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AGREEMENT

between

LOWER CAPE MAY REGIONAL

BOARD OF EDUCATION

old
no.

and

LOWER CAPE MAY REGIONAL

SUPPORTIVE STAFF

(Custodians, Food Service Workers)

for the school years

1981 - 1983

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I. PRINCIPLES

A. The provisions of this Agreement will constitute a binding obligation of the parties for the duration hereof or until changed by mutual consent in writing.

II. Recognition

A. The Board agrees to and hereby does recognize the Lower Cape May Regional Supportive Staff as the sole and exclusive negotiating agent for the purpose of collective negotiations in any and all matters relating to terms and conditions of employment on behalf of all employees employed in a custodial, watchman, or matron capacity, food service workers, aides and permanent substitutes, excepting the Supervisor of Buildings and Grounds and Supervisor of Food Services, collectively hereinafter Custodians, except where otherwise noted.

III. Grievance Procedure

A. Purpose

It is the policy of the Board and the Supportive Staff that all grievances be resolved informally or at the earliest possible stage of this grievance procedure. However, both parties recognize that the procedure must be available without fear of discrimination because of its use.

B. Definitions

1. "Grievance" is any alleged violation of this Agreement (or dispute with respect to all matters concerning the terms and conditions of Supportive Staff employment.)

2. An "Aggrieved party" can be any supportive staff member, the supportive staff, or the Board.

3. Level One- Immediate supervisor.

4. Level Two- Superintendent of the schools.

5. Level Three- Board of Education.

6. Level Four- Binding Arbitration.

C. Submission of Grievances.

1. Each grievance shall be submitted by the aggrieved party in writing on the form identified in Appendix G and shall contain those specifics which are required by the referenced form.

2. A grievance shall be deemed waived unless submitted within twenty-one (21) calendar days after the occurrence of the grievance or after twenty-one (21) calendar days after the aggrieved party had reasonable cause to have notice thereof.

D. Grievance Procedures

1. The aggrieved party shall first submit grievance in writing to the appropriate Level One representative.

a. The appropriate Level One representative shall have ten (10) calendar days from the date of submission to render a decision. If the aggrieved party is not satisfied with the disposition of the grievance or if no decision has been rendered within ten (10) days, the aggrieved party has six (6) calendar days after the decision has been rendered or sixteen (16) calendar days after the grievance was submitted if no decision is rendered, move the grievance to Level Two.

2. Level Two--- The aggrieved party shall submit grievance in writing on appropriate form contained herein to to the appropriate Level Two representative. Said Level Two representative shall have ten (10) calendar days in which to render a decision. If the aggrieved party is not satisfied with the disposition of the grievance or if no decision has been rendered within ten (10) days, the aggrieved party may, within six (6) calendar days after the decision has been rendered or sixteen (16) calendar days after the grievance was submitted to Level Two, if no decision is rendered, move the grievance to Level Three.

3. Level Three--- The aggrieved party shall submit grievance in writing on the appropriate form contained herein to the Board of Education via the Board of Education Secretary.. The Board of Education shall have thirty-five (35) calendar days in which to render a decision. The Board of Education may grant a hearing about the grievance if requested by the aggrieved party. If the aggrieved party is not satisfied with the disposition of the grievance or if no decision has been rendered within the thirty-five (35) days, the aggrieved party may, within six (6) calendar days after the decision has been rendered or forty-one

calendar days after the grievance was submitted to Level Three if no decision is rendered, move the grievance to Level Four. The aggrieved party shall notify in writing the Board of Education Secretary that the grievance is being moved to Level Four.

4. Level Four... The aggrieved party shall, within ten (10) calendar days of the Level Three decision or forty-five (45) calendar days after submission at Level Three, submit appropriate petition for submission to arbitration to the American Arbitration Association and deliver said copy of petition to the Board Secretary.

a. A request for the names of seven (7) arbitrators shall be made, and upon receipt of the names of the proposed arbitrators, a designee of the Board of Education and the Association shall strike names from the list in accordance with the rules and regulations of the American Arbitration Association in the selection of an Arbitrator.

b. The arbitrators decision will be in writing and will set forth his findings, reasonings and conclusions on the issues submitted. The decision of the arbitrator shall be final and binding on both parties; however, the arbitrator shall be without power or authority to make any decision which required the commission of an act prohibited by law or which is violative or adds to or detracts from the provisions of this Agreement.

E. Miscellaneous.

1. Any aggrieved party may be represented at all stages of the grievance procedure by himself, two representatives, and an attorney.

2. All grievance procedure determinations shall be written

signed by the appropriate level authority and shall be attached to the grievance form.

3. All parties must indicate in writing on the form provided, the fact that a grievance has been resolved.

4. Aggrieved parties who have filed a grievance under this Agreement shall continue to work in accordance with the direction of the Superintendent, Principal, or other supervisory personnel until such time said grievance is finally determined.

5. All documents, communications and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any of the participants.

6. The time limits specified at any given level of the grievance procedure may be extended by mutual agreement. Such extension shall be specified in writing and attached to the grievance form.

7. Cost incurred on account of a Level Four grievance procedure shall be born equally by the Board and the Association.

ARTICLE IV. SALARIES AND HOURS OF WORK

A. The salaries and wages of supportive Staff Personnel covered by this agreement are set forth in Appendix A,C,D,E,F.

B. Custodians, Matrons and Night Watchmen.

1. The regular work week shall be forty hours. All work performed in excess of forty (40) hours shall be paid for at time and one-half($1\frac{1}{2}$) and two and one-half($2\frac{1}{2}$) times their daily rate for holidays.

2. When a member of the custodial unit shall be required to assume the duties of the Supervisor of Buildings and Grounds, during the absences of the Supervisor of Buildings and Grounds, he shall be compensated for such duties at \$10.00 per single day extra; for two or more consecutive days the rate shall be \$12.00 per day extra. The senior man on the shift will be eligible.

3. Holidays

a. There shall be twelve (12) paid holidays per school year for custodians.

b. Holidays shall be July 4th, Labor Day, Veteran's Day, Columbus Day, Thanksgiving Day, Thanksgiving Friday, Christmas Day, New Years Day, Presidents Day, Martin Luther King Day, Easter Monday and Memorial Day.

c. If any of the above named holidays shall fall on a Saturday, it shall be celebrated on Friday. If it falls on a Sunday, it shall be celebrated on Monday.

4. Custodians, Matrons and Night Watchman shall have one half ($\frac{1}{2}$) hour for lunch included in forty hour work week and two (2) fifteen minute breaks per day.

C. Aides and Permanent Substitutes.

1. The work day shall not exceed the student day by more than forty-five (45) minutes.
2. The work year shall not exceed 183 days.
3. Aides and Permanent Substitutes shall have a duty free lunch period of at least thirty (30) minutes and shall have two (2) fifteen minute breaks per day.
4. The rate of pay shall be calculated on 200 days per year.

D. Cafeteria Personnel

1. The work week for cafeteria personnel shall consist of 27.5 and 32.5 hours.
2. The Work year for food service/package lunch, cooks and bakers shall not exceed 185 days per year. The work year for managers shall not exceed 190 days per year. The rate of pay shall be calculated by multiplying the hourly rate times the number of hours per day, times 200 days.
3. If required to work for extra curricular activities such as banquets, dinners and school affairs, said employees shall be compensated at time and one-half (1½) the hourly wage.

E. If the Board creates supervisory positions as enumerated hereinbelow, the employee filling said position shall be compensated as follows.

Head Custodian.....	\$ 700.00
Night Supervisor.....	\$1100.00
Outside Supervisor.....	\$ 700.00

1. A one time payment of \$100.00 shall be given to all custodians who have secured a black seal license prior to July 1, 1979. After this date, any custodian who secures a black seal license on his own time, will receive a one time payment of \$100.00.

F. Semi-monthly salary to be as follows.

1. For full time salaried employees and substitute employees:

a. First half of the month shall be paid on the 20th.

b. Second half of the month shall be paid on the 5th day of the next month.

c. When a pay day falls on or during a school or legal holiday or a weekend, supportive staff shall secure their pay checks on the last previous working day.

d. Custodians with annual contracts shall be given the privilege of working holidays based on seniority up to a limit of two (2) holidays per man. Compensation for the aforementioned custodians shall be at the rate of two and one-half ($2\frac{1}{2}$) times their daily rate ($1/240$ th or annual salary).

V. SENIORITY

A. Seniority is hereby established and defined as service in length of time by an appointed employee.

1. Seniority shall be one of the primary factors by which an employee shall be chosen in matters pertaining to overtime and holiday work, time of vacation, and placing of an employee in a vacant or newly designated position by the Board. If an employee accepts the new position, he shall have sixty (60) working days of trial period for inside work and one hundred twenty (120) working days for outside work. Upon recommendation of the supervisor and approval of the Board, the employee shall hold the position as long as it exists, subject to Board review.

2. Overtime and holiday work shall be assigned in the sole discretion of management to individuals based upon the individuals ability to perform the tasks required during said overtime and holiday work as determined in the sole discretion of management.

3. An appointed employee shall lose all accumulated school district seniority only if he:

a. Resigns or is discharged for cause, irrespective or whether he is subsequently rehired by the School District.

b. Is laid off for more than twelve (12) consecutive calendar months.

B. In the event of any reduction in the personnel of the supportive staff the Board will give due consideration to seniority status, in determining which of the personnel shall be the first to be released provided however that all such determination shall be solely within the discretion of the Board.

VI. INSURANCE PROTECTION

A. The Board of Education will assume the cost of the coverage of the New Jersey State Health Benefits Plan for all full time supportive staff personnel and eligible dependents. Said coverage includes Blue Cross, Blue Shield, Rider J and Major Medical.

B. The Board shall provide a description of conditions and limits of coverage as listed above.

C. 1. The Blue Cross of New Jersey Prescription Plan, which plan provides a \$1.00 deductible (co-pay) provision, the cost of which will be paid by the Board as follows.

- a. Family unit 50% of the cost per month.
- b. Single Member 50% of the cost per month.
- c. Parent and child 50% of the cost per month.

2. It is agreed and understood that the Board will not make any contribution in excess of the amounts provided herein for each participant in the plan.

D. The Board shall create an account of \$150.00 in 1981-82 and \$300.00 in 1982-83 for each supportive staff member which shall be for the purpose of reimbursing each supportive staff member for any medical expense for himself or his family which is not covered by any other insurance provided herein. This account is for each school year and is non-accumulative. There shall be two (2) reimbursement dates each school year. Receipts shall be submitted to the Secretary of the Board of Education or her designee by November 30 and or May 30. Payment dates shall be on or before December 31 and on or before June 30.

ARTICLE VII. VACATIONS

A. Custodians, Night Watchmen

1. Custodians and night watchmen shall be entitled to vacation with pay at the annual rate of pay such employee is receiving at the time such vacation is actually taken.

2. Vacation dates shall be selected by employees according to seniority and may be at any time during the contract year subject to the approval of the administration.

3. Only two (2) employees may be on vacation at one time.

4. All full time employees with one (1) year's service will receive two (2) weeks vacation.

5. After five (5) years of service, employees shall receive three (3) weeks vacation; after ten (10) years of service, 17 days vacation.

6. Any holiday falling within a man's vacation period will automatically extend his vacation by one (1) day to compensate for the holiday.

7. In the event that a man, while on vacation, shall become legitimately sick, he shall make application to the Board to use his sick leave instead of vacation time and the Board shall render a final determination on such application.

VIII. SICK LEAVE AND LEAVE OF ABSENCE.

A. All 12 month employees covered by this agreement shall be entitled to twelve (12) sick leave days, as of July 1st of each year. All 10 month employees covered by this Agreement shall be entitled to ten (10) sick leave days as of September 1st of each school year. Unused sick leave days shall be accumulated without limit from year to year. After three (3) consecutive sick leave days, a doctor's certificate may be required at the discretion of the superintendent.

B. Notification of Sickness.

1. It shall be considered notification of sickness to have contacted the appropriate supervisor, or his representative, at his residence during the night hours for sickness involving the next working day, and the school office during the day preferably one hour in advance of the intended work shift during the day hours. When the supervisor cannot be contacted during the day, notification at the school office shall constitute notification of the supervisor, with the message being relayed by the school office to the supervisor in such instance.

C. Leave of Absence

1. Employees covered by this Agreement shall be granted the following non-accumulative leaves of absence with full pay each school year.

a. All employees covered by this Agreement shall be granted three (3) days emergency leave of absence for personal, legal, business, household, or family matters which require absence during the working hours subject to the prior approval of the appropriate supervisor. In the event of an emergency

which precludes the provision of one (1) day written notice, said notice shall be provided at the earliest possible time.

Employees shall be required to state the reason for taking such leave. This leave shall not be accumulated from year to year.

b. All employees covered by this Agreement shall be granted five (5) days leave of absence at any one time in the event of the death or critical illness of an employee's spouse, child, brother, sister, mother, father, grandfather, grandmother, granddaughter, grandson, or in-laws per occurrence. Misuse of leave shall result in forfeiture of pay.

D. An employee shall be entitled to notification of accumulated sick leave on July 1st.

E. Sick Leave Reimbursement

For the school year 1981-82, supportive staff employees who retire from the district and qualify for pensions in accordance with the provisions of the State of New Jersey, Public Employees Retirement System, shall be reimbursed for unused sick leave in excess of seventy-five (75) days at the rate of 20% of his/her per diem (calculated at 1/240th for 12 month employees and 1/200th for 10 month employees of annual salary) rate provided at least fifteen (15) years of service has been completed in the Lower Cape May Regional School District.

Commencing the school year 1982-83, supportive staff employees who retire from the district and qualify for pension in accordance with the provisions of the State of New Jersey, Public Employees Retirement System, shall be reimbursed for unused sick leave at the rate of 25% of his/her per diem (Calculated at 1/240th for 12 month employees, 1/200th for 10 month employees of annual salary rate provided at least fifteen (15) years of service has been completed in the Lower Cape May Regional School District.

IX. WORK SCHEDULE- CUSTODIANS, MATRONS, NIGHTWATCHMEN

A. For planning purposes and to maintain an orderly procedure, the work schedule shall be posted for a two (2) month period. Each new schedule shall be posted at least one (1) month prior to the start of such schedule.

B. For proper planning within the Custodial Staff, selection of prospective workers for holidays, based on seniority, shall be made at least two (2) weeks in advance of the holiday.

C. A list of substitutes shall be maintained by the Board of Education. Substitutes shall be assigned, if available, whenever any regular employee is absent. This provision shall apply only during the regular school calendar period.

X. UNIFORMS

A. The Board shall provide each custodian, matron and night watchman with two (2) uniforms per school year to be worn at all times while on school functions. Cleaning and maintenance of the uniforms shall be the responsibility of the individual custodian, matron and night watchman and shall be kept clean neat and in good repair at all times.

B. The cafeteria workers shall be provided two (2) smocks to be worn at all times while on school functions. Cleaning and maintenance of the smocks shall be the responsibility of the individual cafeteria worker and shall be kept clean, neat and in good repair at all times.

C. The Board shall provide each custodian, matron and night watchman reimbursement for work shoes up to an amount not to exceed \$20.00 per employee for each school year. Said employee must submit a receipt no later than December 1st of each school year, Payment date shall be on or before December 31.

Xi. Safety Standards

A. Safety Standards have been incorporated herein and designated in Appendix "B"

B. The foregoing shall not preclude the introduction of further Safety Standards.

XII. NEGOTIATION OF SUCCESSOR AGREEMENT

A. Either party, if it so desires, may utilize the services of outside consultants and may call upon professional and lay representatives to assist in the negotiations.

B. The parties agree to enter into collective negotiations over a successor Agreement in accordance with Chapter 123, P.L. of 1974, as amended and supplemented in a good faith effort to reach agreement on all matters concerning the terms and conditions of employment.

C. Should a mutually acceptable amendment to the Agreement be negotiated by the parties, it shall be reduced to writing and submitted to both the Association and the Board for final adoption; be signed by the Board and the Association and be adopted by the Board.

XIII. SAVING CLAUSE

A. If any provision of this Agreement is, or shall be at any time contrary to law, then such provision shall not be applicable performed or enforced. In such event, all other provisions of the Agreement shall continue in effect.

XIV. MISCELLANEOUS

A. When ever an employee is required to use his or her own vehicle on school business, he shall re reimbursed at the rate currently allowed by the I.R.S. Standard milage rate as of July 1.

B. Copies of the Agreement shall be provided by the Board an d presented to all employees now employed or hereafter employed.

C. The Board will make every reasonable effort to employ a substitute for any member of the Custodial Staff who is unable to work. If a full-time cafeteria worker is utilized to fill in for a fellow absent employee in a higher job classification, that employee shall be paid the difference in the hourly rate for that amount of time.

1. A substitute shall be a person who is filling in for an absent member of the staff.

D. Any notice of vacancies shall be supplied to the President of the Association within Three (3) days of the Board's acceptance of the resignation.

E. Each employee shall receive a written evaluation from his supervisor at least once per school year.

1. Said employee shall have the right to write a rebuttal and have it attached to the original evaluation and placed in his or her personal file.

F. Upon the recommendation of the immediate supervisor as well as the Superintendent, the Board shall consider covering the cost of job-related classes. If approved, the Board will pay the tuition-costs upon receiving evidence of satisfactory completion of classes.

1. The Application for Reimbursement shall be made on the form appearing in Appendix H. If the supportive staff member does not agree with the reasons for denial of said application, he/she may appeal their decision to the Board.

G. Any physical examinations required after initial hiring shall be paid by the Board.

H. Whenever student attendance is not required due to snow or other emergency conditions, attendance shall not be required of 10 month employees. Whenever student attendance is not required due to snow or other emergency weather conditions, 12 month employees should make a reasonable effort to arrive at work . If after making a reasonable effort the employee cannot safely proceed to work, he shall suffer no loss of pay.

XV. AGENCY SHOP

A. If any employee represented by the Supportive Staff does not become a member of the Supportive Staff during any contract year (July 1-June 30) he/she shall be required to pay a representation fee which shall be equal in amount to the regular membership dues, initiation fees and assessments charged by the Supportive Staff to its own members up to the maximum amount allowed by law. (Which is presently set at 85%)

1. During the membership year, the Supportive Staff will submit to the Board or its representative a list of those employees who have not become members of the Supportive Staff for the current year. The Board shall deduct from the salaries of said employees the amount specified above and transmit the amount so deducted to the Supportive Staff. It is understood that said deductions shall be done in as nearly as possible equal installments.

2. If an employee who is required to pay the representation fee terminated his or her employment with the Board before the full fee has been paid, the Board shall deduct the balance owed from the last paycheck of said employee.

APPENDIX "A"
 LOWER CAPE MAY REGIONAL SCHOOL DISTRICT
 SALARY SCHEDULE
 CUSTODIAL STAFF

STEP	1981-82 school year		1982-83 school year	
	PERCENTAGE	AMOUNT	PERCENTAGE	AMOUNT
1	Base Salary	\$8200	Base salary	\$8800
2	4.6	8577	4.6	9204
3	9.2	8954	9.2	9610
4	13.8	9332	13.8	10014
5	18.4	9709	18.4	10419
6	23.0	10086	23.0	10824
7	27.6	10463	27.6	11229
8	32.2	10840	32.2	11634
9	36.8	11218	36.8	12038
10	41.4	11595	41.4	12443
11	46.0	11972	46.0	12848
12	50.6	12349	50.6	13253

A. Effective July 1, 1981, the base salary for a custodian shall be \$8200.00. All other salaries shall be expressed as a percentage over the base salary as set forth with twelve (12) steps.

B. Effective July 1, 1982, the base salary for a custodian shall be \$8800.00. All other salaries shall be expressed as a percentage over the base salary as set forth above with twelve (12) steps.

C. It is the mutual intention of the Board and the Supportive Staff in adopting the percentage salary index as set forth in Article IV to provide with finality a guide which established a maximum number of steps after which a Supportive Staff member shall not be eligible for any supplemental salary increase by virtue of moving to a higher step or level.

D. It is the Intention of the Board and the Supportive Staff that the percentage between the Steps (4.6%) and the total number of steps, 12 in 1981-82 and 12 in 1982-83, shall not change and shall remain in full force and effect for such period of time that the Supportive staff represents the Custodians as employees of the said Board, it being understood that the Board has agreed to the utilization of said guide, only on the basis of the representations as set forth herein in paragraphs C and D.

1982-83 ⁹⁰¹

E. Longevity effective ~~1981-82~~

Each custodian eligible shall receive a % of the base salary payable at step 13 and every year thereafter as specified below.

- 13-15 years of service 2%
- 16-20 years of service 4%
- 21-24 years of service 6%
- 25 years or more of service 8%

APPENDIX "B"

Recommended Safety Standards

1. Each Custodian should be provided with rubber gloves for work in school washrooms and when using Miracle 77 or other similar materials.
2. Each Custodian should be provided respiratory equipment for work on boilers or when necessary to prevent respiratory infections.
3. Safety glasses should be provided for work on boilers or whenever necessary.
4. No Custodian shall be required to ascend ladders while working a shift alone, higher than a six foot ladder.
5. Night lights should be installed in existing corridor lights the same as in the Junior High School Wing.
6. A light should be installed at the end of the garage by the gasoline pump.
7. In the interest of security, all outside doors should be secured, locks changed in order that after school hours there shall be only one entrance. Everyone should be required to enter by the front door. A bell system should be installed to alert the Custodian on duty to the fact that someone wishes to enter.
8. Safety shoes for custodians will be provided by the Board if required by law.
9. Rubber gloves are to be provided for use with dishmachine detergents and acid cleaner for dishmachine.
10. A fire blanket will be provided and placed in an appropriate place in all the kitchens.

APPENDIX "C"
 LOWER CAPE MAY REGIONAL SCHOOL DISTRICT
 SALARY SCHEDULE
 MATRON STAFF

STEP	1981-82 School year		1982-83 school year	
	PERCENTAGE	AMOUNT	PERCENTAGE	AMOUNT
1	Base salary	\$5225.00	base salary	\$5,700.00
2	4.6	5465	4.6	5962
3	9.2	5706	9.2	6224
4	13.8	5946	13.8	6487
5	18.4	6186	18.4	6749
6	23.0	6427	23.0	7011
7	27.6	6667	27.6	7273
8	32.2	6907	32.2	7535
9	36.8	7148	36.8	7798
10	41.4	7388	41.4	8060
11	46.0	7629	46.0	8322
12	50.6	7869	50.6	8584
13			55.2	8846

A. Effective July 1, 1981, the base salary for matrons shall be \$5,225.00. All other salaries shall be expressed as a percentage over the base salary as set forth above.

B. Effective July 1, 1982, the base salary for a matron shall be \$5,700.00. All other salaries shall be expressed as a percentage over the base salary as set forth above.

C. The work year for matrons shall be 190 days per year.

D. It is the mutual intention of the Board and the Supportive Staff in adopting the percentage salary index for the Matron Staff as set forth in Article IV to provide with finality a guide which establishes a maximum number of steps after which a matron shall not be eligible for any supplemental salary increase by virtue of moving to a higher step or level.

E. It is the intention of the Board and the Supportive Staff that the percentage between the steps (4.6%) and the total number of steps, 12 in 1981-82 and 13 in 1982-83 shall not change and shall remain in full force and effect for such period of time that the Supportive Staff represents the Matrons as employees of the Board, it being understood that the Board has agreed to the utilization of said guide, only on the basis of the representations set forth herein in paragraphs D and E.

Matrons are not required to work on School Calendar Holidays.

APPENDIX "D"
 LOWER CAPE MAY REGIONAL SCHOOL DISTRICT
 SALARY SCHEDULE
 CAFETERIA EMPLOYEES

STEP	FOOD SERVICE/PACKAGE LUNCH		COOKS AND BAKERS		MANAGERS	
	81-82 Amount	82-83 amount	81-82 amount	82-83 amount	81-82 amount	82-83
1	3.40/hr.	3.60/hr.	3.40/hr.	3.60/hr.	4.15/hr.	4.45/
2	3.45	3.65	3.55	3.75	4.45	4.70
3	3.55	3.75	3.70	3.90	4.70	4.90
4	3.70	3.90	3.85	4.05	4.90	5.20
5	3.85	4.05	4.05	4.25	5.20	5.50
6	3.95	4.15	4.20	4.40	5.50	5.80
7	4.10	4.30	4.35	4.55	5.80	6.10
8.	4.25	4.45	4.60	4.80	61.0	6.30
9.	4.45	4.65	4.80	5.00	6.30	6.50

A. Effective July 1, 1981 the base salary for cafeteria employees be \$3.40/hour for food service/package lunch personnel, \$3.40/hour for cooks and bakers and \$4.15/hour for managers. All other salaries shall be expressed as an hourly rate as set forth above.

B. Effective July 1, 1982 the base salary for cafeteria employees shall be \$3.60/hour for food service/package lunch, \$3.60/hour for cooks and bakers, and \$4.45/hour for managers. All other salaries shall be expressed as an hourly rate as set forth above.

C. The work year for Food service/package lunch, cooks and bakers shall not exceed 185 days per year. The work year for managers shall not exceed 190 days per year.

APPENDIX "E"
LOWER CAPE MAY REGIONAL SCHOOL DISTRICT
SALARY SCHEDULE

AIDES

A. Effective July 1, 1981, the starting salary for Aides shall be \$4,860.00 for non-certified and \$5,400.00 for certified personnel. All other salaries as listed below.

Christensen	\$5,040.00	
Linhares	\$5,600.00	Starting salaries- Non Certified \$4,860.00 Certified- \$5,400.00
Coleman	\$5,600.00	
McDuell	\$6,994.00	
Klausing	\$8,915.00	
Streaker	\$7,616.00	
Wise	\$11,796.00	
Simmerman	\$6,877.00	

These salaries represent a 12% increase over the salaries the previous year.

B. Effective July 1, 1982, the starting salary for Aides shall be \$5,249.00 for non-certified and \$5,832.00 for certified personnel. All other salaries as listed below.

Christensen	\$5,544.00	
Linhares	\$6,160.00	Starting Salaries- Non-certified 5,249.00 Certified- 5,832.00
Coleman	\$6,160.00	
Simmerman	\$7,565.00	
McDuell	\$7,693.00	
Klausing	\$9,807.00	
Streaker	\$8,378.00	
Wise	\$12,976.00	

These salaries represent a 10% increase over the salaries the previous year.

APPENDIX "F"
LOWER CAPE MAY REGIONAL SCHOOL DISTRICT
SALARY SCHEDULE
PERMANENT SUBS

A. Effective July 1, 1981, the starting salary for Permanent Subs shall be \$5400.00. All other salaries as listed below.

Anderson- \$12,852

Sherretta- \$9,867.00

This represents a 12% increase over the salaries the previous year.

B. Effective July 1, 1982, the starting salary for Permanent Subs shall be \$5,832.00. All other salaries as listed below.

Anderson- \$14,137.00

Sherretta- \$10,854.00

This represents a 10% increase over the salaries the previous year.

APPENDIX G

LOWER CAPE MAY REGIONAL SUPPORTIVE STAFF
GRIEVANCE REPORT

GRIEVANCE # _____

STEP 1

A. Date cause of grievance occurred _____

B. 1. Statement of Grievance _____

2. Relief Sought _____

SIGNATURE

DATE

C. Disposition by Principal or Immediate Supervisor _____

Signature

Date

D. Position of Grievant and/or Association _____

Signature

Date

STEP II

A. Date Received by Superintendent or Designee _____

B. Disposition of Superintendent or Designee _____

Signature

Date

C. Position of Grievant and or Association _____

Signature

Date

STEP III

A. Date Submitted to Board of Education or Designee _____

B. Disposition of Board of Education _____

C. Position of Grievant and or Association _____

SIGNATURE

DATE

STEP IV

A. Date submitted to Arbitration _____

B. Disposition and Award of Arbitrator _____

SIGNATURE

DATE