

**Memorandum of Understanding
Between the Board of Education and Non-Aligned Employees
Dated: December 18, 2008**

- Duration of agreement:* July 1, 2008 to June 30, 2011 (three years)
- Recognition clause:* The following shall be added to the job titles covered by the agreement: Head of Security and Student Safety, Head Bookkeeper.
- Salary increases:* The cost of this agreement is an average of 4.X% in the first year, X.X% in the second year and X.X% in the third year.
- An increase of 5.5% per year on base salary is granted to persons earning less than \$65,000 per year, except Confidential Secretaries where such annual increase ~~over the life of this agreement~~ would cause the salary to exceed \$55,000.
- Increase 4.5% per year on base salary for Confidential Secretaries whose salary would be in excess of \$55,000 per year.
- Increase 4.5% per year on base salary for Office Manager, Certified Educational Facilities Manager, and Technology Manager.
- The following staff shall receive \$900 added to their base salary to offset the cost of using their vehicles in lieu of any mileage/travel reimbursement - Certified Educational Facilities Manager, Transportation and Food Services Coordinator, Technology Manager and Head of Security and Student Safety.
- Differential for College Credit/Certification:* For Confidential Secretaries, a differential of \$500 shall be added to the base salary for each increment of 30 college credit hours, with approval of the Superintendent, to a maximum of \$2,000 for a bachelor's degree.
- For all others, a differential of \$500 for either 60 credit hours or equivalent certification, with approval of the Superintendent, or \$1,000 for a bachelor's degree shall be added to the base salary.
- Undergraduate credit grades must be a "C" or better and graduate credit grades must be a "B" or better to qualify for reimbursement.
- Travel reimbursement:* Mileage reimbursement shall be paid at the rate of 31 cents per mile, or at the maximum rate as set by the State of New Jersey, Office of Management and Budget (OMB) circular governing travel reimbursement. (Except for staff listed under *Salary Increases* above.)
- Vacation days:* Employees in the categories of "manager", "head" or "coordinator" with less than three complete years of employment shall receive twelve (12) vacation days, with days during the first year of employment accumulating at one day per month. Upon reaching the third anniversary date of hire, employees shall receive twenty-four (24) vacation days, with two days per month accumulating for any period

after July 1 to the following June 30 (when the anniversary date does not coincide with July 1). On the next July 1, twenty-four (24) days shall be added to each employee's record.

Employees in the category of "secretary" employed in the "non-aligned" classification after July 1, 2008 shall be subject to the following guidelines:

- For the first year, earn one day per month
- After the completion of one (1) to the completion of five (5) years = twelve (12) vacation days
- After the completion of six (6) to the completion of ten (10) years = sixteen (16) vacation days
- After the completion of eleven (11) to the completion of fifteen (15) years = twenty (20) vacation days
- After the completion of sixteen (16) years = twenty-four (24) vacation days

Authorization to carry up to five vacation days over to the next year with approval of the Superintendent. A request for such carry over must be due to the demands of the position in year in which it is earned. Use of carry over days must occur within three months of the start of the following year.

Health Benefits:

All new employees are eligible to enroll in the Horizon Blue Cross Blue Shield of New Jersey program in the Point of Service coverage plan. Following three years of employment, during open enrollment, all employees may elect to enroll in the Horizon Blue Cross Blue Shield Direct Access 10 program. All employees presently enrolled in the traditional indemnity plan will be enrolled in the Direct Access 10 plan as soon as is practical. Employees not otherwise eligible for enrollment in Direct Access 10 may pay the difference in premium.

Co-pay for prescriptions shall be \$7 generic and \$12 name brand.

Dental benefits annual maximum shall be \$2,000 and lifetime orthodontic shall be \$2,000.

Incentive shall be provided for waiver of health, dental, and/or prescription enrollment.

Personal Property Damage: Job-related personal property damage shall be reimbursed to a maximum of \$250 per incident. There shall be a cap on reimbursements of \$1,000 per fiscal year for this group of employees.

January 9, 2009