaid leave of absence to an employee. The employee must request the leave, in writing, at least thirty (30) days in advance of the first day of the requested leave.

In the event that a leave of absence is granted, the Board agrees only to permit the employee to return to a position for which he/she is qualified in consideration for the promise to return to service in the district. Accrued seniority rights and/or benefits are not diminished by an employee's unpaid leave of absence, but no new rights are acquired. Time elapsed during unpaid leave of absence does not count toward accrual of tenure. An employee on unpaid leave of absence may not claim sick leave if a disability occurs during the period of the leave. The employee is entitled to return to the district at the end of the leave time but is not entitled to a position before that time. An employee who extends the leave of absence without express authorization of the Board is no longer on leave of absence but has abandoned his/her position.

The Board reserves the right to determine whether any employee on leave is using the time in accordance with the stated purpose of the leave. Violation of the terms of the leave shall be cause for terminating it.

The employee will reaffirm to the Board his/her intent to return in writing, at least sixty (60) days before the scheduled termination of the leave. Failure to do so will be grounds for termination of employment. The Board shall not be required to continue the leave of absence of a non-tenured employee beyond the school year for which he/she was hired or to offer tenure or a new contract.

B. MATERNITY LEAVE

All leaves of absence requested or taken by employees for reasons associated with pregnancy or maternity shall be governed, as appropriate, by the sections of this contract on unpaid leaves of absence and sick leave. During the month preceding and the month following childbirth, when the employee is presumed to be disabled, she will be entitled to accumulated sick leave benefits. Should disability occur earlier in the pregnancy or continue for more than one month following birth, the employee may use additional accumulated sick leave benefits if she presents a physician's statement attesting to her continued disability.

Maternity leaves for periods where the employee is not disabled may be granted for up to six months at the Board's discretion in accordance with the regular unpaid leave policy.

No employee will be required to take unpaid leaves of absence for pregnancy. The Board may at its discretion require periodic physician certification of the employee's continued fitness to perform her duties. Upon request, a doctor's certificate will be needed during the one (1) month period prior to and following birth as the employee is presumed to be disabled during this time.

As the Board permits employees to work until they are disabled by pregnancy, should an employee choose to take an unpaid leave prior to any actual disability, the employee will be able to receive sick leave benefits when disability does occur.

C. CHILD REARING LEAVE

A staff member shall be entitled to an unpaid leave of absence for child rearing purposes for the balance of the year in which the child is born or adopted and, if desired for the entire following school year, or at any natural break in the school year, with Board approval. The staff member will notify in writing on or before July 1st his/her intent for the following school year.

D. BEREAVEMENT

1. In case of absence for bereavement on account of the death of an employee's spouse, domestic partner, civil union partner or child, full salary shall be paid for a period up to five (5) consecutive school days.
2. In the case of absence for bereavement on account of the death of an employee's parent, sibling, in-law, grandparent, grandchild, or a member of the employee's immediate household, full salary shall be paid for a period of up to three (3) days.
3. In the case of absence for bereavement on account of the death of a relative outside of the immediate family, full salary shall be paid for a period of up to one (1) day.

E. FAMILY SICK DAYS

1. One (1) absence without loss of pay shall be allowed for serious illness in the immediate family. No unused family sick days shall be accumulated. Immediate family is defined as father, mother, spouse, civil union partner, child, brother, sister, or any dependent member of the immediate household.

F. MEDICAL DISABILITY LEAVE

1. Due to a personal medical disability which is substantiated by a certificate from a medical doctor, a staff member may be granted an extended leave of absence without pay for up to one (1) year as may be required. If the employee has accumulated sick days, he/she shall indicate the number of these accumulated sick days to be used prior to beginning their extended leave of absence.

FMLA entitlements shall run concurrently with any approved sick leave, or disability leave of absence, or workman compensation leave. During such time of medical leave of absence, the Board may, on a per case basis, continue existing health insurance and benefits for employee's granted unpaid leave in accordance with existing New Jersey State guidelines.

The twelve (12) month qualifying period for FLA or FMLA leave shall be calculated

on a rolling year basis from the employee's return from any leave that has previously been granted.

a. The Board retains the right to place a staff member on medical leave for any one of the following reasons:

(1) whenever the staff member's physical condition adversely affects the ability to continue to work effectively;

(2) the physical condition or capacity is such that the staff member's health would be impaired if permitted to continue working, and if:

(a) the staff member fails to produce a certificate from a medical doctor stating that said staff member is medically able to continue working, or

(b) the Board's physician and the employee's physician agree that the said employee can not continue working, or

(c) following any difference of medical opinion between the Board's physician and the staff member's physician the Board requests expert consultation in which case the Cape May County Health Officer shall appoint an impartial third physician who shall be conclusive and binding on the issue of medical capacity to continue working. The expense of any examination by an impartial third physician under this paragraph shall be shared equally by the staff member and the Board.

2. When the seeking of a medical leave of absence for medical disability can be anticipated, the staff member shall file the written request for such leave with the administrator at least ninety (90) calendar days prior to the anticipated commencement date of the leave. However, in the event ninety (90) days advance notice is not possible, the staff member shall file a written request with the administrator for such leave within seven (7) calendar days after the staff member knew of the need for the medical disability leave. The request shall indicate the anticipated date in which the

leave is to terminate (if able to ascertain within reason). Written requests shall indicate the plans of the staff member upon termination of the medical disability leave as to his/her returning to work, resigning, retiring or applying for another type of leave.

- a. The commencement date of a disability leave may be adjusted by up to thirty (30) calendar days after consideration of the staff member's need(s), student's needs, and administrative feasibility. A medical disability leave's termination date may be adjusted so that return to work coincides with a marking period break.
- b. No tenured or non-tenured staff member shall be barred from returning to work after a medical disability leave on the grounds that not enough time has elapsed during the recovery time.
- c. Nothing contained in this paragraph shall be construed to preclude the Board from requiring any staff member to produce a certificate from a physician showing that said staff member is capable of returning to work, provided that is, the Board's physician is in disagreement, that conflict of medical opinion shall be resolved in the same manner as set out in Article XII, section F.

ARTICLE XIII: PERSONAL LEAVE

A. PERSONAL BUSINESS DAYS

1. Employees covered under this Agreement shall be granted three (3) days of personal business leave annually. Personal business days shall not be used as vacations. Such leave shall be accumulative up to seven (7) days. Any days not used beyond seven (7) shall be added to the employee's total accumulation of sick days and considered from that point on to be sick days. The request for such leave requires the approval of the Superintendent. Approval or disapproval may be based upon the needs of the district. Except in the case of emergency, a personal business day application shall, be made at least three (3) school days prior to the day to be taken. Request for emergency personal leave may require the employee to submit documentation as to the reason for the emergency request.

2. Anyone beginning employment after the regular contract starting date for that position and up to the last three months of the fiscal school year shall also be credited with three (3) personal days for that year. Persons beginning employment within the last three (3) months of the school contract year shall be credited with one (1) personal day for that year.
3. Personal days shall not be used the day before or after a holiday, or when in the determination of the administration there would be an adverse affect upon the district; or if such usage would result in too many employees being absent on any one day; or at such times that would otherwise cause a hardship on the district (Appendix B).
 - a. The employee seeking a personal day shall be advised as to the response to such request prior to the day in question. If a personal leave request is submitted one (1) month or more in advance a response will be given to the employee within three (3) days.

ARTICLE XIV: SABBATICALS

- A. Any employee with more than seven (7) years continuous service may apply for a sabbatical leave. Upon recommendation of the Superintendent, the Board at its discretion, may grant sabbatical leaves to qualified personnel for the purpose of study, travel or other purposes as may be approved by the Board.
- B. The employee shall apply for such leave in writing to his/her Principal no later than December 1st and shall be notified of the Board's action on the application on or before April 1st of the school year preceding the school year for which the sabbatical leave is requested. The leave shall be granted for no more than two (2) semesters.
- C. An employee on sabbatical leave shall receive as compensation, during the period of the leave one-half (1/2) of his/her regularly scheduled salary. Compensation shall be paid at the same time as other employees of his/her professional rank. An employee on sabbatical leave shall receive the scheduled increment and/or adjustments in salary and credit toward retirement the same as he/she would have received were he/she occupying his/her regular

assignment. The employee on such leave shall determine with the Board Secretary in advance of beginning the leave the necessary deductions from his/her salary so as not to jeopardize pension, insurance and other benefits.

- D. The number of persons receiving sabbatical leaves in any year may not exceed three (3) teachers. The number of leaves granted shall be distributed according to requests throughout the system. If the number of applications for such leaves exceed the number available, the selection shall be based upon:
1. the estimated value of the plan to the individual and to the school system
 2. the amount of seniority
 3. the length of time since the last sabbatical leave.
- E. An employee on sabbatical leave shall report all compensation received from sources other than the Board, provided that compensation shall not include such items as allowance for travel, cost-of living adjustment for foreign service, and research or other expense in connection with the project. Should such other compensation, when added to the compensation paid by the Board, exceed the salary which the recipient would have received if on active duty, the compensation allowed by the Board shall be reduced to equate the total to the amount of salary he/she would have received if on active duty provided that the compensation received resulted from said leave.
- F. An employee who received a sabbatical leave shall agree to return to service at the Technical High School for a period of at least one (1) year. Should such employee fail to return to the school system upon completion of the sabbatical leave, he/she shall refund all compensation paid to him/her, by the Board, while on sabbatical.
- G. Upon return from a sabbatical the employee shall be restored to a position commensurate with his/her tenure status and scope of certification.
- H. A staff member on sabbatical leave shall continue to be covered by his/her present existing insurance protection.

ARTICLE XV: REIMBURSEMENT

A. TUITION REIMBURSEMENT

All institutions must be accredited institutions duly licensed by the State of New Jersey. Out of state institutions licensed by the appropriate State agency and regionally accredited or seeking accreditation by the appropriate accrediting body recognized by the Council on Postsecondary Education of the United States Department of Education.

The Board agrees to pay full tuition costs for approved courses, up to six (6) credits per year, based on the current in-state per credit cost at Rowan University. Courses must be approved in advance by the Superintendent and be appropriate and/or required for teaching in a technical high school. Reimbursement will be made by the Board upon the presentation of evidence of the successful completion of the course(s), within thirty (30) days after submission. Successful completion will include attaining a grade point average of B or better in the course. In courses which are graded on a pass/fail basis, a grade of passing is necessary.

B. MILEAGE REIMBURSEMENT

If a staff member is requested by the Superintendent to attend a staff development activity, he/she will be compensated for travel and fees directly related to that activity as established by the Department of Education. Reimbursement will be by district check with forty-five (45) days of receipt of voucher and documentation.

Resurrection clause: In the event that the Department of Education mandated mileage rate is found to be an illegal or unenforceable rate, the rate for the contract year 08-09 shall be reinstated which is the IRS effective January 1st of each year.

C. CDL REIMBURSEMENT

If an employee obtains a CDL with P & S endorsement Class 1 bus driver's license, he/she will be reimbursed for the difference between the license and the automobile operator's license fees as set by the New Jersey Division of Motor Vehicles.

D. PROFESSIONAL ACTIVITY DEVELOPMENT

The Board agrees to pay for registration fees, transportation, meals and other previously approved reasonable expenses incurred by employees per Board policy due to attendance at an out-of-district staff development activity: workshops; conferences; or similar job related meetings; or affairs at which the employee's attendance is required or mutually agreed to by the employee and Board.

ARTICLE XVI: SALARY

A. SALARIES

The salaries of all personnel covered by this agreement are set forth in the schedules (Appendix C) which are attached hereto and made a part of the negotiated agreement. The parties agree that the attached schedules shall be the salary guides for the term of this agreement. Should the State of New Jersey enact legislation during the term of this agreement that creates an increase in the mandatory minimum salary for teaching staff members' salaries, the only change to the attached salary guides shall be to raise applicable teaching staff members' salaries that are below that mandatory minimum salary up to that mandatory minimum salary.

B. NEW EMPLOYEES

New employees may be placed on the salary guide according to their documented experience in teaching, industry (for occupational teachers and non teaching positions only), and the military. Subsequent incremental steps will be consistent with the guide.

C. Employees will be placed on the salary guide and their subsequent incremental steps will be consistent with the guide.

D. PAY SCHEDULE

Effective July 1, 2012, pay periods shall be the 15th and the last day of each month. Only at regular school holidays, when the District is closed, shall 10 and 12 month employees receive their paycheck on the last District school day prior to the holiday period. This shall not apply to 12-month employees at the close of school in June.

E. ~~All salary provisions are based on the premise that the employee is properly certified, and, if~~
holding a provisional certificate, working towards regular certification.

F. Notice to the Board concerning change or anticipated change for the purpose of reclassification on the salary guide must be made in writing to the Superintendent prior to the 1st of each month. All salary adjustments (e.g. black seal, column movement, degree changes, etc.) shall take place in the first unprocessed pay following BOE approval of the change once the appropriate paperwork has been submitted.

G. Evaluation of credits or earned degrees for salary purposes includes substantiation through official transcripts.

H. To be eligible to be recommended for full salary increment the employee must begin work on or before February 1 of the contractual year. Persons who do not meet this timeline shall not be eligible for a salary increment until the conclusion of the following contractual year.

I. EMPLOYEE DAILY RATES

When necessary to figure a daily rate for employees 1/200th of the annual base salary shall be used for ten (10) month employees, and 1/240th of the annual base salary shall be used for twelve (12) month employees.

J. SECRETARIAL CERTIFICATION

For a secretary to earn the Microsoft Office User Specialist (MOUS) certification for Microsoft Office or Microsoft Project, they must pass one (1) or more certification exams. MOUS exams provide a valid and reliable measure of technical proficiency and expertise by evaluating overall comprehension of Office or Microsoft Project applications, ability to use their advanced features, and ability to integrate the Office applications with other software applications. MOUS exams are developed and validated by industry experts and are available at over 9,000 sites worldwide.

The district will reimburse up to \$50.00 for each test taken and successfully passed. Courses are available on-line or through the ETTC after regular working hours. Re-certification is required every three (3) years or after a major software revision.

Each certification will carry with it an additional \$500.00 of pensionable income to be applicable for a given contract year; the given test must be successfully passed by October 15th of the contract year:

Certificate Program (Microsoft Office User Specialist)

Certification Tracks

Office 2000 Track

Master Certification (Word 2000 Expert, Excel 2000 Expert, Access 2000 Core).

WordPerfect - Expert User

- K. The parties mutually agree that should negotiations for a successor collective negotiations agreement not be completed prior to June 30, 2016, unit members shall not be moved up a step on the salary guide for the next school year until the new contract has been ratified. Movement on the guide shall be interpreted as a vertical guide step increase and column differentials based on educational credit or degree attainment. Unit members shall remain at their June 30, 2016 salary 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.

ARTICLE XVII: INSURANCE

A. MEDICAL COVERAGE

1. During the lifetime of this Agreement, the Board shall provide all the available plans in the NJ School Employees Benefits Program with the separately purchased supplemental prescription coverage for employees and their immediate families covered under this Agreement. Plan descriptions are available through the Business Office.
2. The Board reserves the right to change insurance carriers, so long as the plans are equal to or better than the benefits current under the above cited plans. Prior to any consideration of a possible change in health care providers, the Board shall notify the Association.
3. Employees who have medical insurance coverage elsewhere may waive such

coverage by the Board and receive monetary compensation. If medical insurance is waived, it must be for a whole school year and may not be reapplied for until the open enrollment period of the next school year.

Employees may resume SEHBP coverage when they are no longer covered by other health care coverage provided that they notify the business office within 60 days of the loss of the other coverage and provide proof of loss of that coverage. All other changes must be done during open enrollment periods and open enrollment applications must follow the time lines set by the medical insurance carriers.

4. Notice of desire to waive medical and or prescription insurance may be submitted to the business office at any time and will be effective pursuant to the regulations of the SEHBP.
 - a. Full-time personnel who waive medical and/or prescription insurance will receive reimbursement of an amount to be determined by the Board, as per law, which shall not exceed 25% of the combined insurance premium cost of \$5,000.00 (whichever is less) . Reimbursement shall be paid in full with the last paycheck in June for each employee.
 - b. Reimbursement will be pro-rated based on contract length for part time salaried personnel.
 - c. Reimbursement shall also be prorated should the employee not waive coverage for the entire year.
5. Employees who waive medical insurance may retain all or any of the current individual prescription, vision, and dental plans. Reimbursement amounts shall be subject to the provisions of Chapter 2, P.L. 2010.
6. Medical insurance benefits for personnel on a leave of absence will be paid by the district only for the period of FLA or FMLA approved leave. After this period, the employee shall assume the costs of medical insurance under the provisions of the Consolidated Omnibus Reconciliation Act (COBRA). Payment for medical insurance costs shall be due prior to the period to be covered by the payment.

B. DENTAL INSURANCE

All employees will maintain dental plan equal to or better than the 2006-09 contract agreement. Orthodontics is included as described in plan. (Appendix E)

C. VISION PLAN

All employees will be covered by a vision rider paid by the BOE. The vision plan includes a \$200.00 reimbursement for hardware per two (2) year period from the original date of purchase. Any employee who goes outside of the SEHBP Vision network for an eye exam (1 per year) may submit expenses for reimbursement.

ARTICLE XVIII: TRANSFERS

- A. Unless in the determination of the administration that such notice would cause a problem, employees covered under this agreement shall be given sixty (60) days advance notice of an involuntary transfer unless an emergency situation would arise that necessitates a position being filled within thirty (30) days.
- B. In the event of an involuntary transfer, the affected employee will be granted meeting with his/her immediate supervisor to discuss the transfer. All transfers will be according to certificate and seniority.
- C. Any employee shall be permitted to apply for a voluntary transfer.

ARTICLE XIX: PROTECTION OF EMPLOYEES AND PROPERTY

- A. The Board shall reimburse employees for the reasonable cost of any clothing or other personal property damaged or destroyed while the employee was acting in the discharge of his/her duties within the scope of his/her employment.

~~B. The Board shall protect employees through appropriate insurance regarding the cost of medical, surgical or hospital services incurred as the result of any injury sustained in the course of his/her employment.~~

C. CUSTODIAL/MAINTENANCE PERSONNEL

1. The Board shall provide the following for custodial/maintenance personnel:
 - a. five (5) uniform work shirts per year for custodial/maintenance personnel.
Custodial/Maintenance personnel will be required to wear the uniform when at work unless the tasks for the day warrant other clothing as determined by the supervisor);
 - b. weekly laundry service for the custodial/maintenance employee's uniforms;
 - c. one set of rain gear per employee, per 3 year contract, assigned to work outside;
 - d. insulated outerwear for custodial/maintenance employees assigned to work outside;
 - e. work boot/ shoe allowance one pair per year for custodial/maintenance, not to exceed \$200.00, as approved by the Building/Grounds Director as based on safety regulations. The district will arrange for the purchase.
2. Custodial/maintenance employees shall be granted ten (10) minutes prior to the end of the work shift for personal clean up.
3. Custodial/maintenance employee's evening shift salary differential of one \$1,000.00 per year, exclusive of the salary settlement.
4. Maintenance stipend of \$1,000.00 for assigned maintenance staff who hold a recognized plumbing and or electrical certification (do not have to have NJ certification) that is pensionable.

ARTICLE XX: BOOKS AND OTHER INSTRUCTIONAL

MATERIALS & SUPPLIES

- A. A petty cash fund shall be established for use in purchasing incidental supplies for classroom instructional use. With the prior approval of immediate supervisor, a teacher may make expenditures from this fund. The teacher shall be reimbursed upon presentation of a paid receipt for such expenditures to the Principal.

ARTICLE XXI: TEACHER - ADMINISTRATION COUNCIL

The Teacher-Administration Council shall be established and shall meet with the Superintendent no later than the second Wednesday in October of each school year and on the second Wednesday of February. More meetings may be scheduled from time to time thereafter as the need arises. The Council shall consist of five (5) representatives selected by the Association and three (3) persons appointed at large by the Superintendent. The purpose of the council is to periodically review and discuss local school matters and practices as well as administrative procedure and policy.

ARTICLE XXII: MAINTENANCE OF CLASSROOM CONTROL AND DISCIPLINE

- A. It is understood that the maintenance of classroom control is considered to be the responsibility of each individual teacher.
- B. However, if in the judgment of a teacher, a student is, by his/her behavior, seriously disrupting the instructional program to the detriment of other students, the teacher may temporarily exclude the student from the classroom with a written note, and refer him/her to the next higher authority.
- C. Teachers shall be responsible for the supervision of school property and for school materials assigned to them. Any loss or damage to such property or materials shall be reported as soon as discovered by the teacher.

ARTICLE XXIII: IN-SERVICE

Items for potential in-service topics or meetings may be submitted by an employee to the Professional Development Committee.

ARTICLE XXIV: MANAGEMENT RIGHTS

The parties agree, except as expressly set forth in this agreement, that the Board retains all rights, sources and authority to manage the affairs of the school district, and to control and direct the activities of the district employees during their hours of employment.

ARTICLE XXV: EXTRACURRICULAR ACTIVITIES

- A. Coaches shall be observed a minimum of one (1) time per sport season and co-curricular advisors shall be observed a minimum of one (1) time per year.
 - 1. Coaches will not receive payment of coaching salary until all equipment, uniforms, or other miscellaneous materials have been accounted for by the assistant principal/Athletic Director and all other terms of the coaching agreement have been satisfactorily completed.
 - 2. The Full-time Athletic Trainer's additional salary, which is pensionable is \$11,000 per contract year to be divided among the twenty (20) pay periods.
- B. Payment to personnel accepting extracurricular activity assignments shall be as set forth in the Extracurricular Schedule hereto attached.
- C. Personnel assigned extracurricular responsibilities shall remain in the position until the end of the extracurricular event.
- D. Teachers accepting year long activities positions shall receive forty (40) percent of the stipend in December and sixty (60) percent with their last pay in June.

ARTICLE XXVI: REPRESENTATIVE FEE

A. PURPOSE OF FEE

If an employee, certificated and non-certificated employees of the Board represented by the Association in the negotiating unit (Article 1), does not become a member of the Association during any membership year, (i.e., from September 1st to the following August 31st) which is covered in whole or in part by this Agreement, the employee will be required to pay a representation fee to the Association for that membership year. The purpose of this fee will be to offset the employee's per capita cost of services rendered by the Association as majority representative.

B. AMOUNT OF FEE NOTIFICATION

Prior to the beginning of each membership year, the Association will notify the Board in writing of the amount of the regular membership dues, initiation fees and assessments charged by the Association to its own members for that membership year. The representation fee paid by nonmembers will be determined by the Association in accordance with the law.

C. DEDUCTION AND TRANSMISSION OF FEE

1. NOTIFICATION

On or about the 15th of September of each year the Board will submit to the Association a list of all employees in the bargaining unit. On or about January 1st of each year the Association shall notify the Board as to the names of those employees who are required to pay the representation fee.

2. PAYROLL DEDUCTION SCHEDULE

The Board will deduct from the salaries of the employees referred to in section C 1 the full amount of the yearly representation fee in equal installments beginning with the first paycheck in February.

3. TERMINATION OF EMPLOYMENT

If an employee who is required to pay a representation fee terminates his/her or her employment with the Board before the Association has received

~~the full amount of the representation fee to which it is entitled under this Article,~~
the Board will deduct the unpaid portion of the fee from the last paycheck paid to the employee during the membership year in question.

4. MECHANICS

Except as otherwise provided in this Article, the mechanics for the transmission of such fees to the Association will, as nearly as possible, be the same as those used for the transmission of regular membership dues to the Association.

5. CHANGES

The Association will notify the Board in writing of any changes in the list provided for in section C 1 above and/or the amount of the representation fee, and such changes will be reflected in any deductions made more than ten (10) days after the Board received said notice.

6. NEW EMPLOYEES

On or about the last day of each month, beginning with the month this agreement becomes effective, the Board will submit to the Association, a list of all employees who began employment in a bargaining unit position during the preceding thirty (30) day period. The list will include names, job titles, dates of employment and places of assignment for all such employees. The Board will also notify the Association of any changes in the status of an employee regarding transfer, leave of absence, return from leave, retirement, resignation, separation from employment, or death.

D. INDEMNIFICATION

The Association shall indemnify and hold employer harmless against any and all claims, demands, suits and other forms of liability, including liability for reasonable counsel fees and other legal costs and expenses that may arise out of or by reason of and action taken or not taken by the employer in conformance with this provision.

ARTICLE XXVII: DURATION OF AGREEMENT

- A. This Agreement represents and incorporates the complete and final understanding and settlement by the parties of 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 parties at the time they negotiated or signed this Agreement.

- B. This Agreement shall be effective as of the date of signing this Agreement and shall continue in effect from, July 1, 2012, to June 30, 2016, and subject to the Association's right to negotiate over a successor Agreement as provided in Article II.

IN WITNESS WHEREOF the parties hereto have caused this Agreement to be signed by their respective Presidents, attested by their respective secretaries, and their corporate seals to be placed hereon, all on the day and year written below.

President John P. Dennis Jr
Secretary Dr. Maria M. McHenry
Date 2/23/15

BOARD OF EDUCATION OF THE CAPE MAY COUNTY TECHNICAL HIGH SCHOOL

President [Signature]
Secretary [Signature]
Date 3/27/15

**CAPE MAY COUNTY TECHNICAL HIGH SCHOOL
GRIEVANCE FORM**

Grievant: _____ **Position:** _____

Date of Occurrence of alleged violation(s): _____

+++++

Level 1 Immediate Liaison/Supervisor

Date of verbal discussion (*10 school/work days*): _____

Description of violation(s): _____

Remedy sought: _____

I am not satisfied with the outcome of **Level 1** and wish to proceed **Level 2**

Grievant Signature (*within 10 school/work days of discussion*):

Name: _____ Date: _____

+++++

Level 2 Principal

Date received: _____ Date replied: *(within 10 school/work days)*: _____

Disposition: Denied _____ Granted _____

Reason(s): _____

Principal's Signature: _____

I am not satisfied with the outcome of **Level 2** and wish to proceed to **Level 3**

Grievant Signature *(within 10 school/work days of Principal's reply)*

Name: _____ Date: _____

+++++

Level 3 Superintendent

Date received: _____ Date replied: *(within 10 school/work days)*: _____

Disposition: Denied _____ Granted _____

Reason(s): _____

Superintendent's Signature: _____

I am not satisfied with the outcome of **Level 3** and wish to proceed to **Level 4**

Grievant Signature *(submitted within 10 school/work days of Superintendent's reply)*

Name: _____ Date: _____
+++++

Level 4 BOE Hearing

Date received: _____

BOE informal hearing date (*no later than 2 regularly scheduled BOE meetings*): _____

Date replied (*within 40 school/work days after BOE hearing*): _____

Disposition: _____ Denied _____ Granted _____

Reason(s) _____

BOE President's Signature: _____

I am not satisfied with the outcome of **Level 4** and wish to proceed to **Level 5**

Grievant Signature (*within 10 school/work days of BOE's reply*)

Name: _____ Date: _____

+++++

The Grievant is not satisfied with the outcome of **Level 4** and the Association wishes to proceed to arbitration (*within 10 school/work days*)

Signature of Grievance Committee Chair Date: _____

CAPE MAY COUNTY TECHNICAL SCHOOLS
188 Crest Haven Road
Cape May Court House, New Jersey 08210

Manager's Initials _____

PERSONAL DAY
or
VACATION DAY

Name _____

Position _____

I am requesting the following date(s): _____

Employee's signature _____

Date _____

Superintendent's signature _____

Date _____

Approved Disapproved

**FORMS MUST BE RECEIVED BY THE SUPERINTENDENT (VIA MANAGER) THREE (3) DAYS PRIOR
TO THE DAY REQUESTED.**

White copy to personnel office/Yellow copy to manager/Pink copy to originator

TEACHERS**Cape May County Technical High School****2012 – 2013**

Salary Guide Step	BA	MA	MA+30	MA+60	Doc.
1	52,742	54,742	55,742	56,742	57,742
2	53,042	55,042	56,042	57,042	58,042
3	54,542	56,542	57,542	58,542	59,542
4	56,042	58,042	59,042	60,042	61,042
5	57,542	59,542	60,542	61,542	62,542
6	59,042	61,042	62,042	63,042	64,042
7	60,542	62,542	63,542	64,542	65,542
8	62,042	64,042	65,042	66,042	67,042
9	63,542	65,542	66,542	67,542	68,542
10	65,542	67,542	68,542	69,542	70,542
11	67,542	69,542	70,542	71,542	72,542
12	69,542	71,542	72,542	73,542	74,542
13	71,542	73,542	74,542	75,542	76,542
14	73,542	75,542	76,542	77,542	78,542
15	75,643	77,643	78,643	79,643	80,643
15.05OG	77,143	79,143	80,143	81,143	82,143
15.0G	78,643	80,643	81,643	82,643	83,643

No movement on guide.

Appendix C

TEACHERS

Cape May County Technical High School

2013 – 2014

Salary Guide Step	BA	MA	MA+30	MA+60	Doc.
1	52,791	54,791	55,791	56,791	57,791
2	52,991	54,991	55,991	56,991	57,991
3	54,679	56,679	57,679	58,679	59,679
4	56,179	58,179	59,179	60,179	61,179
5	57,679	59,679	60,679	61,679	62,679
6	59,179	61,179	62,179	63,179	64,179
7	60,679	62,679	63,679	64,679	65,679
8	62,179	64,179	65,179	66,179	67,179
9	63,679	65,679	66,679	67,679	68,679
10	65,679	67,679	68,679	69,679	70,679
11	67,679	69,679	70,679	71,679	72,679
12	69,679	71,679	72,679	73,679	74,679
13	71,679	73,679	74,679	75,679	76,679
14	73,679	75,679	76,679	77,679	78,679
15	75,679	77,679	78,679	79,679	80,679
15.05OG	77,399	79,399	80,399	81,399	82,399
15.0G	79,122	81,122	82,122	83,122	84,122

TEACHERS**Cape May County Technical High School****2014 – 2015**

Salary Guide Step	BA	MA	MA+30	MA+60	Doc.
1	53,336	55,336	56,336	57,336	58,336
2	53,836	55,836	56,836	57,836	58,836
3	54,336	56,336	57,336	58,336	59,336
4	56,214	58,214	59,214	60,214	61,214
5	57,804	59,804	60,804	61,804	62,804
6	59,304	61,304	62,304	63,304	64,304
7	60,804	62,804	63,804	64,804	65,804
8	62,304	64,304	65,304	66,304	67,304
9	63,804	65,804	66,804	67,804	68,804
10	65,804	67,804	68,804	69,804	70,804
11	67,804	69,804	70,804	71,804	72,804
12	69,804	71,804	72,804	73,804	74,804
13	71,804	73,804	74,804	75,804	76,804
14	73,804	75,804	76,804	77,804	78,804
15	75,804	77,804	78,804	79,804	80,804
15.05OG	77,704	79,704	80,704	81,704	82,704
15.0G	79,609	81,609	82,609	83,609	84,609

TEACHERS

Cape May County Technical High School

2015 – 2016

Salary Guide Steps		BA	MA	MA+30	MA+60	Doc.
Old	New					
1	1	53,880	55,880	56,880	57,880	58,880
2	2	54,380	56,380	57,380	58,380	59,380
3	3	55,130	57,130	58,130	59,130	60,130
4	4	55,880	57,880	58,880	59,880	60,880
5	5	57,793	59,793	60,793	61,793	62,793
6	6	59,607	61,607	62,607	63,607	64,607
7	7	61,107	63,107	64,107	65,107	66,107
8	8	62,607	64,607	65,607	66,607	67,607
9	9	64,107	66,107	67,107	68,107	69,107
10	10	65,607	67,607	68,607	69,607	70,607
11	11	67,607	69,607	70,607	71,607	72,607
12	12	69,607	71,607	72,607	73,607	74,607
13	13	71,707	73,707	74,707	75,707	76,707
14	14	73,807	75,807	76,807	77,807	78,807
15	15	75,932	77,932	78,932	79,932	80,932
15.05OG	16	78,057	80,057	81,057	82,057	83,057
15.OG	17	80,217	82,217	83,217	84,217	85,217

CUSTODIANS**Cape May County Technical High School****2012 – 2013**

Step	Cust.	Black Seal
1	22,730	24,730
2	23,180	25,180
3	24,032	26,032
4	25,778	27,778
5	27,524	29,524
6	29,269	31,269
7	31,015	33,015
8	32,761	34,761
9	34,506	36,506
10	36,252	38,252
11	37,998	39,998
12	39,744	41,744
13	41,730	43,730
13.05OG	43,230	45,230
13OG	44,730	46,730

No movement on guide.

CUSTODIANS**Cape May County Technical High School****2013 – 2014**

Step	Cust.	Black Seal
1	24,666	26,666
2	25,166	27,166
3	25,666	27,666
4	26,166	28,166
5	26,666	28,666
6	28,412	30,412
7	30,158	32,158
8	31,903	33,903
9	33,650	35,650
10	35,595	37,595
11	36,740	38,740
12	38,185	40,185
12C	39,630	41,630
13	41,033	43,033
13.05OG	42,543	44,543
13OG	44,730	46,730

CUSTODIANS**Cape May County Technical High School****2014 – 2015****Salary Guide**

Step	Cust.	Black Seal
1	24,987	26,987
2	25,487	27,487
3	25,987	27,987
4	26,487	28,487
5	26,987	28,987
6	27,487	29,487
7	29,233	31,233
8	30,978	32,978
9	32,724	34,724
10	34,470	36,470
11	36,706	38,706
12	38,141	40,141
12C	39,586	41,586
13	41,086	43,086
13.05OG	42,888	44,888
13OG	44,730	46,730

CUSTODIANS**Cape May County Technical High School****2015 – 2016****Salary Guide Steps**

Old	New	Cust.	Black Seal
1	1	25,261	27,261
2	2	25,761	27,761
3	3	26,261	28,261
4	4	26,761	28,761
5	5	27,261	29,261
6	6	27,761	29,761
7	7	28,261	30,261
8	8	30,007	32,007
9	9	31,498	33,498
10	10	33,798	35,798
11	11	35,544	37,544
12	12	37,780	39,780
12N	13	39,230	41,230
13	14	40,680	42,680
13.05OG	15	42,630	44,630
13OG	16	44,730	46,730

AIDES**Cape May County Technical High School****2012 – 2013****Salary Guide**

Step	10 Month	12 Month
1	18,002	21,472
2	18,502	22,072
3	19,954	23,814
4	20,708	24,719
5	21,564	25,746
6	22,822	27,256
7	24,080	28,766
8	25,338	30,275
9	26,596	31,785
10	27,854	33,294
11	29,112	34,804
12	29,565	35,348
12.05OG	31,065	36,848
12OG	32,565	38,348

No movement on guide.

AIDES

Cape May County Technical High School

2013 – 2014

Salary Guide		
Step	10 Month	12 Month
1	18,318	21,982
2	18,818	22,582
3	19,318	23,182
4	19,818	23,782
5	20,318	24,382
6	20,818	24,982
7	22,618	27,142
8	24,418	29,302
9	26,218	31,462
10	27,428	32,914
11	28,638	34,366
12	29,848	35,818
12.05OG	31,348	37,618
12OG	32,865	39,438

AIDES**Cape May County Technical High School****2014 – 2015**

Salary Guide		
Step	10 Month	12 Month
N	18,325	21,990
1	18,825	22,590
2	19,325	23,190
3	19,825	23,790
4	20,325	24,390
5	20,825	24,990
6	21,325	25,590
7	22,525	27,030
8	23,725	28,470
9	24,925	29,910
10	26,575	31,890
11	28,225	33,870
12	29,875	35,850
12.05OG	31,525	37,830
12OG	33,180	39,816

AIDES**Cape May County Technical High School****2015 – 2016**

Salary Guide Steps			
Old	New	10 Month	12 Month
N	1	18,440	22,128
1	2	18,915	22,698
2	3	19,390	23,268
3	4	19,865	23,838
4	5	20,340	24,408
5	6	20,815	24,978
6	7	21,290	25,548
7	8	22,040	26,448
8	9	22,790	27,348
9	10	23,790	28,548
10	11	25,190	30,228
11	12	26,890	32,268
12	13	28,990	34,788
12.05OG	14	31,090	37,308
12OG	15	33,430	40,116

ETTC

Cape May County Technical High School

**2012-13
Salary Guide
Step**

1	52,944
2	53,444
3	53,944
4	54,444
5	54,944
6	55,444
7	55,944
8	56,444
9	56,944
10	57,444

**2014-15
Salary Guide
Step**

1	55,558
2	56,058
3	56,558
4	57,058
5	57,558
6	58,058
7	58,558
8	59,058
9	59,558
10	60,058

**2013-14
Salary Guide
Step**

1	54,236
2	54,736
3	55,236
4	55,736
5	56,236
6	56,736
7	57,236
8	57,736
9	58,236
10	58,736

**2015-16
Salary Guide
Step**

1	56,909
2	57,409
3	57,909
4	58,409
5	58,909
6	59,409
7	59,909
8	60,409
9	60,909
10	61,409

12/13 No movement on guide.

SECRETARIES

Cape May County Technical High School

2012 – 2013

Salary Guide		
Step	Admin Dir Sec.	Dir Sec.
1	23,131	23,953
2	23,911	24,733
3	24,691	25,513
4	25,471	26,293
5	26,251	27,073
6	27,031	27,853
7	28,116	28,938
8	29,201	30,023
9	30,286	31,108
10	32,371	33,193
11	34,607	35,429
11.5OG	36,107	36,929
11OG	37,607	38,429

No movement on guide.

SECRETARIES

Cape May County Technical High School

2013 – 2014

Salary Guide

Step	Admin Dir Sec.	Dir Sec.
1	24,329	25,151
2	24,579	25,401
3	24,829	25,651
4	25,079	25,901
5	25,869	26,691
6	26,659	27,481
7	27,449	28,271
8	28,239	29,061
9	30,124	30,946
10	31,209	32,031
11	33,509	34,331
11.5OG	36,445	37,267
11OG	38,045	38,867

SECRETARIES

Cape May County Technical High School

2014 – 2015

Salary Guide

Step	Admin Dir Sec.	Dir Sec.
1	24,875	25,697
2	25,125	25,947
3	25,375	26,197
4	25,625	26,447
5	25,875	26,697
6	26,125	26,947
7	26,905	27,727
8	27,685	28,507
9	29,370	30,192
10	30,455	31,277
11	32,555	33,377
11.5OG	34,255	35,077
11OG	38,445	39,267

SECRETARIES**Cape May County Technical High School****2015 – 2016**

Salary Guide Steps		Admin Dir	
Old	New	Sec.	Dir Sec.
1	1	24,919	25,741
2	2	25,169	25,991
3	3	25,419	26,241
4	4	25,669	26,491
5	5	25,919	26,741
6	6	26,169	26,991
7	7	26,419	27,241
8	8	27,519	28,341
9	9	28,619	29,441
10	10	30,469	31,291
11	11	32,469	33,291
11.5OG	12	34,969	35,791
11OG	13	39,045	39,867

NEW UNIT**Cape May County Technical High School**

	2011-12	2012-13	2013-14	2014-15	2015-16
Position					
Admission Coordinator	50,583	51,721	52,885	54,075	55,373
Tech Systems Tech	41,562	42,497	43,305	44,127	44,944
Info Systems Tech	59,533	60,872	62,029	63,208	64,377
Info Systems Tech	33,768	34,528	35,184	35,852	36,516

EXTRACURRICULAR SCHEDULE 2012-2016
Coaches:

Head coach *	\$5,200.00
Cheerleading	\$5,200.00
Assistant coach **	\$3,200.00
Intramural coach (full year)	\$1,500.00
Intramural coach (half year)	\$750.00

* *for each year anyone coaching returns to the same position they will receive a \$250.00 longevity payment (see attached Extracurricular Schedule)*

** *for each year any one coaching returns to the same position they will receive a \$150.00 longevity payment (see attached Extracurricular Schedule)*

Advisors:

Yearbook Advisor	\$3,050.00
Student Government Advisor	\$2,250.00
Class Advisor	\$2,250.00
National Honor Society Advisor	\$2,050.00
Key Club Advisor	\$2,050.00
Newspaper Advisor	\$1,850.00
Club Advisors (authorized by Board)	\$950.00
SkillsUSA Advisor*	\$950.00

Hourly Athletic Trainer:

(hourly stipend shall be \$30.00 per hour in the Fall and Spring seasons, and \$35.00 per hour in the Winter season)

EXTRACURRICULAR SCHEDULE 2012-2016

Chaperones:

Overnight Chaperone (per night)	\$200.00
Chaperone (per event)	\$25.00

**Overnight Chaperone rate shall apply to SkillsUSA overnight trips and any one-day trips that last 13 hours or more from the time the chaperone assumes supervisory responsibility until such time as the supervisory responsibility concludes.*

Detention Monitors:

Detention-Saturday (per hour)	\$28.00
Detention-After School (per hour)	\$25.00

Miscellaneous:

Site Manager	\$6,300.00
Substitute Coordinator	\$5,000.00
LPN Coordinator	\$3,000.00
HOSA	\$950.00
Homebound Instruction (per hour)	\$30.00
Greenhouse Supervisor (per hour) *	\$25.00
Aquaculture Supervisor (per hour) *	\$25.00
Security Monitors	\$16.50
Summer School Prep (additional hours spent preparing paid at hourly rate upon approval)	No Stipend

** per hour as approved by supervisor up to a maximum of 115 hours per year*

**CAPE MAY TECHNICAL SCHOOL DISTRICT
GROUP # 7616
Delta Dental Premier**

Preventive & Diagnostic	100%
* Exams, Cleanings & Bitewing X-rays (each twice in a calendar year)	
* Fluoride Treatment (once in a calendar year, children to age 19)	
Remaining Basic	80%
* Fillings, Extractions	
* Endodontics (root canal)	
* Periodontics, Oral Surgery	
* Sealants	
Crowns & Prosthodontics	50%
* Crowns, Gold Restorations	
* Bridgework	
* Full & Partial Dentures	
* Repair of Dentures	
Calendar Year Maximum (per patient)	\$1,000
Calendar Year Deductible (waived on Preventive & Diagnostic)	
* Per Person	\$50
* Family Aggregate Deductible	\$150
Orthodontic Benefits (child only) to age 19	50%
* Lifetime Maximum (per patient)	\$1,500

Over 145,000 participating dental offices nationwide participate with the national Delta Dental system, although you may choose any fully licensed dentist to render necessary services. Participating dentists will be paid directly by Delta Dental to the extent that services are covered by the contract. Non-participating dentists will bill the patient directly, and Delta Dental will make payment directly to the subscriber. Maximum benefit may be derived by utilizing the services of a participating dentist.

You may call 1-800-DELTA OK and list of participating dentists located in your area will be mailed to your home or you may access our Website at www.deltadentalnj.com.

During your FIRST appointment, tell your dentist that you are covered under this program. Give him/her your Group's name, its Delta Dental Group Number and your Social Security number. Your dependents, if covered, should give YOUR SOCIAL SECURITY NUMBER.

If you have any questions regarding your Delta Dental Premier benefits, you may contact our Customer Service Department Monday through Thursday, 8:00 a.m. to 6:30 p.m. EST and Friday, 8:00 a.m. to 5:00 p.m. EST, at 1-800-452-9310.

This overview contains a general description of your dental care program for your use as a convenient reference. Complete details of your program appear in the group contract between your plan sponsor and Delta Dental of New Jersey, Inc. which governs the benefits and operation of your program. The group contract would control if there should be any inconsistency or difference between its provisions and the information in this overview.

U&A _____