

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

**2017 - 2020**

**LOWER CAPE MAY REGIONAL SCHOOL DISTRICT  
SECRETARIAL/CLERICAL CONTRACT JULY 1, 2017 – JUNE 30, 2020**

**I. 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 will provide coverage as set forth in the New Jersey School Employees Health Benefits Program (NJSEHBP) for NJ Direct15 and Aetna HMO, which includes the prescription benefit, or its equivalent, for the entire family in compliance with state statute Ch.78, P.L. 2011 and the negotiated contract. The Board shall provide a description of conditions and limits of coverage as listed above.
- B. In the event that the Board provides insurance through a carrier other than the State Health Benefits Program, the Board guarantees that the coverage provided will be identical to the New Jersey School Employees Health Benefits Program with the sole exception that a clause mandating a required second opinion for surgery may be included. In the event that a second opinion for surgery is mandated, the covered participant or dependant will be held harmless for any financial obligations resulting from the obtaining of said second opinion. Charges related to the mandatory second opinion will be the responsibility of the insurance carrier or the Board.
- C. Fringe Bank: One Thousand Dollars (\$1,000.00) for length of contract and the Secretarial/Clerical Staff agrees to pay, in each of the contract years, \$50.00 toward the cost of a TPA to administer a Health Reimbursement Account (HRA) for each of its members. The employee's Health Reimbursement Account Plan (Fringe Bank) is to be used for out-of-pocket medical expenses such as physician/hospital co-pays, deductibles, and coinsurance, dental expenses (including preventive dental coverage for dependent children under 14 years of age, which is mandated by the Affordable Care Act) , and vision expenses.

### III. VACATION LEAVE POLICY

- A. After employment of one full year, secretaries/clerks shall be entitled to vacation leave totaling:

Vacation Leave			
Years in Position	12 Month Employee	11 Month Employee	10 Month Employee
1 to 4 years	10 days	5 days	None
5 to 14 years	15 days	8 days	None
15 to 25 years	20 days	10 days	None
26+ years	21 days	10 days	None

- B. Vacation privileges are not affected by extended absence that is covered by approved accumulated sick leave.
- C. 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.
- D. 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<sup>st</sup>, 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. No more than two weeks vacation may be taken at any one time, except with the prior approval of the building Principal and Superintendent.

An twelve-month 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 (1/2 of current year earned vacation time) may be carried to the following year – to use or lose. Any exceptions must have approval of the building Principal or Superintendent.

A twelve-month employee with fifteen (15) days earned vacation time per year

- At least eight (8) days must be used during the summer months.
- Up to seven and one-half (7 ½) days (1/2 of current year earned vacation time) may be carried to the following year – to use or lose. Any exceptions must have approval of the building Principal or Superintendent.

A twelve-month employee with twenty (20) days earned vacation time per year

- At least ten (10) days must be used during the summer months.
- Up to ten (10) days (½ of the current year earned vacation time) may be carried to the following – to use or lose. Any exceptions must have approval of the building Principal or Superintendent.

Eleven-month employees shall take vacation time between September 15 through May 31 of each school year. Any exceptions must have approval of the building Principal or Superintendent.

Further Clarification

In no case shall the vacation time carried over to the next year exceed one half (1/2) of that earned in the current year, e.g.: Only one-half (1/2) of vacation time earned in the 1993/94 school year may be carried over to the 1994/95 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.

**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 than 7:00 a.m., and terminate not later than 4:30 p.m.
2. Summer hours – 8:00 a.m. – 2:00 p.m. to begin the day following the students last day of school. One week prior to the opening of school, Summer hours will go back to the regular school hours to commence not earlier than 7:00 a.m., and terminate not later than 4:30 p.m.

B. Break Periods:

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

C. Tenure:

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:

Overtime shall be compensated at the rate of 1 ½ time the hourly rate. The overtime rate is only involved 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.

- E. Each secretary will be responsible for creating and maintaining a "Position Profile" binder/folder that details his/her daily, weekly, monthly and yearly duties/responsibilities for his/her specific position. A template will be jointly developed by the Secretaries and BOE.
- F. Secretaries will attend a minimum of two workshops/job-related training per year as they are made available by the District. These workshops will be intended specifically for secretarial support staff and may relate to areas such office applications/software, dealing with difficult people, multi-tasking, etc.
- G. Secretaries may be asked to cover other secretarial positions District-wide as the needs arise. Long-term coverage (more than 4 consecutive weeks) will be on a rotational basis.

**V. LEAVES OF ABSENCE**

- A. Sick Leave:  
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 will be submitted.
- B. 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 his/her per diem (calculated at 1/260<sup>th</sup> of annual salary for all employees at the time of retirement) rate provided at least ten (10) years of employment has been completed in the Lower Cape May Regional School District, and 38% of his/her per diem (calculated at 1/260<sup>th</sup> of annual salary for all employees at the time of retirement) after 18 years of employment has been completed in the Lower Cape May Regional School District.

Effective July 1, 2018, 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 34% of his/her per diem (calculated at 1/260<sup>th</sup> of annual salary for all employees at the time of retirement) rate provided at least eighteen (18) years of employment has been completed in the Lower Cape May Regional School District.

Secretaries who retire in the district who were hired after May 21, 2010 shall only be eligible for a maximum payout of \$15,000 based on \$50/day providing the staff member has completed 25 years of service in the District.

C. 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 – three personal days. The number of personal days becomes effective July 1, 1986 for all newly employed staff. 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. Attendance Incentive:

	<b>12 Month Employee</b>	<b>11 Month Employee</b>	<b>10 Month Employee</b>
no sick days	\$400	\$400	\$400
no personal or sick days	\$600	\$600	\$600

Persons requesting and receiving unpaid leaves of absence, including all types of military service, shall not be eligible for an attendance bonus during that school year. Persons out of work due to workmen's compensation, but who otherwise fulfill the requirements for perfect attendance mentioned above, shall receive a pro-rated share of the bonus, based upon a 183 day school year for 10 month employees, and a 240 day school year for 12 month employees. As an example, a twelve month employee on workmen's compensation for 45 days would receive 81.3% (195 divided by 240) of the appropriate bonus. On June 30, 2020, the Attendance Incentive will be eliminated from the contract. The Attendance Incentive will be in effect for the 2019-2020 school year.

3. No use of 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.
4. Any use of a personal day around a weekend must be submitted at least one week in advance.
5. If more than 2 personal days are used consecutively, a statement of the reason will be required for the last day.
6. If a sick day precedes or follows a personal day a physician's note will be required by the Superintendent on his/her designee.
7. In cases where the secretary is quarantined by an appropriate governmental agency, no loss of pay or personal leave days shall result.

8. 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.
9. The Superintendent's decision will be binding and not grievable under Article XII of the Board of Education/Association agreement.
10. Bereavement Leave: Bereavement leave in the event of the death of an employee's family member defined as step father, step mother, step son, step daughter, grandparents, grandchildren and in-laws shall constitute an excused absence of up to 3 days per occurrence. Bereavement leave in the event of death of an employee's father, mother, sister or brother, shall constitute up to 5 days excused leave per occurrence. Bereavement leave in the event of death of an employee's spouse or children, natural or adopted, shall constitute up to 10 days excused leave per occurrence.
11. There is no recognized compensatory ("comp") time in this contract.

#### **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 of Education 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. TRAVEL REIMBURSEMENT**

- A. In the event 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 reimbursed at the automobile reimbursement rate per the NJ Department of Treasury, Office of Management and Budget which is currently \$0.31 per mile.

#### **VIII. NEW AND PRESENT EMPLOYEES**

- A. Recommendation for salary step placement for the new personnel will be at the discretion of the Superintendent.
- B. It is hereby agreed that any clerk typist or secretary that is working directly for an administrator/supervisor shall 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.

The following Secretarial/Clerical position classifications are agreed upon as follows:

	<b>12 Month Employee</b>	<b>11 Month Employee</b>	<b>10 Month Employee</b>
Salary	12 month Salary Guide	Pro-rated 11/12ths	Pro-rated 10/12ths
Schedule	Works 12-months per year	Will work 22 days split between July and August. This includes working the week prior to school opening.	Will work from September 1 through June 30.*
# Sick Days	12 days	11 days	10 days
Personal Days	One day per year up to three days		
Benefits	Health & Fringe Bank		
*10 month Secretaries may be required to work during the opening week LCMR in-service days. If this occurs, then he/she will be granted a corresponding schedule adjustment in June by their immediate Supervisor.			

**IX. EMPLOYEE IMPROVEMENT**

- A. The Board of Education agrees to pay up to five hundred dollars (\$500) per year toward tuition incurred in connection with job-related instruction 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.
- C. Secretaries who obtain a Microsoft certification in Word and Excel during this contract period and remain currently certified will receive an additional \$1,500 as part of their annual salary. Specific tests must be approved by the Superintendent in advance.

**X. 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 be 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 Superintendent or his designee shall make the final decision. No material derogatory 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.



- C. 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 of Education 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.

## XI. GRIEVANCE PROCEDURE

A. Purpose

It is the policy of the Board of Education that all grievances be resolved informally or at the earliest possible stage of this grievance procedure. However, the Board of Education 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 terms and conditions of a unit member's employment.
2. An "aggrieved party" can be a unit member of the Board of Education.

C. Submission of Grievances:

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. 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. Include in the submission the originally filed grievance and all other materials submitted at the prior stage of the procedure. 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. Include in the submission the originally filed grievance and all other materials submitted at the prior stage of the procedure. The Board of Education shall have thirty-five (35) calendar days in which to render a decision.

**XII. DURATION**

This agreement shall be in full force and effect as of July 1, 2017 and shall remain in effect to and including June 30, 2020. 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.

The parties mutually agree that should negotiations for a successor contract to the collective bargaining agreement not be completed prior to June 30, 2020, unit members shall not be advanced on the salary guide either vertically or horizontally, and shall receive no increase in compensation until a new agreement is reached. Unit members shall continue to receive the same salary received on June 30, 2020 until such time a successor agreement is reached.

Movement on the guide shall be interpreted to include a vertical guide step increase and/or a column differential based on educational credit or degree attainment, and/or an increase in longevity based on years of service. Unit members shall have their salary "frozen" at the June 30, 2020 rate until negotiations for a new contract are completed, the agreed upon salary increases have been distributed through mutually acceptable guides, and both parties have ratified the agreement

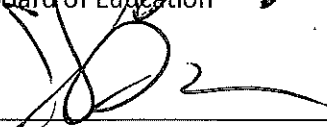
IN WITNESS WHEREOF, the parties have hereunto set their hands and seals on this

8/3/17  
date

**LOWER CAPE MAY REGIONAL SCHOOL DISTRICT:**

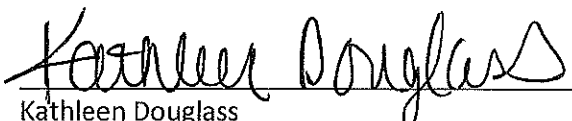
BY:

  
\_\_\_\_\_  
President, Board of Education

  
\_\_\_\_\_  
Business Administrator/Board Secretary

**SECRETARY/CLERK REPRESENTATIVES:**

BY:

  
\_\_\_\_\_  
Kathleen Douglass

  
\_\_\_\_\_  
Shannon Garrabrant

**12 Month Employee Salary Guide**

	<b>CLERK/TYPIST</b>		<b>SECRETARY</b>		<b>ADMINISTRATIVE SECRETARY</b>
<b>STEP</b>	<b>2017-2018</b>		<b>2017-2018</b>		<b>2017-2018</b>
1	24,150		26,100		27,100
2	25,266		27,300		28,348
3	26,382		28,500		29,596
4	27,498		29,700		30,844
5	28,614		30,900		32,092
6	29,730		32,100		33,340
7	30,871		33,328		34,616
8	32,012		34,556		35,892
9	33,153		35,784		37,168
10	34,294		37,012		38,444
11	35,435		38,240		39,720
12	36,576		39,468		40,996
13	37,717		40,696		42,272
14	38,858		41,924		43,548
15	39,999		43,152		44,824
16	41,140		44,380		46,100

**Longevity**

17	41,876		45,116		46,836
18	42,612		45,852		47,572
19	43,348		46,588		48,308
20	44,084		47,324		49,044
21	44,820		48,060		49,780
22	45,556		48,796		50,516
23	46,292		49,532		51,252
24	47,028		50,268		51,988
25	47,764		51,004		52,724

**12 Month Employee Salary Guide**

	<b>CLERK/TYPIST</b>		<b>SECRETARY</b>		<b>ADMINISTRATIVE SECRETARY</b>
<b>STEP</b>	<b>2018-2019</b>		<b>2018-2019</b>		<b>2018-2019</b>
1	24,800		26,750		27,750
2	25,916		27,950		28,998
3	27,032		29,150		30,246
4	28,148		30,350		31,494
5	29,264		31,550		32,742
6	30,380		32,750		33,990
7	31,521		33,978		35,266
8	32,662		35,206		36,542
9	33,803		36,434		37,818
10	34,944		37,662		39,094
11	36,085		38,890		40,370
12	37,226		40,118		41,646
13	38,367		41,346		42,922
14	39,508		42,574		44,198
15	40,649		43,802		45,474
16	41,790		45,030		46,750

**Longevity**

17	42,526		45,766		47,486
18	43,262		46,502		48,222
19	43,998		47,238		48,958
20	44,734		47,974		49,694
21	45,470		48,710		50,430
22	46,206		49,446		51,166
23	46,942		50,182		51,902
24	47,678		50,918		52,638
25	48,414		51,654		53,374

**12 Month Employee Salary Guide**

	<b>CLERK/TYPIST</b>	<b>SECRETARY</b>	<b>ADMINISTRATIVE SECRETARY</b>
<b>STEP</b>	<b>2019-2020</b>	<b>2019-2020</b>	<b>2019-2020</b>
<b>1</b>	25,510	27,460	28,460
<b>2</b>	26,626	28,660	29,708
<b>3</b>	27,742	29,860	30,956
<b>4</b>	28,858	31,060	32,204
<b>5</b>	29,974	32,260	33,452
<b>6</b>	31,090	33,460	34,700
<b>7</b>	32,231	34,689	35,976
<b>8</b>	33,372	35,918	37,252
<b>9</b>	34,513	37,147	38,528
<b>10</b>	35,654	38,376	39,804
<b>11</b>	36,795	39,605	41,080
<b>12</b>	37,936	40,834	42,356
<b>13</b>	39,077	42,063	43,632
<b>14</b>	40,218	43,292	44,908
<b>15</b>	41,359	44,521	46,184
<b>16</b>	42,500	45,750	47,460

**Longevity**

<b>17</b>	43,236	46,486	48,196
<b>18</b>	43,972	47,222	48,932
<b>19</b>	44,708	47,958	49,668
<b>20</b>	45,444	48,694	50,404
<b>21</b>	46,180	49,430	51,140
<b>22</b>	46,916	50,166	51,876
<b>23</b>	47,652	50,902	52,612
<b>24</b>	48,388	51,638	53,348
<b>25</b>	49,124	52,374	54,084

### 11 Month Employee Salary Guide

	CLERK/TYPIST		SECRETARY		ADMINISTRATIVE SECRETARY
STEP	2017-2018		2017-2018		2017-2018
1	22,138		23,925		24,842
2	23,161		25,025		25,986
3	24,184		26,125		27,130
4	25,207		27,225		28,274
5	26,230		28,325		29,418
6	27,253		29,425		30,562
7	28,298		30,551		31,731
8	29,344		31,676		32,901
9	30,390		32,802		34,071
10	31,436		33,928		35,240
11	32,482		35,053		36,410
12	33,528		36,179		37,580
13	34,574		37,305		38,749
14	35,620		38,430		39,919
15	36,666		39,556		41,089
16	37,712		40,682		42,258

**Longevity**

17	38,386		41,356		42,933
18	39,061		42,031		43,608
19	39,736		42,706		44,282
20	40,410		43,380		44,957
21	41,085		44,055		45,632
22	41,760		44,730		46,306
23	42,434		45,404		46,981
24	43,109		46,079		47,656
25	43,784		46,754		48,330

### 11 Month Employee Salary Guide

	CLERK/TYPIST		SECRETARY		ADMINISTRATIVE SECRETARY
STEP	2018-2019		2018-2019		2018-2019
1	22,733		24,521		25,438
2	23,756		25,621		26,582
3	24,779		26,721		27,726
4	25,802		27,821		28,870
5	26,825		28,921		30,014
6	27,848		30,021		31,158
7	28,894		31,147		32,327
8	29,940		32,272		33,497
9	30,986		33,398		34,667
10	32,032		34,524		35,836
11	33,078		35,649		37,006
12	34,124		36,775		38,176
13	35,170		37,901		39,345
14	36,216		39,026		40,515
15	37,262		40,152		41,685
16	38,308		41,278		42,854

**Longevity**

17	38,982		41,952		43,529
18	39,657		42,627		44,204
19	40,332		43,302		44,878
20	41,006		43,976		45,553
21	41,681		44,651		46,228
22	42,356		45,326		46,902
23	43,030		46,000		47,577
24	43,705		46,675		48,252
25	44,380		47,350		48,926

**11 Month Employee Salary Guide**

	<b>CLERK/TYPIST</b>		<b>SECRETARY</b>		<b>ADMINISTRATIVE SECRETARY</b>
<b>STEP</b>	<b>2019-2020</b>		<b>2019-2020</b>		<b>2019-2020</b>
<b>1</b>	23,384		25,172		26,088
<b>2</b>	24,407		26,272		27,232
<b>3</b>	25,430		27,372		28,376
<b>4</b>	26,453		28,472		29,520
<b>5</b>	27,476		29,572		30,664
<b>6</b>	28,499		30,672		31,808
<b>7</b>	29,545		31,798		32,978
<b>8</b>	30,591		32,925		34,148
<b>9</b>	31,637		34,051		35,317
<b>10</b>	32,683		35,178		36,487
<b>11</b>	33,729		36,305		37,657
<b>12</b>	34,775		37,431		38,826
<b>13</b>	35,821		38,558		39,996
<b>14</b>	36,867		39,684		41,166
<b>15</b>	37,912		40,811		42,335
<b>16</b>	38,958		41,938		43,505

**Longevity**

<b>17</b>	39,633		42,612		44,180
<b>18</b>	40,308		43,287		44,854
<b>19</b>	40,982		43,962		45,529
<b>20</b>	41,657		44,636		46,204
<b>21</b>	42,332		45,311		46,878
<b>22</b>	43,006		45,986		47,553
<b>23</b>	43,681		46,660		48,228
<b>24</b>	44,356		47,335		48,902
<b>25</b>	45,030		48,010		49,577



### 10 Month Employee Salary Guide

	CLERK/TYPIST		SECRETARY		ADMINISTRATIVE SECRETARY
STEP	2017-2018		2017-2018		2017-2018
1	20,125		21,750		22,583
2	21,055		22,750		23,623
3	21,985		23,750		24,663
4	22,915		24,750		25,703
5	23,845		25,750		26,743
6	24,775		26,750		27,783
7	25,726		27,773		28,847
8	26,677		28,797		29,910
9	27,628		29,820		30,973
10	28,578		30,843		32,037
11	29,529		31,867		33,100
12	30,480		32,890		34,163
13	31,431		33,913		35,227
14	32,382		34,937		36,290
15	33,333		35,960		37,353
16	34,283		36,983		38,417

**Longevity**

17	34,897		37,597		39,030
18	35,510		38,210		39,643
19	36,123		38,823		40,257
20	36,737		39,437		40,870
21	37,350		40,050		41,483
22	37,963		40,663		42,097
23	38,577		41,277		42,710
24	39,190		41,890		43,323
25	39,803		42,503		43,937

### 10 Month Employee Salary Guide

	CLERK/TYPIST		SECRETARY		ADMINISTRATIVE SECRETARY
STEP	2018-2019		2018-2019		2018-2019
1	20,667		22,292		23,125
2	21,597		23,292		24,165
3	22,527		24,292		25,205
4	23,457		25,292		26,245
5	24,387		26,292		27,285
6	25,317		27,292		28,325
7	26,268		28,315		29,388
8	27,218		29,338		30,452
9	28,169		30,362		31,515
10	29,120		31,385		32,578
11	30,071		32,408		33,642
12	31,022		33,432		34,705
13	31,973		34,455		35,768
14	32,923		35,478		36,832
15	33,874		36,502		37,895
16	34,825		37,525		38,958

**Longevity**

17	35,438		38,138		39,572
18	36,052		38,752		40,185
19	36,665		39,365		40,798
20	37,278		39,978		41,412
21	37,892		40,592		42,025
22	38,505		41,205		42,638
23	39,118		41,818		43,252
24	39,732		42,432		43,865
25	40,345		43,045		44,478

### 10 Month Employee Salary Guide

	CLERK/TYPIST		SECRETARY		ADMINISTRATIVE SECRETARY
STEP	2019-2020		2019-2020		2019-2020
1	21,258		22,883		23,717
2	22,188		23,883		24,757
3	23,118		24,883		25,797
4	24,048		25,883		26,837
5	24,978		26,883		27,877
6	25,908		27,883		28,917
7	26,859		28,908		29,980
8	27,810		29,932		31,043
9	28,761		30,956		32,107
10	29,712		31,980		33,170
11	30,663		33,004		34,233
12	31,613		34,028		35,297
13	32,564		35,053		36,360
14	33,515		36,077		37,423
15	34,466		37,101		38,487
16	35,417		38,125		39,550

**Longevity**

17	36,030		38,738		40,163
18	36,643		39,352		40,777
19	37,257		39,965		41,390
20	37,870		40,578		42,003
21	38,483		41,192		42,617
22	39,097		41,805		43,230
23	39,710		42,418		43,843
24	40,323		43,032		44,457
25	40,937		43,645		45,070



New Jersey Public Employment Relations Commission  
**NON-POLICE AND FIRE**  
**COLLECTIVE NEGOTIATIONS AGREEMENT SUMMARY FORM**

Line #

**SECTION I: Parties and Term of Contracts**

1	Public Employer: <input style="width: 95%;" type="text" value="Lower Cape May Regional School District"/>	County: <input style="width: 95%;" type="text" value="Cape May"/>
2	Employee Organization: <input style="width: 95%;" type="text" value="Secretary/Clerical Staff of Lower Cape May Regional SD"/>	Number of Employees in Unit: <input style="width: 15%;" type="text" value="16"/>
3	Base Year Contract Term: <input style="width: 95%;" type="text" value="7/1/2016-6/30/2017"/>	New Contract Term: <input style="width: 95%;" type="text" value="7/1/2017-6/30/2020"/>

**SECTION II: Type of Contract Settlement (please check only one)**

4	<input checked="" type="checkbox"/> Contract settled without neutral assistance
5	<input type="checkbox"/> Contract settled with assistance of mediator
6	<input type="checkbox"/> Contract settled with assistance of fact-finder
7	<input type="checkbox"/> Contract settled with assistance of super-conciliator
8	If contract was settled in fact-finding, did the fact-finder issue a report with recommendations?
	Yes <input type="checkbox"/> No <input type="checkbox"/>

**SECTION III: Salary Base**

The salary base is the cost of salaries in the final year of the expired or expiring agreement. This is the base cost from which the parties negotiate the salary increases.

9	Salary Costs in Base Year	<input style="width: 95%;" type="text" value="\$ 596,469"/>
10	Longevity Costs in Base Year	<input style="width: 95%;" type="text" value="\$"/>
11	Total Salary Base	<input style="width: 95%;" type="text" value="\$ 596,469"/>

**SECTION IV: Salary Increases for Each Year of New Agreement\***

	Year 1	Year 2	Year 3	Year 4	Year 5
12 Effective Date (month/day/year)	<input style="width: 95%;" type="text" value="7/1/2017"/>	<input style="width: 95%;" type="text" value="7/1/2018"/>	<input style="width: 95%;" type="text" value="7/1/2019"/>	<input style="width: 95%;" type="text" value=""/>	<input style="width: 95%;" type="text" value=""/>
13 Cost of Salary Increments (\$)	<input style="width: 95%;" type="text" value="15,852"/>	<input style="width: 95%;" type="text" value="15,566"/>	<input style="width: 95%;" type="text" value="15,049"/>	<input style="width: 95%;" type="text" value=""/>	<input style="width: 95%;" type="text" value=""/>
14 Salary Increase Above Increments (\$)	<input style="width: 95%;" type="text" value="7,707"/>	<input style="width: 95%;" type="text" value="8,645"/>	<input style="width: 95%;" type="text" value="8,796"/>	<input style="width: 95%;" type="text" value=""/>	<input style="width: 95%;" type="text" value=""/>
15 Longevity Increase (\$)	<input style="width: 95%;" type="text" value=""/>	<input style="width: 95%;" type="text" value=""/>	<input style="width: 95%;" type="text" value=""/>	<input style="width: 95%;" type="text" value=""/>	<input style="width: 95%;" type="text" value=""/>
16 Total \$ Increase (sum of lines 13-15)	<input style="width: 95%;" type="text" value="23,559"/>	<input style="width: 95%;" type="text" value="24,211"/>	<input style="width: 95%;" type="text" value="23,845"/>	<input style="width: 95%;" type="text" value=""/>	<input style="width: 95%;" type="text" value=""/>
17 New Salary Base (\$)	<input style="width: 95%;" type="text" value="620,028"/>	<input style="width: 95%;" type="text" value="644,239"/>	<input style="width: 95%;" type="text" value="668,084"/>	<input style="width: 95%;" type="text" value=""/>	<input style="width: 95%;" type="text" value=""/>
18 Percentage increase over prior year	<input style="width: 95%;" type="text" value="3.95"/> %	<input style="width: 95%;" type="text" value="3.90"/> %	<input style="width: 95%;" type="text" value="3.70"/> %	<input style="width: 95%;" type="text" value=""/>	<input style="width: 95%;" type="text" value=""/>

*\*If contract duration is longer than five years, please add an additional page.*

**SECTION V: Increases in Other Contractual Economic Items or Newly Added Economic Items\***

19	Item Description	Base Year Cost (\$)	Year 1 Increase (\$)	Year 2 Increase (\$)	Year 3 Increase (\$)	Year 4 Increase (\$)	Year 5 Increase (\$)
20	Totals(\$):						

*\*If contract duration is longer than five years, please add an additional page.*

**SECTION VI: Medical Costs**

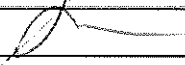
	Base Year	Year 1
21 Health Plan Cost	\$ 278,200	\$ 293,572
22 Prescription Plan Cost	\$	\$
23 Dental Plan Cost	\$	\$
24 Vision Plan Cost	\$	\$
25 Total Cost of Insurance	\$ 278,200	\$ 293,572
26 Employee Insurance Contributions	\$ 25,024	\$ 26,852
27 Employee Contributions as % of Total Insurance Cost	9.0 %	9.1 %

**Section VI: Medical Costs (continued)**

28 Identify any insurance changes that were included in this CNA.

**SECTION VII: Certification and Signature**

29 The undersigned certifies that the foregoing figures are true:

Print Name:	Mark Mallett
Position/Title:	Business Administrator
Signature:	
Date:	12/8/2021

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Send this completed and signed form along with an electronic copy of the contract and the signed certification form to: [contracts@perc.state.nj.us](mailto:contracts@perc.state.nj.us)

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NJ Public Employment Relations Commission  
Conciliation and Arbitration  
PO Box 429  
Trenton, NJ 08625  
Phone: 609-292-9898

Revised 8/2016