

AGREEMENT

between the

**MONROE TOWNSHIP ASSOCIATION OF
EDUCATIONAL SECRETARIES**

and the

MONROE TOWNSHIP BOARD OF EDUCATION

July 1, 2016 – June 30, 2019

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PREAMBLE

Know all men by these presents, that pursuant to the provisions set forth in Title 34, Chapter 303, Laws of 1968, and P.L. 123, Laws of 1974 State of New Jersey, entitled, "New Jersey Employer-Employee Relations Act," the Monroe Township Board of Education, hereinafter called the "Board" and the Monroe Township Association of Educational Secretaries, hereinafter called the "Association" do hereby enter into this Agreement the 1st day of July, 2016.

Any use of a pronoun in this text is intended for general reference rather than any particular person or sex.

ARTICLE I – RECOGNITION

1:1 The Monroe Township Board of Education hereby recognizes the Monroe Township Association of Educational Secretaries as the exclusive and sole representative for collective negotiations concerning the terms and conditions of employment for all personnel under contract to the Monroe Township Board of Education as indicated herein:

1. Computer Operator/Accounts Payable
2. Computer Operator/Payroll
3. Computer Software Support Specialist/SASI Database Coordinator
4. Secretaries
5. Secretarial Clerks

But excluding confidential employees as indicated hereafter:

1. Secretary to Superintendent of Schools
2. Secretaries to the Assistant Superintendents of Schools
3. Secretary to the Board Secretary
4. Confidential Assistant to Board Secretary

ARTICLE II – NEGOTIATION OF SUCCESSOR AGREEMENT

- 2:1 The parties agree to enter into collective negotiations over a successor agreement, Chapter 123, P.L. of New Jersey, 1974, to reach agreement on matters concerning the terms and conditions of employment.
- 2:2 Consistent with Chapter 123, P.L. of New Jersey, 1974, the Board shall not effect any change in policy concerning terms and conditions of employment except those so negotiated and included as part of this Agreement and contained herein.
- 2:3 Such negotiations shall begin according to the rules and regulations as set forth by PERC, and the Agreement negotiated between the parties shall be reduced to writing and signed by authorized representatives of both parties.
- 2:4 Whenever members of the bargaining unit are mutually scheduled by the parties hereto to participate during working hours in conferences, meetings or in negotiations respecting the collective bargaining agreement, they will suffer no loss of pay.
- 2:5 This Agreement shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.

ARTICLE III – GRIEVANCE PROCEDURE

3:1 DEFINITION

Grievance: A “grievance” is any dispute between the parties concerning the meaning or application of the terms and conditions of employment of this Agreement or administrative decisions or Board policies.

3:2 PURPOSE

The purpose of the following grievance procedures will be to secure, at the most immediate possible administrative level, equitable solutions to the issues which may arise from time to time. Grievances shall be presented in writing in not less than duplicate, and shall be signed by the employee presenting the grievance. The Board and the Association agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

3:3 PROCEDURE

Level One- Principal or Immediate Supervisor (Informal)

Within 14 work days of the event giving rise to the grievance, an employee with a grievance shall first discuss it with the principal or immediate supervisor, either directly or through the Association’s designated representative, with the objective of resolving this matter informally.

Level Two - Principal or Immediate Supervisor (Formal)

If the aggrieved person is not satisfied with the disposition of his/her grievance at Level One, s/he may formally express his/her grievance in writing within five (5) work days to the principal or immediate supervisor. If no decision has been rendered within five (5) work days after the presentation of the grievance in writing, the aggrieved person may proceed to Level Three. The grievance shall include the date of occurrence.

Level Three - Superintendent

In the event a satisfactory settlement is not reached as provided for in Level Two, an employee or his/her representative may within five (5) additional work days present the grievance to the Superintendent. The Superintendent shall grant a hearing to the aggrieved and/or his/her representative within five (5) work days after the date the grievance is received. The Superintendent’s written disposition shall be returned to the employee and/or his/her representative within five (5) work days after the date of the hearing.

Level Four- Board of Education

If the grievant is not satisfied with the disposition of his/her grievance at Level Three, s/he may within five (5) additional work days submit the grievance to the Board of Education. The Board shall grant a hearing and render a written disposition to the employee or his/her representative within 30 work days of the presentation.

Level Five - Arbitration

A. Within 10 work days after the written notice of submission to arbitration, the Board and the Association shall attempt to agree upon a mutually acceptable arbitrator and shall obtain a commitment from said arbitrator to serve. If the parties are unable to agree upon an arbitrator or are unable to obtain such a commitment within the specific period, a request for a list of arbitrators may be made to PERC. The parties then shall be bound by the rules

and procedures of PERC.

- B. The arbitrator so selected shall confer with the representatives of the Board and the Association and hold hearings promptly and shall issue a decision not later than 20 days from the date of the close of the hearing, or if oral hearings have been waived, then from the date the final statements and proofs on the issue are 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 is in violation of the terms of this Agreement. The decision of the arbitrator shall be submitted to the Board and the Association and shall be binding.
- C. The Board reserves to itself the right to manage the school district on behalf of the public except for those rights contained herein.
- D. The cost of arbitration shall be shared equally by both parties.
- E. The Arbitrator shall be limited to the issues submitted to him/her 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. Only the Board, the aggrieved and his/her representatives shall be given copies of the arbitrator's report of findings and recommendations. This shall be accomplished within 30 days of the completion of the arbitrator's hearings.

Group Grievance

If in the judgment of the Association a grievance affects a group of employees, the Association may submit such grievance in writing to the Superintendent directly, and the processing of such grievance shall commence at this point as long as the immediate supervisor does not have authority to act on the grievance. A group grievance shall be filed within 14 work days, and the Superintendent shall have seven (7) work days within which to respond.

ARTICLE IV – EMPLOYEE RIGHTS

- 4:1 No employee shall be disciplined, reprimanded or reduced in rank or compensation without just cause. Any such action asserted by the Board or any agent or representative thereof shall be subject to the grievance procedure herein set forth.
- 4:2 Whenever any employee is required to appear before the 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 s/he shall be given prior written notice of the reasons for such meeting or interview and shall be entitled to have a representative of his/her choice present.
- 4:3 No employee shall be prevented from wearing pins or other identification of membership in the Association or its affiliates.
- 4:4 In the event of any reduction in force, seniority shall be the criteria for determining such reduction. Recall shall be based upon the same seniority, i.e., last reduced first called back.
- a. Seniority is defined as an employee's full-time services within her/his job classification with the Monroe Township Board of Education beginning with her/his date of employment in that job classification.
 - b. Seniority accrues from the commencement of service in a particular job category to the time when it is applied in a reduction in force.
 - c. Whenever an employee is transferred to a higher job category, service after the transfer is credited toward seniority in all categories in which the employee previously served. Thus an employee's seniority in any job category begins to accrue on the day that service in that category begins and continues to accrue during all subsequent service.* For example: An employee works as a Secretarial Clerk for 5 years and then is transferred to a Secretary and works for another 5 years in that position. The employee would have 10 years seniority as a Secretarial Clerk and 5 years seniority as a Secretary.
 - d. An employee who is rehired after a reduction in force shall not suffer the loss of accumulated seniority, and additional seniority shall accrue from the date of resumption of service.
 - e. A seniority list, by classification, shall be given to the Association president not later than September 30 of each year.

* Note – similar to the “tack on” rule for teachers, NJAC 6:3-5.1(h).

ARTICLE V – ASSOCIATION RIGHTS AND PRIVILEGES

- 5:1 Representatives of the Association may be permitted to transact official Association business on school property at reasonable times provided it is not done during regularly scheduled working hours and provided that permission has been granted by the Superintendent or his designee. If permission is denied by the Superintendent or his designee, such denial shall be in writing.
- 5:2 The Association and its representatives may have the right to the use of school buildings at reasonable hours for meetings, provided it does not interfere with the daily educational programs and permission has been granted by the Superintendent or his/her designee. If permission is denied by the Superintendent or his/her designee* such denial shall be in writing.
- 5:3 The Association shall have use of an Association designated bulletin board in each building. Copies of all materials to be posted on such bulletin boards shall be given to the building Principal and Superintendent for approval. If permission is denied by the superintendent or his/her designee, such denial shall be in writing.
- 5:4 The Association may use the school mailboxes and e-mail in accordance with the Board of Education acceptable use policy 2361.
- 5:5 The President of the Association shall enjoy freedom to leave his/her assigned building to visit other buildings at reasonable times when school is in session. This can only occur when s/he has no other assigned responsibilities and has notified his/her building Principal or Supervisor, and the building Principal or Supervisor of the building s/he is visiting.

ARTICLE VI – EMPLOYEE/ADMINISTRATIVE LIAISON

- 6:1 At the request of either party, the Association’s representatives shall meet with the Superintendent or his/her designee at least once every calendar quarter during the year to review and discuss current problems and practices of mutual interest and the administration of this Agreement.

ARTICLE VII – WORK YEAR AND WORK DAY

- 7:1 The work year of all 10-month employees shall be September 1 through June 30 of each year with a maximum of 200 days. Work days are Monday through Friday.
- The work year of all 12-month employees shall be July 1 through June 30 of each year with a maximum of 240 days. Work days are Monday through Friday. Employees will have the same holidays as teachers. Employees will have at least one day off each for July 4 and Labor Day.
- 7:2 Each employee shall have a normal work day of seven (7) hours and 30 minutes, excluding a duty-free lunch period of at least 30 minutes.
- 7:3 Summer work hours will be defined as from the first Monday subsequent to the closing of school to the opening of school for district staff as determined by the adopted school calendar.
- 7:4 After three (3) years and one (1) day of uninterrupted continuous service, each employee shall be appointed for an unfixed term as to provide the tenure protection available to such employee under the provisions of Chapter 137, P.L. of 1960 (18A:17-3 and 18A:17-4).
- 7:5 After seven (7) calendar days, the building administrator will submit a letter requesting that either:
- » The clerk performing secretarial duties be reimbursed for such duties at the secretary's regular rate of pay, prorated, retroactive to the eighth calendar day or
 - » That in the absence of a clerk, the request will be made for extra clerical help to assist the secretary.
 - » The letter shall be forwarded to the Superintendent, the Board President, the Association President and the employee involved.

ARTICLE VIII – OVERTIME

- 8:1 Overtime shall be defined as work in excess of 40 hours per week. Overtime compensation shall be one and one-half (1-1/2) times the hourly rate.
- 8:2 When requested to work during the time school is closed for holidays and vacation periods, the employee shall be compensated additionally at straight time rate for the first 40 hours and time and one-half for all over 40 hours in any weekly period.
- 8:3 All overtime must be mutually agreed upon by both parties and have prior approval by the immediate supervisor and Superintendent of Schools.

ARTICLE IX – EDUCATIONAL IMPROVEMENT

9:1 Any employee who takes a course or courses in the employee's field related to his/her position shall be reimbursed toward the tuition of such course or courses to a maximum of \$600 per employee for any given year.

An employee may be reimbursed up to \$600 of his/her yearly tuition reimbursement money to cover the costs of attending professional workshops, training sessions and meetings subject to prior approval of the Superintendent.

9:2 Sole approval for the tuition reimbursement must be secured from the Superintendent prior to the employee taking the course.

9:3 Courses or workshops not directly related to the secretarial area may be considered upon application to the Superintendent.

9:4 Maximum expenditure in any given year shall not exceed: \$6,000

9.5 When administration requires an employee to attend a workshop, mileage reimbursement will be at the rate identified by the NJ Department of Education. If no rate is identified by the NJ Department of Education, mileage reimbursement will be at the IRS rate.

ARTICLE X – VACATION SCHEDULE

10:1 Upon completion of a full fiscal year, all 12-month employees shall receive:

10 days vacation

Over 3 years to 5 years 12 days

Over 5 years to 10 years 16 days

Over 10 years to 15 years 18 days

Over 15 years 20 days

20 years and over 22 days

10:2 Employees hired during the fiscal year shall have vacation days accrue and prorated according to the date of hire.

10:3 Vacation time shall be taken subject to the approval of the immediate supervisor and may be taken in half-day or quarter day increments.

10:4 All vacation days must be used in the year earned.

10:5 A maximum of 10 vacation days may be carried over to the next year with the approval of the immediate supervisor.

An agreement must be agreed upon between the employee and the immediate supervisor to use left over vacation days.

ARTICLE XI – POSTING PROCEDURES

- 11:1 All notices of vacancies shall be posted as far in advance as possible, except in emergencies, at least 15 days before the date when applications must be submitted.

ARTICLE XII – EVALUATION

- 12:1 All employees shall receive written evaluations of their job performance by their immediate supervisor and acknowledge same no less than twice a year.

ARTICLE XIII – TEMPORARY LEAVES OF ABSENCE

13:1 ***Death in Family Allowance***

In the event of death in the immediate family, members shall be granted allowance with pay for attending the deathbed, funeral or make funeral arrangements as hereinafter stated.

- a. An allowance of five (5) days shall be granted in the case of death in any of the following:
 1. Employee's parents, spouse, children, brothers, sisters, parents of the employee's spouse and other persons residing as a member of the household of the employee.
 2. Legally adopted members of the family and step-relationships as outlined in a.1.
- b. An allowance of three (3) days shall be granted to attend the funeral of any of the following:
 1. Uncle, aunt, grandparents and grandchildren of the employee.
 2. Brother-in-law, sister-in-law, son-in-law and daughter-in-law of the employee.
- c. In the event of a district employee or student death in Monroe Township School District, the principal or immediate supervisor of said employee or student shall grant to an appropriate number of employees sufficient time off to attend the funeral.

13:2 ***Personal Business***

Each full-time employee shall be allowed an absence of four (4) days each year with full pay for personal business at the discretion of the Superintendent of Schools. The employee need not state the reason for requesting a personal business day unless the day is contiguous to a vacation period.

These days may be taken in half-day or quarter-day increments. When possible, the employee must give at least three (3) days notice. Up to four (4) personal days per year if unused may be applied to accumulated sick leave.

13:3 ***Professional Business***

Each full-time employee shall be granted two (2) professional days per year at the discretion of the Superintendent.

13:4 ***In-Service Day***

Half of the staff will attend the first scheduled in-service day. The remaining staff will attend the second scheduled in-service day.

The in-service programs will be planned jointly between the Administration and the Association.

ARTICLE XIV – EXTENDED LEAVE OF ABSENCE

14:1 *Leave of Absence – Without Pay*

A one (1) year's leave of absence may be granted without pay upon the recommendation of the Superintendent and approval of the Board of Education. The employee may request an extension of one (1) year's leave of absence in writing. Said extension may be granted without pay upon the recommendation of the Superintendent and approval of the Board of Education.

If the employee desires to return prior to the time determined by either leaves of absence, s/he may be permitted to do so upon 60 days written notice of intent to return and recommendation of the Superintendent and approval of the Board of Education.

14:2 *Leave of Absence – Professional Improvement*

When an employee is granted an extended leave of absence for the purpose of professional improvement in the area of employment, said employee shall be granted salary determination as if s/he had been in continuous employment in the district upon the recommendation of the Superintendent and approval of the Board of Education.

14:3 *Leave of Absence – Maternity*

Nothing herein prevents utilization of sick leave by pregnant employees subject to federal and state laws. Employees may utilize the provisions of 14:1.

14:4 *Leaves of Absence – Child Caring*

An employee anticipating birth of his/her child may apply for and will be granted an unpaid leave of absence subject to the following:

- a. The employee provides medical certification of the anticipated date of birth.
- b. The employee applies in writing for such leave no less than 60 days prior to the commencement of leave.
- c. The employee continues such leave until the beginning of the next academic year.
- d. Such employee may apply also for an additional one (1) year leave, and such leave shall be granted. Application for such extension must be made no later than April 1 of the prior school year.
- e. Child-caring leave shall not exceed a maximum of two (2) years.
- f. Entitled benefits at the time of commencement of child caring leave shall be frozen until return from such leave.
- g. Any employee may apply for and will be granted this leave in the case of adoption by the employee of a child five (5) years of age or younger under the same terms as specified herein.
- h. Any employee on such leave may apply for reinstatement during this leave and shall be reinstated provided that a suitable vacancy exists.

ARTICLE XV – SICK LEAVE

15:1 All regular 10-month employees shall be allowed 10 days absence due to personal illness, two (2) of which may be used as family illness days, each year without deduction from pay. Any unused sick days shall be accumulated.

All regular 12-month employees shall be allowed 12 days absence due to personal illness, two (2) of which may be used as family illness days, each year without deduction from pay. Any unused sick days shall be accumulated.

Sick days may be taken in half-day or quarter day increments.

15:2 All employees absent in excess of three (3) days may be required to provide a physician's certificate forwarded to Central Office. In cases of questionable recurring absences, a doctor's certificate may be required more frequently.

15:3 In the event of extended illness after exhaustion of entitled sick leave, the differential between regular pay and substitute pay may be granted at the sole discretion of the Board for such days on extended illness. Such determination shall be on a case-by-case basis.

15:4 Should absence due to illness exceed the sick leave granted, full salary deductions shall be made as follows:

10-month employees – 1/200 of annual salary for each day of absence

12-month employees – 1/240 of annual salary for each day of absence

15:5 Retirement/Sick Leave Benefit

Upon retirement from this district, employees will be reimbursed for all unused sick leave. Payment shall be based on 30% of the per diem rate for Step 5 of the salary guide for their classification rate in their year of retirement.

ARTICLE XVI – PAYROLL DEDUCTIONS

- 16:1 The Secretary of the Board shall deduct from the paycheck of any employee, upon request of said employee, for any of the following, provided the employee has filed written authorization for such deduction on the appropriate authorization form:
- a. A single unit dues deduction in the sum specified by the Association
 - b. Supplemental annuity deductions
 - c. Prudential Insurance Company or another designation of the Association.

ARTICLE XVII – INSURANCE PROTECTION

- 17:1 The Board agrees to pay the full cost for family coverage for all full-time employees for PPO (Preferred Provider Organization) or POS (Point of Service) Coverage for **Horizon** Blue Cross, Blue Shield for the term of this contract. A summary of the benefits is attached as Schedule A.
- 17:2 The Board will pay full cost for a \$10.00/\$15.00/1 X co-pay prescription plan for employee and family. Oral contraceptives will be included effective July 1, 2006.
- 17:3 The Board will pay the full family dental premium for **2016-2019**. Such premium costs will be capped at the premium in effect at the end of the contract. The maximum annual benefit will be \$1,500 per insured effective July 1, 2006.
- 17:4 Commencing July 1, 1988, the Board will obtain catastrophic benefits coverage for employees and their dependents at the employee's expense.
- 17:5 The employees will receive any and all increases in benefits that the other negotiating units receive.
- 17:6 **Opt-Out Insurance Program**
The Board will provide cash payments to those employees who wish to waive or "opt out" of board provided insurance coverages.

- a. For those employees who choose to waive coverage, the board of Education will pay the following amounts: 35% of the premium of the employee's elected plan.

Effective December 1, 2014: For those employees who choose to waive coverage, the Board will pay 25% of the premium of the employee's selected plan(s), up to a maximum of \$5,000. However, employees who are waiving coverage and receiving an opt-out payment as of December 1, 2014 will be grandfathered and capped at 35% of the premium rates that were in effect on December 1, 2014.

- b. Payments for waiver of both coverages will be made in two (2) annual installments. The first payment will be made in December of the school year in which coverage is waived, and the second payment will be made in June of the school year in which coverage is waived.
- c. Proof of coverage must be provided in order to receive any of the payments. Waiver of coverage can be made during both open enrollment periods, and such payment for waiver will be pro-rated regarding the time of coverage.
- d. Such waiver is irrevocable for the plan year (July 1 through and including the following June 30), unless the employee meets one or more of the criteria of a "Family Status Change," which includes, but is not limited to:
- Marriage, divorce, or legal separation
 - Death of a spouse or dependent
 - Birth or adoption of a dependent

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- Termination or commencement of participant's or spouse's employment
 - Participant or spouse taking an unpaid leave or absence lasting more than thirty (30) calendar days
 - Participant or spouse having a significant change in health coverage due to spouse's employment
 - Ineligibility of a dependent
 - Bankruptcy court order
- e. Employees may elect to opt out of either or all health benefits, prescription, or dental coverage.
- f. A Section 125 plan will be established for the benefit of Monroe Township Board of Education employees.

ARTICLE XVIII – SALARIES

18:1	2016-17	2.50% retroactive to 07/01/16
	2017-18	2.50% retroactive to 07/01/17
	2018-19	3.50% retroactive to 07/01/18

YEAR 1
Salary Guide

2016-17

Step	10-month Secretary/ Clerk	12-month Secretary/ Clerk	12-month Secretary	12-month Computer Operator	CSSSS Database Coordinator
1	29,433	35,320	36,473	37,379	45,671
2-3	29,767	35,720	36,873	37,779	46,071
4-5	30,183	36,220	37,373	38,279	46,821
6	31,017	37,220	38,373	39,279	48,071
7	32,225	38,670	39,823	40,729	49,571
8	33,100	39,720	40,873	41,779	51,071
8A	34,017	40,820	41,973	42,879	52,571
9	34,933	41,920	43,073	43,979	54,071
10	36,100	43,320	44,473	45,379	55,571
10A	38,775	46,530	47,683	48,589	58,471
11	42,020	50,424	51,577	52,483	61,965

YEAR 2
FROZEN ON STEP
Salary Guide

2017-18

Step	10-month Secretary/ Clerk	12-month Secretary/ Clerk	12-month Secretary	12-month Computer Operator	CSSSS Database Coordinator
1	30,361	36,433	37,586	38,492	46,784
2-3	30,694	36,833	37,986	38,892	47,184
4-5	31,111	37,333	38,486	39,392	47,934
6	31,944	38,333	39,486	40,392	49,184
7	33,152	39,783	40,936	41,842	50,684
8	34,027	40,833	41,986	42,892	52,184
8A	34,944	41,933	43,086	43,992	53,684
9	35,861	43,033	44,186	45,092	55,184
10	37,027	44,433	45,586	46,492	56,684
10A	39,702	47,643	48,796	49,702	59,584
11	42,947	51,537	52,690	53,596	63,078

YEAR 3
Salary Guide

2018-19

Step	10-month Secretary/ Clerk	12-month Secretary/ Clerk	12-month Secretary	12-month Computer Operator	CSSSS Database Coordinator
1	30,765	36,918	38,071	38,977	47,269
2	31,098	37,318	38,471	39,377	47,669
3-4	31,515	37,818	38,971	39,877	48,419
5-6	32,348	38,818	39,971	40,877	49,669
7	33,557	40,268	41,421	42,327	51,169
8	34,432	41,318	42,471	43,377	52,669
8A	35,348	42,418	43,571	44,477	54,169
9	36,265	43,518	44,671	45,577	55,669
10	37,432	44,918	46,071	46,977	57,169
10A	40,107	48,128	49,281	50,187	60,069
11	43,447	52,137	53,290	54,196	63,778

ARTICLE XIX – MISCELLANEOUS

- 19:1 When schools are closed due to inclement weather, no employee shall be required to work.
- 19:2 When a “delayed opening” is declared, the secretarial staff will report to work in accordance to the delay.

ARTICLE XX – AGENCY FEE

A. PURPOSE OF FEE

If an employee does not become a member of the Association during any membership year (i.e., from September 1 to the following August 31) which is covered in whole or in part by this Agreement, said 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

1. *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 to be paid by nonmembers will be determined by the Association in accordance with the law.

2. *Legal Maximum*

In order to adequately offset the per capita cost of services rendered by the Association as majority representative, the representation fee should be equal in amount to the regular membership dues, initiation fees and assessments charged by the Association to its own members, and the representation fee may be set up to 85% of that amount as the maximum presently allowed by law. If the law is changed in this regard, the amount of the representation fee automatically will be increased to the maximum allowed, said increase to become effective as of the beginning of the Association membership year immediately following the effective date of the change.

C. DEDUCTION AND TRANSMISSION OF FEE

1. *Notification*

Once during each membership year covered in whole or in part by this Agreement, the Association will submit to the Board a list of those employees who have not become members of the Association for the current membership year. The Board will deduct from the salaries of such employees in accordance with MTAES, the full amount of the representation fee and promptly will transmit the amount so deducted to the Association.

2. *Payroll Deduction Schedule*

The Board will deduct the representation fee in equal installments as nearly as possible from the paychecks paid to each employee on the aforesaid list during the remainder of the membership year in question. The deductions will begin with the first paycheck paid:

- a. 10 days after receipt of the aforesaid list by the Board; or
- b. 30 days after the employee begins his/her employment in a bargaining unit position, unless the employee previously served in a bargaining unit position

and continued in the employment of the Board in a non-bargaining unit position or was on layoff, in which event the deductions will begin with the first paycheck paid 10 days after the resumption of the employee's employment in a bargaining unit position, whichever is later.

3. ***Termination of Employment***

If an employee who is required to pay a representation fee, terminates his/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 said employee during the membership year in question.

4. ***Mechanics***

Except as otherwise provided in this Article, the mechanics for the deduction of representation fees and the transmission of such fees to the Association will, as nearly as possible, be the same as those used for the deduction and 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 paragraph one above and/or the amount of the representation fee, and such changes will be reflected in any deductions made more than 10 days after the Board received said notice.

6. ***New Employees***

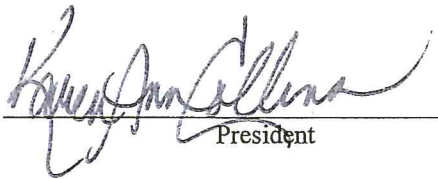
On or about the last day of each month beginning with the month this Agreement becomes effective, the Board will submit to the Association a list of all employees who began their employment in a bargaining unit position during the preceding 30-day period. The list will include names, job titles and dates of employment for all such employees.

ARTICLE XXI – DURATION OF AGREEMENT

- 21:1 This Agreement shall be effective as of July 1, 2016 and shall continue in effect until June 30, 2019.
- 21:2 This Agreement shall not be extended orally; and it is expressly understood that it shall expire on the date indicated. Any extension shall be mutually agreed upon in writing by the parties of the Agreement; and unless such extensions are agreed upon, this contract shall expire on the date indicated herein.
- 21:3 In witness thereof, 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, and all on the day and year first written above.

MONROE TOWNSHIP ASSOCIATION
OF EDUCATIONAL SECRETARIES

MONROE TOWNSHIP BOARD OF
EDUCATION



President



President



Negotiations Chair



Secretary

Schedule A - Summary of Benefits



HORIZON POS DESIGN 6

Monroe Township ROE #26377

Making Healthcare Work.

Benefit	In-Network	Out-of-Network
Benefit Period	Calendar year	
Deductible		
Individual	None	\$2,000
Family	None	Two deductibles per family
	Deductible is Calendar year.	
Coinsurance	80%	60%
	Note: In-network Hospital/Facility and PCP services, and ALL Pre-admission testing are covered at 100%.	
Maximum Out of Pocket		
Individual	\$2,000	\$3,000
Family	\$4,000	\$7,500
[Split] Consolidated Maximum Out of Pocket is Calendar year. The deductible, coinsurance, prescription, and copayments apply to the Maximum Out of Pocket. Balances from non-participating providers over our allowance are not eligible towards the Maximum Out of Pocket.		
Benefit Period Maximum	Unlimited	Unlimited
Lifetime Maximum	Unlimited	Unlimited
Primary Care Physician Selection	Required	
Doctor's Office Visits		
Primary Care Office Visit	100% after \$5 copay A primary care physician is a general or family practitioner, internist or pediatrician.	60% after deductible
Specialist Office Visit	100% after \$5 copay A referral is required to visit a specialist.	60% after deductible
Maternity Visits	100% after \$5 copay Copay applies to 1st visit only Dependent children are ineligible for Maternity/Obstetrical Benefits.	60% after deductible
Allergy Testing and Treatment	100% Copay only applies when an office visit is billed	60% after deductible
Preventive Care		
Routine Adult Physicals, GYN Exams, PAP, Mammograms, Prostate Cancer Screening, Colorectal Screening, Immunizations	100%	60% (no deductible)
Well Child Exams	100%	60% (no deductible)
Well Child Immunizations and Lead Screening	100%	60% (no deductible)
Diagnostic Procedures		
Laboratory	100% when rendered by PCP or Labcorp 100% when rendered by a specialist (office) 100% in Outpatient facility	60% after deductible
Outpatient X-ray/Radiology Services	100% when rendered by PCP 100% when rendered by a specialist (office) 100% in Outpatient facility	60% after deductible
CT/CCTA Scans, PET Scans, MRIs/MRAs, Nuclear Medicine studies (including Nuclear Cardiology) require prior authorization. The ordering physician should request the prior authorization by calling eviCore Healthcare at 1-866-496-6200 and providing the necessary clinical information. Once the authorization number is received, the member may call eviCore Healthcare at 1-866-969-1234 to schedule an appointment.		
Note: Managed Care members can call 1-866-969-1234 to obtain a confirmation number for non-Advanced Imaging diagnostic procedures. Confirmation numbers from eviCore Healthcare replace the need for a paper referral.		
Hospital Care		
Inpatient Admission (including maternity)	100%	60% after deductible
Room and Board	100%	60% after deductible
Pre-admission Testing	100%	100%
Surgery in Hospital	100%	60% after deductible
Inpatient Physician Services	100%	60% after deductible
Outpatient Dept. Services	100%	60% after deductible



HORIZON POS DESIGN 6 Monroe Township BOE #86322

100% after \$50 facility copayment		
Emergency Care	Payment at the in-network level across-the-board applies only to true Medical Emergencies & Accidental Injuries.	
Emergency Room		
Ambulance	80%	60% after deductible
Outpatient Surgery		
Hospital Outpatient Surgery	100%	60% after deductible
Surgery in an Ambulatory SurgiCenter	100%	60% after deductible
Services performed at a non-participating ambulatory surgery center are reimbursed at Horizon BCBSNJ's Payment Allowance and therefore may result in significant out of pocket costs.		
Mental Health Services		
Inpatient	100%	60% after deductible
Outpatient department	100%	60% after deductible
Office setting	100% after \$5 copay	60% after deductible
Substance Abuse Services		
Inpatient Substance Abuse	100%	60% after deductible
Outpatient department	100%	60% after deductible
Office setting	100% after \$5 copay	60% after deductible
Alcohol Abuse Services		
Inpatient	100%	60% after deductible
Outpatient department	100%	60% after deductible
Office setting	100% after \$5 copay	60% after deductible
Inpatient and Outpatient Mental Health/Substance Abuse/Alcoholism Services must be coordinated through Horizon Behavioral Health at 1-800-626-2212.		
Other Services		
Acupuncture	100% after office copayment	60% after deductible
Bariatric Surgery	100%	60% after deductible
Diabetic Education	100% after \$5 copay for PCP and 100% after \$5 copay for specialists	60% after deductible
Diabetic Supplies	80%	60% after deductible
Durable Medical Equipment	80% after deductible	50% after deductible
Orthotics and Prosthetics (Per NJ mandate)	100% after \$5 copay	60% after deductible
Home Health Care	80%	60% after deductible up to 100 visits
Hospice Care	80%	60% after deductible
Infertility (including in-vitro fertilization)	100% after \$5 copay for PCP and 100% after \$5 copay for specialists 100% in outpatient facility	60% after deductible
Physical Rehabilitation Facility Inpatient Services	100%	60% after deductible
Private Duty Nursing	80%	60% after deductible
Short-term Therapies: Physical, Occupational, Speech, Respiratory	100% after office copayment 30 visit maximum per therapy, per benefit period	60% after deductible
Skilled Nursing Facility/Extended Care Center	80% Limited to 100 days per benefit period.	60% after deductible Limited to 60 days per benefit period
Therapeutic Manipulation (Chiropractic Care)	100% after office copayment 25 visit maximum per benefit period	60% after deductible
Vision - Routine Eye Exam	100% after \$5 copay	60% after deductible
Vision Hardware	\$50 in a 2 calendar year period	
Prescription Drugs	Covered under freestanding program	



HORIZON POS DESIGN 6 Monroe Township BOE #86322

Eligibility	Dependent children, including full-time students, are covered until the end of the calendar year in which they reach the age of 26. Handicapped dependents are covered beyond the child removal age, if the handicap occurred prior to the age of 26. Under certain conditions, coverage may be extended for qualified dependents up to age 31.
Grandfathered	Not applicable
Pre-Existing Conditions	Not applicable
Prior Authorization	Some services/procedures require prior authorization. For a complete list, contact our customer service number at 1-800-355-BLUE (2583) or refer to our website at www.HorizonBlue.com .
24/7 Nurse Line	24/7 Nurse Line is a health information service that includes a toll free 24 hour health information line staffed by registered nurses. 24/7 Nurse Line nurses do not diagnose or recommend any treatment. Instead, they provide the member with the necessary health information needed to make informed medical decisions. This helps members determine if their health ailment requires a doctor's visit.

You can save money when you choose to receive care from providers that participate in the Horizon BCBSNJ networks. When you use participating hospitals or other medical facilities or doctors, you generally only pay your copayment and any applicable in-network coinsurance or deductible. If you have services performed at an out of network facility or by an out of network provider, your out of network benefits will apply. This means that you will be responsible for amounts exceeding Horizon BCBSNJ's allowable reimbursement for that particular service and this may result in significant out of pocket costs. You will be responsible to pay for this amount directly to the non-participating hospital, ambulatory surgery center or provider. By using our Horizon-BCBSNJ network providers, you keep your health care costs down.

Please note that the benefit highlights are provided for informational purposes. Horizon BCBSNJ makes every effort to provide clear and accurate information pertaining to these benefit highlights. However, because Horizon BCBSNJ generally expects continued guidance from regulators on issues pertaining to Federal health care reform, the information that has been provided is subject to change. Horizon BCBSNJ will provide notice of such changes to members pursuant to State and Federal requirements.

This summary highlights the major features of your health benefit program. It is not a contract and some limitations and exclusions may apply. Payment of benefits is subject solely to the terms of the contract. Please refer to your benefit booklet for more information.

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Horizon Blue Cross Blue Shield of New Jersey

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Benefit	In-Network	Out-of-Network
Benefit Period	Calendar year	
Deductible		
Individual	None	\$2,000
Family	None	Two deductibles per family
	Deductible is Calendar year.	
Coinsurance	100%	60%
Maximum Out of Pocket		
Individual	\$4,000	
Family	\$8,000	
[Split] [Consolidated] Maximum Out of Pocket is Calendar year. The deductible, coinsurance, [prescription], and copayments apply to the Maximum Out of Pocket. Balances from non-participating providers over our allowance are not eligible towards the Maximum Out of Pocket.		
Benefit Period Maximum	Unlimited	Unlimited
Lifetime Maximum	Unlimited	Unlimited
Primary Care Physician Selection	Not Required	
Doctor's Office Visits		
Primary Care Office Visit	100% after \$30 copay A primary care physician is a general or family practitioner, internist or pediatrician.	60% after deductible
Specialist Office Visit	100% after \$30 copay A referral is not required to visit a specialist.	60% after deductible
Maternity Visits	100% after \$30 copay Copay applies to 1st visit only Dependent children are ineligible for Maternity/Obstetrical Benefits.	60% after deductible
Allergy Testing and Treatment	100%	60% after deductible
Preventive Care		
Routine Adult Physicals, GYN Exams, P&P, Mammograms, Prostate Cancer Screening, Colorectal Screening, Immunizations	100%	60% (no deductible)
Well Child Exams	100%	60% (no deductible)
Well Child Immunizations and Lead Screening	100%	60% (no deductible)
Diagnostic Procedures		
Laboratory	100% in office or Labcorp 100% in Outpatient facility	60% after deductible
Outpatient X-ray/Radiology Services	100% in office 100% in Outpatient facility	60% after deductible
CT/CTA Scans, Pet Scans, MRIs/MRAs, Nuclear Medicine studies (including Nuclear Cardiology) require prior authorization. The ordering physician should request the prior authorization by calling eviCore healthcare at 1-866-496-6200 and providing the necessary clinical information. Once the authorization number is received, the member may call eviCore healthcare at 1-866-969-1234 to schedule an appointment.		
<i>Note: Managed Care members can call 1-866-969-1234 to obtain a confirmation number for non-Advanced Imaging diagnostic procedures. Confirmation numbers from eviCore healthcare replace the need for a paper referral.</i>		
Hospital Care		
Inpatient Admission (including maternity)	100% after \$100 copay	60% after deductible and \$100 copay
Room and Board	100%	60% after deductible
Pre-admission Testing	100%	60% after deductible
Surgery in Hospital	100%	60% after deductible
Inpatient Physician Services	100%	60% after deductible
Outpatient Dept. Services	100%	60% after deductible
Emergency Care		
Emergency Room	100% after \$50 facility copayment Payment at the in-network level across-the-board applies only to true Medical Emergencies & Accidental Injuries.	
Ambulance	100%	60% after deductible



Horizon Blue Cross Blue Shield of New Jersey

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Outpatient Surgery		
Hospital Outpatient Surgery	100% after \$100 copay	60% after deductible
Surgery in an Ambulatory SurgiCenter	100% after \$100 copay	60% after deductible
Services performed at a non-participating ambulatory surgery center are reimbursed at Horizon BCBSNJ's Payment Allowance and therefore may result in significant out of pocket costs.		
Mental Health Services		
Inpatient	100% after \$100 copay	60% after deductible and \$100 copay
Outpatient department	100%	60% after deductible
Office setting	100% after office copayment	60% after deductible
Substance Abuse Services		
Inpatient	100% after \$100 copay	60% after deductible and \$100 copay
Outpatient department	100%	60% after deductible
Office setting	100% after office copayment	60% after deductible
Alcohol Abuse Services		
Inpatient	100% after \$100 copay	60% after deductible and \$100 copay
Outpatient department	100%	60% after deductible
Office setting	100% after office copayment	60% after deductible
Inpatient and Outpatient Mental Health/Substance Abuse/Alcoholism Services must be coordinated through Horizon Behavioral Health at 1-800-626-2212.		
Other Services		
Acupuncture	100% after office copayment	60% after deductible
Bariatric Surgery	100%	60% after deductible
Diabetic Education	100% after office copayment	60% after deductible
Diabetic Supplies	100%	60% after deductible
Durable Medical Equipment	100%	60% after deductible
Orthotics and Prosthetics (Per NJ mandate)	100% after office copayment	60% after deductible
Home Health Care	100%	60% after deductible up to 100 visits
Hospice Care	100%	60% after deductible
	100% after office copayment	60% after deductible
Infertility (including in-vitro fertilization)	Limited to 4 egg retrievals per lifetime	
Physical Rehabilitation Facility Inpatient Services	100%	60% after deductible
	Limited to 60 days per benefit period	
Private Duty Nursing	100%	60% after deductible
	Limited to 30 visits per benefit period (8-hour shifts)	
Short-term Therapies: Physical, Occupational, Speech, Respiratory	100% after office copayment	60% after deductible
	30 visit maximum per therapy, per benefit period	
	Note: If specialist copay is higher than PCP copay, the lower copay will apply to short-term therapies. Also, if PCP copay is \$30, the STT copay will default to \$20.	
Skilled Nursing Facility/Extended Care Center	100%	60% after deductible
	Limited to 100 days per benefit period	Limited to 60 days per benefit period
Therapeutic Manipulation (Chiropractic Care)	100% after office copayment	60% after deductible
	25 visit maximum per benefit period	
Vision - Routine Eye Exam	100% after \$30 copay	60% after deductible
Vision Hardware	\$50 in a 2 calendar year period	
Prescription Drugs	Covered under freestanding program	
Eligibility	Dependent children, including full-time students are covered until the end of the month in which they reach the age of 26. Handicapped dependents are covered beyond the child removal age, if the handicap occurred prior to the age of 26. Under certain conditions, coverage may be extended for qualified dependents up to the age 31.	
Pre-Existing Conditions*	Not applicable	
Grandfathered	Not applicable	



DIRECT ACCESS DESIGN 10
Monroe Township BOE #86322

Prior Authorization	Some services/procedures require prior authorization. For a complete list, contact our customer service number at 1-800-355-BLUE (2583) or refer to our website at www.HorizonBlue.com .
24/7 Nurse Line	Not applicable

You can save money when you choose to receive care from providers that participate in the Horizon BCBSNJ networks. When you use participating hospitals or other medical facilities or doctors, you generally only pay your copayment and any applicable in-network coinsurance or deductible. Generally, if you have services performed at an out of network facility or by an out of network provider, your out of network benefits will apply. This means that you will be responsible for amounts exceeding Horizon BCBSNJ's allowable reimbursement for that particular service and this may result in significant out of pocket costs. You will be responsible to pay for this amount directly to the non-participating hospital, ambulatory surgery center or provider. By using our Horizon-BCBSNJ network providers, you keep your health care costs down.

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