

AGREEMENT

BETWEEN

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

AND

THE CAPE MAY COUNTY TECHNICAL HIGH SCHOOL  
EDUCATION ASSOCIATION

FOR THE PERIOD

JULY 1, 2019

THROUGH

JUNE 30, 2022

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## PREAMBLE

This agreement entered into this 1 day of \_\_\_\_\_, 2020, between the Board of Education of the Technical School in the County of Cape May (New Jersey) hereinafter called the "Board," and the Cape May County Technical High School Education Association, hereinafter called the "Association," is for the purpose of mutually recording terms and conditions for employment and is entered into after negotiations pursuant to Chapter 303 of the Public Laws of 1968 of the State of New Jersey.

The Association is the representative of the employees, hereinafter designated with respect to terms and conditions of employment. This agreement is effective on July 1, 2019, and expires on June 30, 2022.

## ARTICLE I: RECOGNITION CLAUSE

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

## **ARTICLE II: NEGOTIATION OF A SUCCESSOR AGREEMENT**

### **A. DEADLINE DATE**

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

### **B. MODIFICATION**

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

### **C. NEGOTIATING TEAM AUTHORITY**

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

## **ARTICLE III: ASSOCIATION RIGHTS AND PRIVILEGES**

### **A. RELEASE TIME FOR MEETINGS**

Whenever any representative of the Association or any employee participates in mutually scheduled meetings during: working hours, negotiations, conferences or other meetings, he/she shall suffer no loss in pay.

1. The Board realizes the constructive nature of the Association's Executive Officer

position of President and will arrange his/her schedule so that whoever is filling this position will have time to make the many contacts this position requires without impacting upon the person's teaching ability. Additionally, the person who holds the Association President position at the start of the school year shall not be assigned duties or a duty period for the duration of his/her Presidency.

2. Two (2) Association representatives (the Association President and a designee) shall be released to attend Board meetings with the prior approval of the Principal.

**B. USE OF SCHOOL BUILDINGS**

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

**C. USE OF SCHOOL EQUIPMENT**

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

**D. BULLETIN BOARDS**

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

E. MAIL FACILITIES AND MAIL BOXES

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

F. POLICIES

The Association President and Secretary shall receive an electronic copy of all new policies, regulations and procedures for inclusion in the Association's copy of the policy book within thirty (30) days of a Board of Education meeting.

#### **ARTICLE IV: EMPLOYEE RIGHTS**

A. No employee shall be discharged, disciplined, reprimanded, reduced either in rank or compensation, deprived of any advantage, or given an adverse evaluation of his/her professional services without just cause.

B. REQUIRED MEETINGS OR HEARINGS

Whenever an employee is required to appear before the Board or any committee thereof, or before a School Administrator, Superintendent or a Liaison concerning any matter which could adversely affect the continuation of that employee in: his/her office, position, or employment, or, the salary or any increments pertaining thereto, then he/she shall be given 24 hours prior written notice of the reasons for such meeting or interview, and shall be entitled to have a representative of the Association present to advise him/her and represent him/her during such meeting or interview.

The Superintendent, School Administrator or Liaison reserves the right to immediately designate such a meeting should the safety of the staff or students be threatened.

C. The Board and the Association agree that no employee shall be required, under any circumstances, to transport a student in a private automobile.



- D. The Board hereby agrees that every employee shall have the right to freely organize, join, and support the Association and its affiliates for the purpose of engaging in collective negotiations.

## **ARTICLE V: GRIEVANCE PROCEDURE**

### **A. DEFINITIONS**

#### **1. GRIEVANCE**

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

#### **2. GRIEVANT**

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

#### **3. PARTY IN INTEREST**

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

#### **4. SUBMISSION OF GRIEVANCE**

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

### **B. PURPOSE**

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

## C. PROCEDURE

### 1. TIME LIMITS

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

### 2. LEVEL 1 – Employee’s Immediate Liaison/Supervisor

A grievant shall first discuss the grievance with his/her immediate Liaison/Supervisor within 10 school/work days of the alleged act with the objective of resolving the matter. If, as a result of the discussion, the matter is not resolved to the satisfaction of the grievant then the grievance shall move to LEVEL 2.

### 3. LEVEL 2 – Principal

If the grievant is not satisfied with the disposition of his/her grievance at LEVEL 1, the grievant shall set forth the exact grievance in writing, to the Principal, within 10 school/work days of the discussion in LEVEL 1. Upon receipt of the grievance, the employee’s Principal shall communicate his/her decision to the grievant in writing, inclusive of supportive reasons for the decision within 10 school/work days.

### 4. LEVEL 3 – Superintendent

If the grievant is not satisfied with the disposition of his/her grievance at LEVEL 2, or if no decision has been communicated to the grievant, the grievant shall then submit his/her grievance in writing to the Superintendent within 10 school/work days. The Superintendent shall then communicate his/her decision in writing, inclusive of supporting reasons, to the grievant within 10 school/work days of receiving the written grievance from the grievant.

5. LEVEL 4 –Board of Education

If the grievant is not satisfied with, or no decision has been rendered, regarding the disposition of his/her grievance at LEVEL 3, the grievant shall then submit his/her grievance in writing to the Board of Education through the Board Secretary, within 10 school/work days. The Board shall review the case and hold an informal hearing with the grievant no later than 2 regularly scheduled BOE meetings after receipt of the grievance. The Board shall render a written decision inclusive of supporting reasons, to the grievant, within 40 school/work days of the hearing.

6. LEVEL 5 – Arbitration

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

a. The arbitrator so selected shall issue his/her decision and award in compliance with the rules and regulations of the appointing agency. The arbitrator's decision shall be in writing and shall set forth his/her findings of fact and law, reasoning and conclusions on the issues submitted. The arbitrator shall be without power or authority to make any decisions which require the commission of an act prohibited by law or which violates the terms of this Agreement. The arbitrator shall be limited to the issues submitted and shall consider nothing else. The arbitrator can neither add nor subtract anything from the agreement between the two parties. The decision of the arbitrator shall be submitted to the Board and the Association and shall be advisory only on the parties. If the Board rejects three (3) advisory arbitration awards in a row, the next arbitration shall be binding.

b. The fees and all expenses of the arbitrator, including but not limited to the transcript, shall be shared equally by the Board and the Association.

D. RIGHTS OF MEMBERS TO REPRESENTATION

1. Any grievant may be represented at all stages of the grievance procedure by him/herself, or at his/her option, by representatives selected or approved by the Association. When an employee files a grievance without giving notice to the Association, the Association shall have the right to be present and to participate at each level of the grievance procedure. At each level, the Administrator shall notify the Association Grievance Chair of all meetings or hearings involving the grievant throughout the grievance procedure.
2. No reprisals of any kind shall be made by the Board, any member of the administration, the Association, or any representative of the Association, against any individual for participation or failure to participate in the grievance procedure.

E. MISCELLANEOUS

1. MEETINGS

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

2. TIME LIMITS

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

3. TIME LOSS

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

involved.

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

## **ARTICLE VI: EMPLOYEE WORK YEAR**

### **A. IN-SCHOOL WORK YEAR**

#### **DEFINITION OF IN-SCHOOL WORK YEAR**

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

#### **2. TEN (10) MONTH EMPLOYEES**

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

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

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

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

- c. TEN MONTH SECRETARIAL STAFF

1. The work year for the ten (10) month secretarial position shall be defined as September 1 up to and including June 30.

2. Ten (10) month secretarial positions shall receive a salary equal to five-sixths (5/6) of the salary of a twelve (12) month secretarial position.

3. The Board reserves the right to require the ten (10) month secretarial position to workdays in addition to the work year outlined in paragraph one (1) above. In that event, the employee will be paid at the rate of pay based on the employee's per diem rate for the year in which employment occurs but shall be for no more than ten (10). A mutually agreed upon schedule will be made based on needs. Reasonable notice will be given in cases of emergency.

4. Ten (10) month secretarial positions shall not be entitled to vacation pay.

5. Ten (10) month secretarial positions shall be entitled to three (3) personal leave days per school year. Personal leave days shall be taken in accordance with Article XIII, Section 1.

6. Ten (10) month secretarial positions shall be entitled to ten (10) sick leave days per year which shall accumulate from year to year which shall be taken in accordance with the provisions of Article XI – Sick Leave of the Agreement.

7. Ten (10) month secretarial positions shall follow the teachers' schedule during the school year and shall not be required to report during teacher breaks (i.e., Winter Recess, Spring Recess, holidays, etc.) Attendance is required on all days when students are in attendance, orientation days and any other days teacher attendance is required, including, but not limited to, in-service days.

### 3. TWELVE (12) MONTH EMPLOYEES

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

b. All 12 month employees hired before June 23, 2020 and all custodians rehired at the June 25, 2019 Board Meeting will receive vacation days as

follows:

Five years or less experience as of June 25, 2019 will receive ten vacation days (10) until they reach year ten at such time they will receive fifteen vacation days (15 days) and upon the start of year twenty they will receive twenty vacation days (20 days).

Ten years of experience or more as of June 25, 2019 will receive fifteen vacation days (15 days) and upon the start of year twenty they will receive twenty vacation days (20 days).

Twenty years of experience or more as of June 25, 2019 will receive twenty vacation days (20 days).

Any employee who, as of June 23, 2020 has days in excess of the schedule above shall be permitted to retain those days up to and including June 30, 2021.

All custodians hired after July 1, 2019 and all other 12 month employees hired on or after June 23, 2020 will have vacation days accumulate as follows:

Upon the start of year two = 2 weeks vacation (10 days)

Upon the start of year ten = 3 weeks vacation (15 days)

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

A vacation day application shall be made at least three (3) work days prior to the day to be taken. All requests for leave must receive supervisor approval and meet the requirement of being at a time convenient for the best operation of the school system. No vacation days will be approved in the three weeks prior to the start of the school year. Except that the

Superintendent has the right to approve days during this time period for emergency situations on a case by case basis.

For custodial staff, vacation days will be granted on a first come, first serve basis. No more than two (2) custodians per shift can be granted a vacation day, the administration has the right to refuse all other requests for a vacation day.

Up to five (5) unused vacation days may be carried over from one year (June 30th) to the next year (July 1st). Any other days will be converted to sick leave days and carry over from year to year as such.

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

#### 4. EMERGENCY SCHOOL CLOSINGS

##### a. TEN (10) MONTH EMPLOYEES

(1.) Attendance shall not be required whenever student attendance is not required due to inclement weather or some other emergency.

(2.) Any employee already off work for an illness or a personal day shall not be charged for that day.

##### b. TWELVE MONTH EMPLOYEES

(1.) During emergency closings custodians, grounds maintenance and maintenance personnel, as designated by their supervisor and/or the Principal, shall report to work as necessary.

(a) The employee must come to work to get credit for working. If the Superintendent directs the employee to stay home or to leave early, the employee will be credited with a full day's work.

(b) An employee already off work for illness shall be charged a



sick day.

- (2.) The following options may be exercised when school is closed to students due to inclement weather or some other emergency:
  - (a) The employee may come to work and get credit for working. If the employee is unable to arrive on time or if the weather becomes worse, causing the Superintendent to direct the employee to leave early, the employee will be credited with a full day's work.
  - (b) After conferring with his/her immediate supervisor, the employee may choose to remain at home. The employee shall have the option of designating the day as one of either personal or vacation leave.
  - (c) An employee (12 month) already off work for illness shall be charged with a sick day.
  - (d) Twelve (12) month secretarial staff will not be requested to work when the determination is made that the district is closed. This will be conveyed to those staff affected through the school notification system. The custodial/maintenance staff will report to work at a time designated by their supervisor.

## **ARTICLE VII: EMPLOYEE WORK HOURS**

### **A. EMPLOYEE DAY**

#### **1. CHECK-IN AND CHECKOUT PROCEDURE**

Employees shall record their presence for work via the district's electronic system at the beginning and end of their shift. In cases where the above has not been adhered to, the "sign in" roster will be changed to reflect the accurate time after the employee and his/her manager have discussed the matter.

2. LENGTH OF DAY

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

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

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

(2.) Teachers shall have six (6) instructional periods, one (1) duty period, and one (1) preparation period. Preparation period shall be defined as: lesson planning, interdisciplinary planning, parental contact, meeting with an administrative liaison and entering information on the district management system. Duty period shall be defined as daily supervision, such as bus duty, cafeteria duty or corridor duty.

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

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

b. Custodians/Maintenance personnel: 8 hours

The Board will have the flexibility to schedule three custodian shifts, if administratively necessary. In doing so they will collaborate with the NJEA representatives to discuss times, staffing numbers, etc.

c. Secretaries: 7 1/2 hours

3. OVERTIME

Custodians/maintenance personnel and secretaries shall be paid at time and a half

for time which they actually work in excess of forty (40) hours in any work week unless mutually agreed to compensatory time is given. Benefit days not worked are to be assigned toward the forty (40) hours or beyond. Only time which has been counted by management will be counted.

- a. Overtime assignment/distribution shall be based on seniority in job classification or specific skill required. All custodial/maintenance personnel, day or evening shift, shall have the opportunity to accept or decline overtime assignments according to the rotation schedule. If an overtime assignment requires no special license (Black Seal), or job specific training, it will be offered to the entire department on a rotation schedule according to seniority. An employee who accepts or declines an overtime assignment shall have his/her name placed on the bottom of the overtime list. If no member of the department voluntarily chooses the assignment, the least senior member of the department shall be assigned, according to a reverse seniority rotational schedule.
- b. Weekend security watch and call backs shall continue to occur as the current practice. The employees shall continue to have the right to switch off assigned days with supervisor's approval. If the supervisor chooses to change an employee's watch, the employee shall trade watch dates subject to possession of appropriate licenses.
- c. Scheduled non-emergency holiday pay shall be at a rate of two and one half (2 ½) times the regular rate of pay for the following days only: Independence Day\*, Columbus Day, Thanksgiving Day, Christmas Day, New Years Day, Dr. Martin Luther King Day, President's Day, Good Friday, Memorial Day, Labor Day.

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

4. SCHOOL EMERGENCIES

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

5. LUNCH PERIODS

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

6. LATENESS

All employees are expected to report on time and to follow the check-in procedure. Persons reporting late for work will be charged a late arrival. Six (6) late arrivals will result in the charge of a personal day. Any lateness beyond one (1) hour will be charged a half (1/2) personal day. A lateness beyond two (2) hours will result in the loss of a full (1) personal day. Employees who expect to be more than fifteen (15) minutes late shall contact their supervisor to explain the circumstances of their lateness and advise as to when they expect to report to work. In the event the member has exhausted his/her personal days one (1) sick day will be charged. If no sick days are available, the member will be charged one (1) day's pay. This provision will also apply to lunch periods.

7. LEAVING EARLY

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

8. BREAKS

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

forty-five (45) minutes, upon their supervisor's approval.

## B. MEETINGS

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

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

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

## C. TEACHER COVERAGE

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

D. TEACHERS RESPONSIBILITIES

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

**ARTICLE VIII: EMPLOYMENT AND RENEWAL OF PERSONNEL**

A. CERTIFICATION

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

B. NOTIFICATION

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

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

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

Custodians/Maintenance Personnel will be notified by the Board of their current contract and salary status for the ensuing year no later than June 15<sup>th</sup>.

C. LENGTH OF NOTICE

All contracts between certificated staff and the Board may at any time be terminated by either party giving to the other sixty (60) days notice in writing of intention to terminate the same. All contracts between aides and secretaries and the Board may be at any time be terminated by either party giving the other thirty (30) days notice in writing of intention to terminate same. All contracts between custodial staff and the Board may at any time be

terminated by either party giving to the other fourteen (14) days notice in writing of intention to terminate same.

**D. BLACK SEAL LICENSE**

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

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

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

**ARTICLE X: EMPLOYEE EVALUATION**

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

evaluations per year.

- c. Noncertificated (employed longer than three (3) full years): one (1) evaluation per year.

2. Tenured Personnel

- a. Certificated:

Evaluation of all members shall be conducted in compliance with statute and in compliance with DOE mandates. The principal and/or superintendent shall retain the right to require additional evaluations.

- b. Non-certificated:

(1.) One (1) evaluation per year to occur at any time during the year.

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

## **ARTICLE XI: SICK LEAVE**

- A. Sick leave is defined as absence from post or duty because of personal disability due to illness or injury (non-job related) or as a result of medically documented contagious disease in the employee's immediate household. Employees are encouraged to provide a medical



document for each sick leave occurrence. Nothing shall limit the Board's ability to request medical documentation for any sick leave occurrence where abuse of sick leave or improper use of sick leave is suspected.

- B. The Board retains the right to place an employee on sick leave for any of the following reasons:
1. whenever the employee's physical condition adversely affects his/her ability to continue to provide effective service
  2. the physical condition or capacity is such that the employee's health would be impaired if permitted to continue working, and if:
    - a. the employee fails to produce a certificate from a physician stating that said employee is medically able to continue work, or
    - b. the Board's physician and the employee's physician agree that said employee cannot continue working, or
    - c. following any difference of medical opinion between the Board's physician and the employee's physician, the Board requests expert consultation in which case the Cape May County Health Officer shall appoint an impartial third physician who shall examine the employee. This physician's medical opinion shall be conclusive and binding on the issue of medical capacity to continue work. The expense of any examination by an impartial third physician under this paragraph shall be shared equally by the employee and the Board.
- C. Upon an employee's return from sick leave, the Board may require said employee to produce a certificate from a physician showing that said employee is capable of working. If the Board's physician is in disagreement, that conflict of medical opinion shall be resolved in the same manner as is set out in paragraph B.2.c., of this Article.
- D. In charging an employee with sick leave the smallest unit to be considered will be a partial absence of up to one (1) hour either at the beginning or ending of the day, or during the work schedule. An accumulation of six of these partial absences will result in the loss of

a sick day.

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

- E. All staff members shall report all unexpected absences and request all leave at the earliest possible time.
  - 1. All staff members must report all absences via the absence reporting system on the district's electronic network prior to the start of the work day. For any absence reported within 45 minutes of the start of the work day, in addition to reporting the absence on the district electronic system the employees must also notify their liaison via a telephone call and/or email.
  - 2. On return, the staff member must contact the building Principal or his/her immediate supervisor at the start of the workday.
  - 3. Evening custodial shift shall notify their immediate supervisor, or their designee, at school by telephone two (2) hours prior to the start of their shift.
- F. Except in case of emergency, an employee who is absent (but not late) and does not notify the school by the time stipulated in E.1. and E.3. may forfeit pay for the day(s) missed.
- G. Ten (10) month employees shall be entitled to ten (10) sick days per year.
- H. Twelve (12) month employees shall be entitled to twelve (12) sick days per year.
- I. Unused sick days may accumulate from year to year with no limitations.
- J. Unused sick, vacation and personal days will be updated into the district's electronic system no later than September 30th of each year.
- K. Anyone employed after the regular starting date of his/her contract year shall be credited

with sick leave on a pro-rated basis calculated at one (1) day per month. The number of days credited shall be based only on whole months to be served in the contract. Such days will be available for use upon commencing employment.

- L. Upon retirement in accordance with the pension plan, employees will receive a sum of money equal to one third (1/3) of their daily rates at the time of retirement multiplied by the accumulated number of sick days.

Daily rates will be calculated in the following manner:

10 months - 1/200th

12 months - 1/240<sup>th</sup>

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

- M. The sum of money paid under paragraph L above shall not exceed \$10,000.

Effective for employees who retire on or after December 31, 2017, the cap on the payment for unused sick leave shall be increased to \$11,000.

Effective for employees who retire on or after December 31, 2018, the cap on the payment for unused sick leave shall be increased to \$12,000.

Effective for employees who retire or after December 31, 2019, the cap on the payment for unused sick leave shall be increased to \$13,000.

- N. The estate of any employee with thirteen (13) years of service in the district who becomes deceased will receive 100% of the value of accumulated sick leave.

## **ARTICLE XII: EXTENDED LEAVES OF ABSENCE**

### **A. UNPAID LEAVES OF ABSENCE**

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

day of the requested leave.

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

The Board reserves the right to determine whether any employee on leave is using the time in accordance with the stated purpose of the leave. Violation of the terms of the leave shall be cause for terminating it and upon review may result in disciplinary action and possible dismissal by the Board.

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

#### B. MATERNITY LEAVE

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

accumulated sick leave benefits if she presents a physician's statement attesting to her continued disability.

Maternity leaves for periods where the employee is not disabled may be granted for up to six months at the Board's discretion in accordance with the regular unpaid leave policy. No employee will be required to take unpaid leaves of absence for pregnancy. The Board may at its discretion require periodic physician certification of the employee's continued fitness to perform her duties. Upon request, a doctor's certificate will be needed during the one (1) month period prior to and following birth as the employee is presumed to be disabled during this time.

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

#### C. CHILD REARING LEAVE

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

#### D. BEREAVEMENT

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

E. FAMILY SICK DAYS

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

F. MEDICAL DISABILITY LEAVE

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

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

The twelve (12) month qualifying period for FLA or FMLA leave shall be calculated on a rolling year basis from the employee's return from any leave that has previously been granted.

- a. The Board retains the right to place a staff member on medical leave for any one of the following reasons:
  - (1) whenever the staff member's physical condition adversely affects the ability to continue to work effectively;
  - (2) the physical condition or capacity is such that the staff member's health would be impaired if permitted to continue working, and if:
    - (a) the staff member fails to produce a certificate from a medical doctor stating that said staff member is medically able to

continue working, or

- (b) the Board's physician and the employee's physician agree that the said employee cannot continue working, or
- (c) following any difference of medical opinion between the Board's physician and the staff member's physician the Board requests expert consultation in which case the Cape May County Health Officer shall appoint an impartial third physician who shall be conclusive and binding on the issue of medical capacity to continue working. The expense of any examination by an impartial third physician under this paragraph shall be shared equally by the staff member and the Board.

- 2. When the seeking of a medical leave of absence for medical disability can be anticipated, the staff member shall file the written request for such leave with the administrator at least ninety (90) calendar days prior to the anticipated commencement date of the leave. However, in the event ninety (90) days advance notice is not possible, the staff member shall file a written request with the administrator for such leave within seven (7) calendar days after the staff member knew of the need for the medical disability leave. The request shall indicate the anticipated date in which the leave is to terminate (if able to ascertain within reason). Written requests shall indicate the plans of the staff member upon termination of the medical disability leave as to his/her returning to work, resigning, retiring or applying for another type of leave.
  - a. The commencement date of a disability leave may be adjusted by up to thirty (30) calendar days after consideration of the staff member's need(s), student's needs, and administrative feasibility. A medical disability leave's termination date may be adjusted so that return to work coincides with a marking period break.
  - b. No tenured or non-tenured staff member shall be barred from returning to work after a medical disability leave on the grounds that not enough time has elapsed during the recovery time.

- c. Nothing contained in this paragraph shall be construed to preclude the Board from requiring any staff member to produce a certificate from a physician showing that said staff member is capable of returning to work, provided that is, the Board's physician is in disagreement, that conflict of medical opinion shall be resolved in the same manner as set out in Article XII, section F.

## **ARTICLE XIII: PERSONAL LEAVE**

### **A. PERSONAL BUSINESS DAYS**

1. Employees covered under this Agreement shall be granted three (3) days of personal business leave annually. Personal business days shall not be used as vacations. Such leave shall be accumulative up to seven (7) days. Any days not used beyond seven (7) shall be added to the employee's total accumulation of sick days and considered from that point on to be sick days. The request for such leave requires the approval of the Superintendent. Approval or disapproval may be based upon the needs of the district. Except in the case of emergency, a personal business day application shall, be made at least three (3) school days prior to the day to be taken. Request for emergency personal leave may require the employee to submit documentation as to the reason for the emergency request.
2. Anyone beginning employment after the regular contract starting date for that position and up to the last three months of the fiscal school year shall also be credited with three (3) personal days for that year. Persons beginning employment within the last three (3) months of the school contract year shall be credited with one (1) personal day for that year.
3. Personal days shall not be used the day before or after a holiday, or when in the determination of the administration there would be an adverse affect upon the district; or if such usage would result in too many employees being absent on any one day; or at such times that would otherwise cause a hardship on the district.
  - a. The employee seeking a personal day shall be advised as to the response to such request prior to the day in question. If a personal leave request is



submitted one (1) month or more in advance a response will be given to the employee within three (3) days.

#### **ARTICLE XIV: SABBATICALS**

- A. Any employee with more than seven (7) years continuous service may apply for a sabbatical leave. Upon recommendation of the Superintendent, the Board at its discretion, may grant sabbatical leaves to qualified personnel for the purpose of study, travel or other purposes as may be approved by the Board.
- B. The employee shall apply for such leave in writing to his/her Principal no later than December 1st and shall be notified of the Board's action on the application on or before April 1st of the school year preceding the school year for which the sabbatical leave is requested. The leave shall be granted for no more than two (2) semesters.
- C. An employee on sabbatical leave shall receive as compensation, during the period of the leave one-half (1/2) of his/her regularly scheduled salary. Compensation shall be paid at the same time as other employees of his/her professional rank. An employee on sabbatical leave shall receive the scheduled increment and/or adjustments in salary and credit toward retirement the same as he/she would have received were he/she occupying his/her regular assignment. The employee on such leave shall determine with the Board Secretary in advance of beginning the leave the necessary deductions from his/her salary so as not to jeopardize pension, insurance and other benefits.
- D. The number of persons receiving sabbatical leaves in any year may not exceed three (3) teachers. The number of leaves granted shall be distributed according to requests throughout the system. If the number of applications for such leaves exceed the number available, the selection shall be based upon:
  - 1. the estimated value of the plan to the individual and to the school system
  - 2. the amount of seniority
  - 3. the length of time since the last sabbatical leave.

- E. An employee on sabbatical leave shall report all compensation received from sources other than the Board, provided that compensation shall not include such items as allowance for travel, cost-of living adjustment for foreign service, and research or other expense in connection with the project. Should such other compensation, when added to the compensation paid by the Board, exceed the salary which the recipient would have received if on active duty, the compensation allowed by the Board shall be reduced to equate the total to the amount of salary he/she would have received if on active duty provided that the compensation received resulted from said leave.
- F. An employee who received a sabbatical leave shall agree to return to service at the Technical High School for a period of at least one (1) year. Should such employee fail to return to the school system upon completion of the sabbatical leave, he/she shall refund all compensation paid to him/her, by the Board, while on sabbatical.
- G. Upon return from a sabbatical the employee shall be restored to a position commensurate with his/her tenure status and scope of certification.
- H. A staff member on sabbatical leave shall continue to be covered by his/her present existing insurance protection.

## **ARTICLE XV: REIMBURSEMENT**

### **A. TUITION REIMBURSEMENT**

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

The Board agrees to pay full tuition costs for approved courses, up to six (6) credits per year, based on the current in-state per credit cost at Rowan University. Courses must be

approved in advance by the Superintendent and be appropriate to the employee's assignment and/or required for teaching in a technical high school. Reimbursement will be made by the Board upon the presentation of evidence of the successful completion of the course(s), within thirty (30) days after submission. Successful completion will include attaining a grade point average of B or better in the course. In courses which are graded on a pass/fail basis, a grade of passing is necessary.

A unit member hired on or after July 1, 2019 will not be eligible for tuition reimbursement until after completing one year of service in this unit, and will be subject to repayment of tuition reimbursement upon separation from the district based on the date of course completion. The member will be required to repay the tuition reimbursement received if the employee leaves the district within three years of course completion, except in the case of retirement, disability, death or a reduction in force. The tuition repayment agreement is as follows:

1. If the member separates from the district within one year after course completion, a member will be required to repay tuition reimbursement to the district at 100% of the tuition amount reimbursed by the district.
2. If the member separates from the district within two years after the course completion, a member will be required to repay tuition reimbursement to the district at 70% of the tuition amount reimbursed by the district.
3. If the member separates from the district within three years after course completion, a member will be required to repay tuition reimbursement to the district at 40% of the tuition amount reimbursed by the district.

**B. MILEAGE REIMBURSEMENT**

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

**C. CDL REIMBURSEMENT**

If an employee obtains a CDL with P & S endorsement Class 1 bus driver's license at the

request of the District, he/she will be reimbursed for all out-of-pocket costs related to obtaining and maintaining the CDL license.

**D. PROFESSIONAL ACTIVITY DEVELOPMENT**

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

**ARTICLE XVI: SALARY**

**A. SALARIES**

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

**B. NEW EMPLOYEES**

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

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

D. PAY SCHEDULE

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

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

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

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

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

I. EMPLOYEE DAILY RATES

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

J. SECRETARIAL CERTIFICATION

For a secretary to earn the Microsoft Office User Specialist (MOUS) certification for Microsoft Office or Microsoft Project, they must pass one (1) or more certification exams.

MOUS exams provide a valid and reliable measure of technical proficiency and expertise by evaluating overall comprehension of Office or Microsoft Project applications, ability to use their advanced features, and ability to integrate the Office applications with other software applications. MOUS exams are developed and validated by industry experts and are available at over 9,000 sites worldwide.

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

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

Certificate Program (Microsoft Office User Specialist)

Certification Tracks

Office 2000 Track

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

WordPerfect - Expert User

- K. The parties mutually agree that should negotiations for a successor collective negotiations agreement not be completed prior to June 30, 2022, unit members shall not be moved up a step on the salary guide for the next school year until the new contract has been ratified. Movement on the guide shall be interpreted as a vertical guide step increase and column differentials based on educational credit or degree attainment. Unit members shall remain at their June 30, 2022 salary until negotiations for a new contract are completed, the agreed upon salary increases have been distributed through mutually acceptable guides, and both parties have ratified the agreement.

L. SUPER MAXIMUM

Effective July 1, 2016, a new Super Maximum will be paid. The Super Maximum will apply to employees who have been on the maximum step of their respective guide for at

least one (1) year and who have completed twenty (20) years in the district. The Super Maximum for teachers will be \$600 greater than the salary rate at the maximum step for each column of the guide. The Super Maximum for non-certified staff members will be \$300 above the maximum step of their guide. This Super Maximum is in base and pensionable. This cost is outside salary % settlement.

**M. DEGREE INCENTIVES FOR AIDES**

Aides with an Associate's degree and a substitute teacher certificate shall receive \$500 per year.

Aides with a Bachelor's degree and a substitute teacher certificate shall receive \$1,500 per year.

**ARTICLE XVII: INSURANCE**

**A. MEDICAL COVERAGE**

1. During the lifetime of this Agreement, the Board shall provide all the available plans in the NJ School Employees Benefits Program with the separately purchased supplemental prescription coverage for employees and their immediate families covered under this Agreement. Plan descriptions are available through the Business Office.

Effective January 1, 2018, the Board agrees to pay the full cost of NJ School Employees Benefit Plan Direct 15 Plan for employees and their eligible dependents, subject to any applicable employee cost contribution. An employee may select coverage of another Plan offered by NJSEBP, and in the event the selected plan costs more than the Direct 15 Plan, then the employee shall be responsible for paying the costs of the increased premium for the selected coverage. Payment shall be made by equal payroll deductions.

2. The Board reserves the right to change insurance carriers, so long as the plans are equal to or better than the benefits current under the above cited plans. Prior to any consideration of a possible change in health care providers, the Board shall notify

the Association.

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

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

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



Consolidated Omnibus Reconciliation Act (COBRA). Payment for medical insurance costs shall be due prior to the period to be covered by the payment.

**B. DENTAL INSURANCE**

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

**C. VISION PLAN**

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

**D.** All employees shall continue to pay a cost contribution for Health Insurance Plan coverages at rates set forth in tier four of P.L. 2011, Chapter 78 Pension and Health Benefits Reform Law adopted June 2011. These contributions will continue until a different formula is negotiated between the parties or until a different formula is required by law. Payments shall be made by way of withholdings from each employee's payroll checks. The Board shall establish and adopt a Section 125 Plan so that said contributions would be "pre-tax".

**ARTICLE XVIII: TRANSFERS**

**A.** Unless in the determination of the administration that such notice would cause a problem, employees covered under this agreement shall be given sixty (60) days advance notice of an involuntary transfer unless an emergency situation would arise that necessitates a position being filled within thirty (30) days.

**B.** In the event of an involuntary transfer, the affected employee will be granted meeting with his/her immediate supervisor to discuss the transfer. All transfers will be according to certificate and seniority.

- C. Any employee shall be permitted to apply for a voluntary transfer.

## **ARTICLE XIX: PROTECTION OF EMPLOYEES AND PROPERTY**

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

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

- C. **CUSTODIAL/MAINTENANCE PERSONNEL**

- 1. The Board shall provide the following for custodial/maintenance personnel:

- a. five (5) uniform work shirts per year for custodial/maintenance personnel. Custodial/Maintenance personnel will be required to wear the uniform when at work unless the tasks for the day warrant other clothing as determined by the supervisor;

- b. weekly laundry service for the custodial/maintenance employee's uniforms;
      - c. one set of rain gear per employee, per 3-year contract, assigned to work outside;

- d. insulated outerwear for custodial/maintenance employees assigned to work outside;

- e. work boot/ shoe allowance one pair per year for custodial/maintenance, not to exceed \$200.00, as approved by the Building/Grounds Director as based on safety regulations. The district will arrange for the purchase.

- 2. Custodial/maintenance employees shall be granted ten (10) minutes prior to the end of the work shift for personal clean up.

- 3. Custodial/maintenance employee's evening shift salary differential of one \$1,000.00 per year, exclusive of the salary settlement.

- 4. Maintenance stipend of \$1,000.00 for assigned maintenance staff who hold a

recognized plumbing and or electrical certification (do not have to have NJ certification) that is pensionable.

## **ARTICLE XX: BOOKS AND OTHER INSTRUCTIONAL MATERIALS & SUPPLIES**

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

## **ARTICLE XXI: ASSOCIATION - ADMINISTRATION COUNCIL**

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

## **ARTICLE XXII: MAINTENANCE OF CLASSROOM CONTROL AND DISCIPLINE**

- A. It is understood that the maintenance of classroom control is considered to be the responsibility of each individual teacher.
- B. However, if in the judgment of a teacher, a student is, by his/her behavior, seriously disrupting the instructional program to the detriment of other students, the teacher may temporarily exclude the student from the classroom with a written note, and refer him/her to the next higher authority.

- C. Teachers shall be responsible for the supervision of school property and for school materials assigned to them. Any loss or damage to such property or materials shall be reported as soon as discovered by the teacher.

### **ARTICLE XXIII: IN-SERVICE**

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

### **ARTICLE XXIV: MANAGEMENT RIGHTS**

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

### **ARTICLE XXV: EXTRACURRICULAR ACTIVITIES**

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

- D. Teachers accepting year long activities positions shall receive forty (40) percent of the stipend in December and sixty (60) percent with their last pay in June.

## **ARTICLE XXVI: REPRESENTATIVE FEE**

### **A. PURPOSE OF FEE**

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

### **B. AMOUNT OF FEE NOTIFICATION**

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

### **C. DEDUCTION AND TRANSMISSION OF FEE**

#### **1. NOTIFICATION**

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

#### **2. PAYROLL DEDUCTION SCHEDULE**

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

3. TERMINATION OF EMPLOYMENT

If an employee who is required to pay a representation fee terminates his/her or her employment with the Board before the Association has received the full amount of the representation fee to which it is entitled under this Article, the Board will deduct the unpaid portion of the fee from the last paycheck paid to the employee during the membership year in question.

4. MECHANICS

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

5. CHANGES

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

6. NEW EMPLOYEES

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

D. INDEMNIFICATION

The Association shall indemnify and hold employer harmless against any and all claims, demands, suits and other forms of liability, including liability for reasonable counsel fees

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

President Sharon Lee Kutra

~~Secretary~~ <sup>Treasurer</sup> Daniel Wilby

Date 29 October 2020

BOARD OF EDUCATION OF THE CAPE MAY COUNTY TECHNICAL HIGH SCHOOL

President [Signature]

Secretary [Signature]

Date 11/4/20

and other legal costs and expenses that may arise out of or by reason of and action taken or not taken by the employer in conformance with this provision.

## **ARTICLE XXVII: DURATION OF AGREEMENT**

- A. This Agreement represents and incorporates the complete and final understanding and settlement by the parties of all bargainable issues which were or could have been the subject of negotiations. During the term of this Agreement, neither party will be required to negotiate with respect to any such matter, whether or not covered by this Agreement, and whether or not within the knowledge or contemplation of either or both parties at the time they negotiated or signed this Agreement.
  
- B. This Agreement shall be effective as of the date of signing this Agreement and shall continue in effect from, July 1, 2019, to June 30, 2022, and subject to the Association's right to negotiate over a successor Agreement as provided in Article II.



The only people moving to the off guide step are those who were at the top step in the base year (2018-2019). These are the only people who move there now and going forward. No other employees are eligible to move to this off guide step. Once there is no one else on the off guide step (retire, resign, leave the district) - the OG step disappears.

## Custodians

### Cape May County Technical High School 2019-2020 Salary Guide

Step	Cust.	Black Seal
1	27,140	29,140
2	27,340	29,340
3	27,540	29,540
4	27,740	29,740
5	27,940	29,940
6	28,440	30,440
7	28,940	30,940
8	29,690	31,690
9	30,690	32,690
10	32,190	34,190
11	33,690	35,690
12	35,190	37,190
13	36,975	38,975
14	38,760	40,760
15	40,960	42,960
16	43,160	45,160
17	45,360	47,360
<b>OG</b>	47,360	49,360

## Teachers

### Cape May County Technical High School 2021-2022 Salary Guide

Step	BA	MA	MA+30	MA+60	Doc
1	57,122	59,122	60,122	61,122	62,122
2-3	57,622	59,622	60,622	61,622	62,622
4	58,122	60,122	61,122	62,122	63,122
5	59,122	61,122	62,122	63,122	64,122
6	60,707	62,707	63,707	64,707	65,707
7	62,297	64,297	65,297	66,297	67,297
8	63,897	65,897	66,897	67,897	68,897
9	65,497	67,497	68,497	69,497	70,497
10	67,147	69,147	70,147	71,147	72,147
11	68,847	70,847	71,847	72,847	73,847
12	71,197	73,197	74,197	75,197	76,197
13	73,939	75,939	76,939	77,939	78,939
14	76,939	78,939	79,939	80,939	81,939
15	79,989	81,989	82,989	83,989	84,989
16	83,114	85,114	86,114	87,114	88,114
16A	86,339	88,339	89,339	90,339	91,339
17	89,639	91,639	92,639	93,639	94,639

## Teachers

### Cape May County Technical High School 2020-2021 Salary Guide

Step	BA	MA	MA+30	MA+60	Doc
1-2	56,777	58,777	59,777	60,777	61,777
3	57,277	59,277	60,277	61,277	62,277
4	57,777	59,777	60,777	61,777	62,777
5	59,046	61,046	62,046	63,046	64,046
6	60,631	62,631	63,631	64,631	65,631
7	62,221	64,221	65,221	66,221	67,221
8	63,821	65,821	66,821	67,821	68,821
9	65,421	67,421	68,421	69,421	70,421
10	67,021	69,021	70,021	71,021	72,021
11	68,664	70,664	71,664	72,664	73,664
12	70,964	72,964	73,964	74,964	75,964
13	73,564	75,564	76,564	77,564	78,564
14	76,539	78,539	79,539	80,539	81,539
15	79,514	81,514	82,514	83,514	84,514
16	82,489	84,489	85,489	86,489	87,489
16A	85,464	87,464	88,464	89,464	90,464
17	88,439	90,439	91,439	92,439	93,439

## Teachers

### Cape May County Technical High School 2019-2020 Salary Guide

Step	BA	MA	MA+30	MA+60	Doc
1	55,995	57,995	58,995	59,995	60,995
2	56,495	58,495	59,495	60,495	61,495
3	56,995	58,995	59,995	60,995	61,995
4	57,495	59,495	60,495	61,495	62,495
5	58,764	60,764	61,764	62,764	63,764
6	60,349	62,349	63,349	64,349	65,349
7	61,939	63,939	64,939	65,939	66,939
8	63,539	65,539	66,539	67,539	68,539
9	65,139	67,139	68,139	69,139	70,139
10	66,739	68,739	69,739	70,739	71,739
11	68,339	70,339	71,339	72,339	73,339
12	70,589	72,589	73,589	74,589	75,589
13	73,139	75,139	76,139	77,139	78,139
14	76,014	78,014	79,014	80,014	81,014
15	78,889	80,889	81,889	82,889	83,889
16	81,764	83,764	84,764	85,764	86,764
16A	84,489	86,489	87,489	88,489	89,489
17	87,239	89,239	90,239	91,239	92,239

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

**Grievant:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**Date of Occurrence of alleged violation(s):** \_\_\_\_\_

+++++

**Level 1 Immediate Liaison/Supervisor**

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

Description of violation(s): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Remedy sought: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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

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

Name: \_\_\_\_\_ Date: \_\_\_\_\_

+++++

**Level 2 Principal**

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

Disposition: Denied \_\_\_\_\_ Granted \_\_\_\_\_

Reason(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Principal's Signature:** \_\_\_\_\_

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

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

Name: \_\_\_\_\_ Date: \_\_\_\_\_

+++++

**Level 3 Superintendent**

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

Disposition: Denied \_\_\_\_\_ Granted \_\_\_\_\_

Reason(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Superintendent's Signature:** \_\_\_\_\_

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

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

Name: \_\_\_\_\_ Date: \_\_\_\_\_

+++++

**Level 4 BOE Hearing**

Date received: \_\_\_\_\_

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

\_\_\_\_\_

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

Disposition: \_\_\_\_\_ Denied \_\_\_\_\_ Granted \_\_\_\_\_

Reason(s) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**BOE President's Signature:** \_\_\_\_\_

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

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

Name: \_\_\_\_\_ Date: \_\_\_\_\_

+++++

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

\_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Grievance Committee Chair**



**Custodians****Cape May County Technical High School  
2021-2022 Salary Guide**

<b>Step</b>	<b>Cust.</b>	<b>Black Seal</b>
1	27,140	29,140
2	27,340	29,340
3	27,540	29,540
4	27,740	29,740
5	27,940	29,940
6	28,440	30,440
7	28,940	30,940
8	29,690	31,690
9	30,690	32,690
10	32,190	34,190
11	33,690	35,690
12	35,190	37,190
13	36,975	38,975
14	38,760	40,760
15	40,960	42,960
16	43,160	45,160
17	45,860	47,860
<b>OG</b>	48,360	50,360

**Custodians****Cape May County Technical High School  
2020-2021 Salary Guide**

<b>Step</b>	<b>Cust.</b>	<b>Black Seal</b>
1	27,140	29,140
2	27,340	29,340
3	27,540	29,540
4	27,740	29,740
5	27,940	29,940
6	28,440	30,440
7	28,940	30,940
8	29,690	31,690
9	30,690	32,690
10	32,190	34,190
11	33,690	35,690
12	35,190	37,190
13	36,975	38,975
14	38,760	40,760
15	40,960	42,960
16	43,160	45,160
17	45,360	47,360
<b>OG</b>	<b>47,860</b>	<b>49,860</b>

The only people moving to the off guide step are those who were at the top step in the base year (2018-2019). These are the only people who move there now and going forward. No other employees are eligible to move to this off guide step. Once there is no one else on the off guide step (retire, resign, leave the district) - the OG step disappears.

## Secretaries

### Cape May County Technical High School 2019-2020 Salary Guide

Step	Sec.	Dir. Sec.
1	25,101	26,601
2	25,351	26,851
3	25,601	27,101
4	26,401	27,901
5	27,201	28,701
6	28,001	29,501
7	29,400	30,900
8	30,900	32,400
9	32,500	34,000
10	34,100	35,600
11	35,700	37,200
12	37,300	38,800
13	39,000	40,500
<b>OG</b>	41,433	42,933

**Secretaries****Cape May County Technical High School  
2020-2021 Salary Guide**

<b>Step</b>	<b>Sec.</b>	<b>Dir. Sec.</b>
<b>1</b>	25,101	26,601
<b>2</b>	25,351	26,851
<b>3</b>	25,601	27,101
<b>4</b>	26,401	27,901
<b>5</b>	27,201	28,701
<b>6</b>	28,001	29,501
<b>7</b>	29,400	30,900
<b>8</b>	30,900	32,400
<b>9</b>	32,500	34,000
<b>10</b>	34,100	35,600
<b>11</b>	35,700	37,200
<b>12</b>	37,300	38,800
<b>13</b>	38,500	40,000
<b>OG</b>	41,883	43,383

**Secretaries****Cape May County Technical High School  
2021-2022 Salary Guide**

<b>Step</b>	<b>Sec.</b>	<b>Dir. Sec.</b>
1	26,250	27,750
2	26,550	28,050
3	26,850	28,350
4	27,350	28,850
5	27,850	29,350
6	28,650	30,150
7	29,650	31,150
8	30,950	32,450
9	32,550	34,050
10	34,150	35,650
11	35,750	37,250
12	37,350	38,850
13	38,950	40,450
<b>OG</b>	42,333	43,833

The only people moving to the off guide step are those who were at the top step in the base year (2018-2019). These are the only people who move there now and going forward. No other employees are eligible to move to this off guide step. Once there is no one else on the off guide step (retire, resign, leave the district) - the OG step disappears.

## **Aides**

### **Cape May County Technical High School 2019-2020 Salary Guide**

<b>Step</b>	<b>10 month</b>	<b>12 month</b>
<b>1</b>	19,331	23,197
<b>2</b>	19,431	23,317
<b>3</b>	19,581	23,497
<b>4</b>	19,731	23,677
<b>5</b>	19,981	23,977
<b>6</b>	20,431	24,517
<b>7</b>	20,881	25,057
<b>8</b>	21,431	25,717
<b>9</b>	22,331	26,797
<b>10</b>	23,575	28,290
<b>11</b>	24,975	29,970
<b>12</b>	26,375	31,650
<b>13</b>	27,775	33,330
<b>14</b>	29,175	35,010
<b>15</b>	30,975	37,170
<b>16</b>	32,975	39,570
<b>OG</b>	34,736	41,683

**Aides****Cape May County Technical High School  
2020-2021 Salary Guide**

<b>Step</b>	<b>10 month</b>	<b>12 month</b>
<b>1</b>	19,916	23,899
<b>2</b>	20,016	24,019
<b>3</b>	20,166	24,199
<b>4</b>	20,316	24,379
<b>5</b>	20,566	24,679
<b>6</b>	21,016	25,219
<b>7</b>	21,466	25,759
<b>8</b>	22,016	26,419
<b>9</b>	22,916	27,499
<b>10</b>	24,160	28,992
<b>11</b>	25,560	30,672
<b>12</b>	26,960	32,352
<b>13</b>	28,360	34,032
<b>14</b>	29,760	35,712
<b>15</b>	31,560	37,872
<b>16</b>	33,560	40,272
<b>OG</b>	35,321	42,385

**Aides****Cape May County Technical High School  
2021-2022 Salary Guide**

<b>Step</b>	<b>10 month</b>	<b>12 month</b>
<b>1</b>	20,479	24,575
<b>2</b>	20,579	24,695
<b>3</b>	20,729	24,875
<b>4</b>	20,879	25,055
<b>5</b>	21,129	25,355
<b>6</b>	21,579	25,895
<b>7</b>	22,029	26,435
<b>8</b>	22,579	27,095
<b>9</b>	23,479	28,175
<b>10</b>	24,723	29,668
<b>11</b>	26,123	31,348
<b>12</b>	27,523	33,028
<b>13</b>	28,923	34,708
<b>14</b>	30,323	36,388
<b>15</b>	32,123	38,548
<b>16</b>	34,123	40,948
<b>OG</b>	35,884	43,061



**Technology Systems Tech**  
**Cape May County Technical High School**  
**2019-2020 Salary Guide**

<b>Step</b>	<b>Salary</b>
1	36,945
2	37,445
3	37,945
4	38,445
5	39,195
6	39,945
7	40,695
8	41,445
9	42,345
10	43,245
11	44,145
12	45,045

**Technology Systems Tech**  
**Cape May County Technical High School**  
**2020-2021 Salary Guide**

<b>Step</b>	<b>Salary</b>
1	37,370
2	37,870
3	38,370
4	38,870
5	39,620
6	40,370
7	41,120
8	41,870
9	42,770
10	43,670
11	44,570
12	45,470

**Technology Systems Tech**  
**Cape May County Technical High School**  
**2021-2022 Salary Guide**

<b>Step</b>	<b>Salary</b>
1	38,282
2	38,782
3	39,282
4	39,782
5	40,532
6	41,282
7	42,032
8	42,782
9	43,682
10	44,582
11	45,482
12	46,382

**Admissions Coordinator**

**Cape May County Technical High School**

**Salary for term of Agreement**

2019-2020: \$61,595

2020-2021: \$63,442

2021-2022: \$65,346

**EXTRACURRICULAR SCHEDULE 2019-2022****Coaches:**

Head coach *	\$6,200.00
Cheerleading	\$6,200.00
Assistant coach **	\$4,200.00
Intramural coach (full year)	\$1,500.00
Intramural coach (half year)	\$ 750.00

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

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

**Advisors:**

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

**Hourly Athletic Trainer:**

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

**EXTRACURRICULAR SCHEDULE 2019-2022****Chaperones:**

Overnight Chaperone (per night)	\$200.00**
Chaperone (per event)	\$50.00

\*\*Overnight Chaperone rate shall apply to SkillsUSA overnight trips, weekend trips, and any one-day trips that last 10 hours or more from the time the chaperone assumes supervisory responsibility until such time as the supervisory responsibility concludes. Overnight Chaperone shall be paid per day.

**Detention Monitors:**

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

**Miscellaneous:**

Site Manager	\$6,300.00
Substitute Coordinator	\$5,000.00
LPN Coordinator	\$3,000.00
HOSA	\$900.00
Homebound Instruction (per hour)	\$30.00
Greenhouse Supervisor (per hour) *	\$25.00
Aquaculture Supervisor (per hour) *	\$25.00
Animal Management Stipend (per hour)*	\$25.00
Security Monitors	\$16.50
Summer School Prep (additional hours spent preparing paid at hourly rate upon approval)	No Stipend

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

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

<b>Preventive &amp; Diagnostic</b>	<b>100%</b>
<ul style="list-style-type: none"> <li>* Exams, Cleanings &amp; Bitewing X-rays (each twice in a calendar year)</li> <li>* Fluoride Treatment (once in a calendar year, children to age 19)</li> </ul>	
<b>Remaining Basic</b>	<b>80%</b>
<ul style="list-style-type: none"> <li>* Fillings, Extractions</li> <li>* Endodontics (root canal)</li> <li>* Periodontics, Oral Surgery</li> <li>* Sealants</li> </ul>	
<b>Crowns &amp; Prosthodontics</b>	<b>50%</b>
<ul style="list-style-type: none"> <li>* Crowns, Gold Restorations</li> <li>* Bridgework</li> <li>* Full &amp; Partial Dentures</li> <li>* Repair of Dentures</li> </ul>	
<b>Calendar Year Maximum (per patient)</b>	<b>\$1,000</b>
<b>Calendar Year Deductible (waived on Preventive &amp; Diagnostic)</b>	
<ul style="list-style-type: none"> <li>* Per Person</li> <li>* Family Aggregate Deductible</li> </ul>	<p>750</p> <p>3150</p>
<b>Orthodontic Benefits (child only) to age 19-</b>	
<ul style="list-style-type: none"> <li>* Lifetime Maximum (per patient)</li> </ul>	<p>50%</p> <p>\$1,500</p>

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

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

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

If you have any questions regarding your Delta Dental Premier benefits, you may contact our Customer Service Department Monday through Thursday, 8:00 a.m. to 6:30 p.m. EST and Friday, 8:00 a.m. to 5:00 p.m. EST, at 1-800-452-8310.

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

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