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AGREEMENT

between

LOWER CAPE MAY REGIONAL SCHOOL DISTRICT
BOARD OF EDUCATION

AND

SECRETARIAL/CLERICAL STAFF

of the

LOWER CAPE MAY REGIONAL SCHOOL DISTRICT

for the School Years

1986-1989

X July 1, 1986 - June 30, 1989

LOWER CAPE MAY REGIONAL SCHOOL DISTRICT

SECRETARIAL/CLERICAL CONTRACT 1986-1987/1987-1988/1988-1989

1. APPROVED HOLIDAYS

A. During the regular school year the holidays for the secretarial/clerical staff will be the same as the holidays indicated on the school calendar adopted each year by the Board of Education. In addition, secretaries/clerk typists shall have Independence Day and Labor Day as holidays. If the holiday occurs on a Saturday, secretaries/clerk typists shall have the prior Friday off. If the holiday occurs on a Sunday, secretaries/clerk typists shall have the following Monday off.

1. Any of these are to be considered regular work days if it should become necessary (due to excessive closing caused by inclement weather) to conduct classes for pupils.
2. In addition, the secretaries/clerk typists shall be excused from work on such days that weather conditions necessitate closing school for students.

II. INSURANCE PROTECTION AND PRESCRIPTION POLICY

- A. The Board of Education will assume the cost of medical insurance (Blue Cross, Blue Shield, Rider J and Major Medical) for employee and eligible dependents.
- B. The Board shall provide to each secretary/clerk typist upon employment a description of condition and limits of coverage as listed above.
- C. 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:
 1. Family unit 50% of the cost per month
 2. Single Member 50% of the cost per month
 3. Parent and Child 50% of the cost per month

- D. 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.
- E. The Board shall create an account of \$300 for each secretary/clerk typist which shall be for the purpose of reimbursing each secretary/clerk typist for any medical expense for herself or her family which is not covered by any other insurance provided herein. Beginning July 1, 1986, during the life of the agreement, any medical reimbursement to which a secretary/clerk typist would be entitled but does not use in one year will be available for the secretary/clerk typist's use in the following year. Accumulation will be limited to one year, or a maximum of \$600 in any one year. 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 30th and or May 30th. Payment dates shall be on or before December 30th and on or before June 30th.

III. VACATION LEAVE POLICY

- A. After employment of one full year, secretaries/clerks shall be entitled to vacation leave totaling two (2) calendar weeks; after five years of employment, vacation leave will increase to three (3) calendar weeks; after twenty years, vacation leave will increase to four (4) calendar weeks.
- B. All twelve month employees shall be entitled to vacation pay even though their services terminated prior to the close of the fiscal period. Should this be the case, vacation pay will be calculated on a per month basis (1/12 per month). This policy is based on the premise that the employee has earned this benefit by employment during the preceding months of the fiscal year.
- C. Vacation privileges are not affected by extended absence that is covered by approved accumulated sick leave.

- D. When absence from the job is prolonged (over and beyond the approved accumulated sick leave) then vacation leave shall be based on the ratio of total time on the job during the fiscal year.
- E. Vacations are to be arranged so complete office continuity is maintained. The building principal/supervisor will first approve the dates before they become effective. The superintendent will have final approval. Seniority shall have preference. June 1 each year will be the deadline for receiving vacation requests; subject to change with building principal and superintendent's approval.
- F. Effective with the 1986-87 contract year and continuing, secretaries/clerks will be able to carry over half of current year earned vacation time. The only exception to the foregoing would be with the approval of the superintendent. At least one week vacation will be used during the summer months. No more than two weeks vacation may be taken at any one time except with the prior approval of the building principal and superintendent. Note: Further clarification of Section F is incorporated as Addendum A of the new contract. (See attached).

IV. GENERAL

A. OFFICE HOURS

- 1. School Calendar-secretaries/clerks workday shall be eight hours per day, including a forty-five minute lunch, to commence not earlier 7:00 a.m. and terminate not later than 4:30 p.m.
- 2. Partial summer hours 8:00 a.m. - 3:00 p.m. to begin the day following students last day of school and continue until June 30th.
- 3. Summer hours 8:00 a.m. - 2:00 p.m.

B. BREAK PERIODS

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

C. TENURE

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

D. OVERTIME

1. Overtime shall be compensated at the rate of $1\frac{1}{2}$ per hourly rate. The overtime rate is only involved when when the actual hours worked in a week exceeds 40 hours. All other extra time prior to 40 hours shall be at a regular salary.

V. LEAVES OF ABSENCE

A. SICK LEAVE

1. As of July 1, 1986, all secretaries/clerks shall be entitled to one sick leave day per full month of employment accumulative with no maximum limit. After three(3) consecutive days of absence due to illness, a doctor's written certification shall be submitted.
2. Secretaries/clerks who retire from the district and qualify for pension in accordance with the provisions of the Public Employees Retirement System shall be reimbursed for unused sick leave at the rate of 25% of her per diem (calculated at 1/240th of annual salary at the time of retirement) rate provided at least ten (10) years of employment has been completed in Lower Cape May Regional School District.

B. OTHER LEAVES

1. Personal Leave

First year of service - one personal day, second year of service - two personal days, three or more years of service - four personal days. The number of personal days becomes effective July 1, 1986 for all newly employed staff. Present staff would continue to be granted four personal days.

Personal leave days are to be utilized only for personal

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

2. No use of a personal day or days shall immediately precede or immediately follow a holiday or vacation period except in an emergency or in the case of a religious holiday on which the tenets of a person's religion require abstinence from work.
3. Time necessary for appearance in any legal proceedings connected with the secretary's employment or with the school system will not result in the loss of pay or personal leave days.
4. In cases where the secretary is quarantined by an appropriate governmental agency, no loss of pay or personal leave days shall result.
5. No more than one secretary per each office area may receive the same day off for personal leave. In the event that someone requests an emergency personal day that exceeds the limitation previously stated then the specific reason for such leave must be given in writing. The superintendent has the discretion in those cases to approve or disapprove the leave requests. The superintendent's decision will be binding and not grievable under Article XII of the board/association agreement.

6. Critical illness, defined as hospitalization with critical or serious condition or life threatening situation, or death in the immediate family, such as spouse, children, mother, father, sister, brother, grandfather, grandmother, grandson, granddaughter, and in-laws shall constitute an excused absence up to five days per occurrence. Such absence shall not result in the loss of personal days. Secretaries may request one (1) day of leave for the death of a close friend, which is subject to denial by the superintendent in accordance with the needs of the school system.

VI. MATERNITY LEAVE

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

VII. CHILD REARING LEAVE

- A. Secretaries/clerks may apply for and may be granted child rearing leave for the balance of the school year during which the child bearing leave, as specified, occurs. Secretaries/clerks absent less than ninety (90) school days shall receive an increment, the following year upon return and all benefits shall be restored.

VIII. TRAVEL REIMBURSEMENT

- A. In the event a secretaries/clerks should have to use her automobile for school related travel such as banking, pick up and/or delivery of school materials, conferences (employment related), she shall be compensated at the IRS standard mileage by the IRS, as of July 1st of the contract year.

IX. NEW AND PRESENT EMPLOYEES

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

X. EMPLOYEE IMPROVEMENT

- A. The Board agrees to pay up to one hundred and twenty five dollars (\$125.00) per year toward tuition incurred in connection with job-related instruction or courses, which are part of a secretarial certification program, with prior approval of the Superintendent of Schools.
- B. Verification of tuition shall be submitted with the voucher for payment upon successful completion of the course.

XI. EVALUATION

- A. Each member of this unit will have an overall written evaluation of his/her job performance once each school year. The evaluation will be done by the member's immediate supervisor and be reviewed by the building principal and/or the district superintendent. The written evaluation will be reviewed at a conference with the evaluator. The unit member will sign the evaluation which signifies the receipt of the evaluation. A copy of the evaluation will be placed in the unit member's personnel file.
- B. A unit member shall have the right, upon request, to review his/her personnel file at least once a year. The member shall have the right to indicate those materials which the member believes to obsolete or otherwise inappropriate to retain. Said materials shall be reviewed by the superintendent or his designee and if, in fact, they are obsolete or otherwise inappropriate to retain, they shall be destroyed. The super-

intendent or his designee shall make the final decision. No material derogatory to to unit member's conduct, service, character or personality shall be placed in his/her personnel file unless the unit member has an opportunity to review the material. The unit member shall acknowledge that he/she has had the opportunity to review such material by affixing his/her signature to the copy to be filed with the express understanding that such signature in no way indicates agreement with the contents thereof. The unit member shall also have the right within thirty (30) calendar days of the receipt of such material to submit a written answer to such material and his/her answer shall be reviewed by the superintendent or his designee and attached to the file copy. The superintendent or a member of his staff shall acknowledge receipt of said answer by initialing, dating and returning to the unit member a duplicate of said answer, which duplicated copy shall be supplied by the unit member. The board will not establish any personnel file which is not available for the unit member's inspection. During the evaluation, the evaluator shall take into consideration the work load of the secretary/clerk typist.

XII. GRIEVANCE PROCEDURE

A. PURPOSE

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

B. DEFINITIONS

1. A "grievance" is any alleged violation of this agreement or any dispute with respect to all matters concerning the the terms and conditions of a unit member's employment.

2. An "aggrieved party" can be a unit member, or the board.

C. SUBMISSION OF GRIEVANCES

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

D. GRIEVANCE PROCEDURES

1. The aggrieved party shall first submit the grievance in writing to the principal.

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

2. The aggrieved party shall submit the grievance in writing to the superintendent. The superintendent shall have ten (10) calendar days in which to render a decision. If the aggrieved party is not satisfied with the disposition of the grievance or if no decision has been rendered within ten (10) days, the aggrieved party may, within six (6) calendar days after the decision has been rendered or sixteen (16) calendar days after the grievance was submitted to the superintendent if no decision is rendered, move the grievance in writing to the board of education.

3. The aggrieved party shall submit the grievance in writing to the board of education via the board of education secretary. The board of education shall have thirty-five (35) calendar days in which to render a decision.

LOWER CAPE MAY REGIONAL SCHOOL DISTRICT

SECRETARIAL/CLERICAL SALARY GUIDE - 1986-87

STEP	CLERK TYPIST	SECRETARY	ADMIN. SEC.	STEP % ON BASE
1	9,024	9,499	9,915	Base Salary
2	9,439	9,936	10,371	4.6
3	9,854	10,373	10,827	9.2
4	10,269	10,810	11,283	13.8
5	10,684	11,247	11,739	18.4
6	11,099	11,684	12,195	23.0
7	11,514	12,121	12,651	27.6
8	11,929	12,558	13,107	32.2
9	12,344	12,995	13,563	36.8
10	12,759	13,432	14,019	41.4
11	13,174	13,869	14,475	46.0
12	13,589	14,306	14,931	50.6
13	14,004	14,743	15,387	55.2
14	14,419	15,180	15,843	59.8
15	14,834	15,617	16,299	64.4
16	15,249	16,054	16,755	69.0

LONGEVITY: Shall be paid each secretary/clerk upon reaching each of the following steps in the amounts specified below:

STEP	1986-87
17	\$ 200
18	400
19	600
20	800
21	1000
22	1200
23	1400
24	1600
25	1800
26	2000
27	2200
28	2400
29	2600
30	2800

Note: The foregoing salary guide represents the following total increase over the previous year's salary, including the increment and longevity:

1986-78 guide = 8.44 increase over total
1985-86 salaries.

LOWER CAPE MAY REGIONAL SCHOOL DISTRICT

SECRETARIAL/CLERICAL SALARY GUIDE - 1987-88

<u>STEP</u>	<u>CLERK TYPIST</u>	<u>SECRETARY</u>	<u>ADMIN. SECRETARY</u>
1	9,600	10,120	10,581
2	10,042	10,586	11,068
3	10,483	11,051	11,554
4	10,925	11,517	12,041
5	11,366	11,982	12,528
6	11,808	12,448	13,015
7	12,250	12,913	13,501
8	12,691	13,379	13,988
9	13,133	13,844	14,475
10	13,574	14,310	14,962
11	14,016	14,775	15,448
12	14,458	15,241	15,935
13	14,899	15,706	16,423
14	15,340	16,172	16,908
15	15,782	16,637	17,395
16	16,224	17,103	17,884

LONGEVITY: Shall be paid each secretary/clerk upon reaching each of the following steps in the amounts specified below:

<u>STEP</u>	<u>1987-88</u>
17	\$ 225
18	450
19	675
20	900
21	1125
22	1350
23	1575
24	1800
25	2025
26	2250
27	2475
28	2700
29	2925
30	3150

NOTE: The foregoing salary guide represents the following total increase over the previous year's salary, including increment and longevity:

1987-88 guide = 9.44 increase over total 1986-87 salaries.

LOWER CAPE MAY REGIONAL SCHOOL DISTRICT

SECRETARIAL/CLERICAL SALARY GUIDE - 1988-89

<u>STEP</u>	<u>CLERK TYPIST</u>	<u>SECRETARY</u>	<u>ADMIN. SECRETARY</u>
1	10,140	10,640	11,110
2	10,606	11,129	11,621
3	11,073	11,619	12,132
4	11,539	12,108	12,643
5	12,006	12,598	13,154
6	12,472	13,087	13,665
7	12,939	13,581	14,176
8	13,405	14,071	14,687
9	13,871	14,556	15,198
10	14,338	15,050	15,710
11	14,804	15,534	16,221
12	15,271	16,024	16,732
13	15,737	16,513	17,243
14	16,204	17,003	17,753
15	16,670	17,492	18,265
16	17,137	17,980	18,775

LONGEVITY: Shall be paid each secretary/clerk upon reaching each of the following steps in the amounts specified below:

<u>STEP</u>	<u>1988-89</u>
17	\$ 275
18	550
19	825
20	1100
21	1375
22	1650
23	1925
24	2200
25	2475
26	2750
27	3025
28	3300
29	3575
30	3850

NOTE: The foregoing salary guide represents the following total increase over the previous year's salary, including increment and longevity:

1988-89 guide = 8.47 increase over total 1987-88 salaries.

XIII. DURATION

This Agreement shall be in full force and effect as of July 1, 1986 and shall remain in effect to and including June 30, 1989. This Agreement shall continue in full force and effect from year to year thereafter, unless one party or the other gives notice, in writing, of a desire to change, modify or terminate this Agreement.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals on this 7th day of August, 1986.

LOWER CAPE MAY REGIONAL SCHOOL DISTRICT

By: Dutton Brooks President
William F. O'Leary Secretary

SECRETARY/CLERK REPRESENTATIVES

By: Therese H. Winters
Carole L. Johnson
Ann M. Green

LOWER CAPE MAY REGIONAL SCHOOL DISTRICT

SECRETARIAL/CLERICAL CONTRACT 1986-87/1987-88/1988-89

VACATION LEAVE POLICY - Clarification of item "F"

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

- at least five (5) days must be used during the summer months
- up to five (5) days ($\frac{1}{2}$ of current year earned vacation time) may be carried to the following year - to use or loose

An employee with fifteen (15) days earned vacation time per year

- at least five (5) days must be used during the summer months
- up to seven and one-half ($7\frac{1}{2}$) days ($\frac{1}{2}$ of current year earned vacation time) may be carried to the following year - to use or loose

An employee with twenty (20) days earned vacation time per year

- at least five (5) days must be used during the summer months
- up to ten (10) days ($\frac{1}{2}$ of the current year earned vacation time) may be carried to the following year - to use or loose

Further clarification

In no case shall the vacation time carried over to the next year exceed one half ($\frac{1}{2}$) of that earned in the current year. e.g. Only one-half ($\frac{1}{2}$) of vacation time earned in the 1986-87 school year may be carried over to the 1987-88 school year.

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

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