

**MEMORANDUM OF AGREEMENT BETWEEN  
Monroe Township Board of Education and  
Local No. 11, affiliated with International Brotherhood of Teamsters  
for the Period from July 1, 2015 through June 30, 2019**

The negotiations team for the Monroe Township Board of Education ("Board") and the negotiations team for Local No. 11, affiliated with International Brotherhood of Teamsters ("Teamsters"), having concluded negotiations of a collective negotiations agreement for the period from July 1, 2015 through June 30, 2019 ("new CNA"), hereby set forth their agreements in this memorandum of agreement ("Memorandum of Agreement"). The negotiations team for the Board and the negotiations team for the Teamsters agree to recommend, respectively, without reservation, the ratification and approval of the following agreements to be included in the new CNA which shall supersede the existing collective negotiations agreement between the parties which covers the period from July 1, 2011 through June 30, 2015 (existing CNA):

I. Except as modified by the terms of this Memorandum of Agreement, the terms of the existing CNA shall remain in full force and effect.

II. The term of the new CNA shall be from, July 1, 2015 through June 30, 2019.

III. The salary guides of the new CNA shall reflect increases as follows:

- Year 1 (2015-2016): 2.25 percent increase, including Increments;
- Year 2 (2016-2017): 2.25 percent increase, including increments;
- Year 3 (2017-2018): 2.25 percent increase, including increments;
- Year 4 (2018-2019): 2.25 percent increase, including increments.

IV. Article 5, Grievance Procedure and Arbitration, Step 3, Paragraph 1, shall be revised to read as follows:

In the event the employee feels that the grievance is not satisfactorily settled by the written decision in Step 2, thereafter both parties agree that within ten (10) calendar days either party may request the New Jersey Public Employment Relations Commission to appoint an arbitrator who shall have full power to hear and determine the dispute and the arbitrator's decision shall be final and binding.

V. Article 8, Job Vacancies, New Jobs Created or Promotions, Paragraph 5, shall be revised to read as follows:

The Board of Education shall have the right to adjust any employee's position in terms of title, responsibility, assignment location and compensation without being subject to the above procedures. Management will inform the Shop Steward of such changes prior to such changes taking effect. All employees will receive a job description for their particular position.

VI. Article 10, Holidays, Paragraph 1, shall be revised to add the following at the end of this paragraph:

Union members shall have a choice of five (5) days for Christmas Recess or Spring Break, provided sufficient employee coverage of buildings in the District is available for both of these holiday periods. The remaining nine (9) holidays will be dependent upon the school calendar and will be mutually agreed upon between the Union and the Board.

VII. Article 11, Vacations, second to last paragraph, last sentence, shall be revised to read as follows:

If an employee has vacation time available which he/she requests to use at a time other than the school summer break period, all requests for said leave must be entered in AESOP 48 hours in advance of the requested period of leave for review and approval by either the Custodial Maintenance Supervisor or Night Shift Supervisor.

VIII. Article 12, Leaves, Sick Leave, Paragraph c, last paragraph, shall be revised to read as follows:

The above provision applies only to personnel employed prior to September 1, 1981. For personnel employed after September 1, 1981, the sick leave payment shall be limited to no more than \$2,400.

IX. Article 12, Leaves, Personal Leave, Paragraph b, first sentence, shall be revised to read as follows:

Application for leave should be entered in AESOP at least 48 hours in advance of the date desired for review and approval by either the Maintenance Custodial Supervisor or Night Shift Supervisor.

X. Article 15, Uniform/Shoe Allowance, shall be revised to read as follows:

- a.
  - (1) Full & Part Time Employees – 8 button down shirts (employee may select long or short sleeve oxford or golf shirts), 2 sweatshirts, 5 T-shirts and 5 pairs of pants. Socks will be an acceptable substitute for button down shirts. Furthermore, alternate fabric will be used for T-shirts where requested.
  - (2) All Facilities Department Staff: One (1) Winter Jacket during the four-year term of this contract for newly hired employees only. Jackets to be Carhartt brand or equal.
- b. Full Time/Part Time Employee Work Safety Shoe Allowance: No work shoe allowance will be provided during the term of this agreement.
- c. The Board of Education will supply foul weather gear when necessary.

- d. Employees shall qualify for uniform allowance after they have successfully completed the probationary period. Employees shall be required to be attired in a complete uniform at all times during working hours. A complete uniform consists of the following: Work pants, work safety shoes, smock, button-down work shirt or golf shirt. A T-shirt may be worn beneath a smock or button down shirt but may not be the only shirt worn. If an employee is observed not wearing a complete uniform 3 days during the year, he/she will not be entitled to a uniform allowance in the following year and will be subject to additional disciplinary action.

- XI. Article 16, Shop Steward, Section 1, shall be revised to read as follows:

The Union may appoint one of their accredited members to act as Chief Shop Steward and one of their accredited members to act as Shop Steward. The Board will allow two (2) hours a week for the Chief Shop Steward to handle any Union business, such as a grievance, handing out receipts and meeting with members without any loss of time or wages. The Chief Shop Steward must receive verbal approval from the Night Supervisor prior to leaving his/her shift to attend to these matters. It shall be the Chief Shop Steward's duty to receive complaints and dispose of them in the manner provided under Grievance Procedure and Arbitration. It is the intention of the parties hereto that the Chief Shop Steward and the Shop Steward will, to the best of their ability, attempt to carry out the terms, provisions and intentions of this Agreement, and to that end will cooperate with management to the fullest extent. It is understood and agreed, however, that the Chief Shop Steward and the Shop Steward shall have no authority of any kind save that given under this Agreement.

- XII. Article 18, Snow Days and School Closings, Paragraph 1, shall be revised to read as follows:

All employees will report for duty to perform the task of placing the building to normal operations. Unscheduled vacation or personal days may not be used for absence during a snow day or emergency school closing. If an employee fails to report to work during one of these conditions, he/she will be subject to progressive discipline. Any full-time/part-time employee working after teachers and staff have been dismissed early by the Superintendent of Schools due to inclement weather, or are working during school closing due to inclement weather will be paid time and a half (1 ½) of their hourly rate. Any full-time/part-time employee working during inclement weather on a Sunday will be paid double time.

- XIII. Article 20, Miscellaneous Provisions, Paragraph 4, shall be revised to read as follows:

Employee reimbursement for mileage shall be consistent with the NJ OMB circulars and regulations.

- XIV. Article 20, Miscellaneous Provisions, Paragraph 9, shall be revised to read as follows:

There shall be one Second Shift Lead Custodian in all schools containing grades kindergarten through eight. This custodian will start 1/4 hour prior to the end of the

Head Custodian's shift and will review the coordination of outside activities and special requirements for the second shift.

XV. Article 25, Duration of Agreement, shall be revised to read as follows:

This Agreement shall become effective as of July 1, 2015 and shall continue in effect until June 30, 2019.

XVI. Monetary and Benefits, Paragraph 1, Contract Duration, shall be revised to read as follows:

4 Years (07/01/15 – 06/30/19)

XVII. Monetary and Benefits, Paragraph 2, Basic Hourly Rate Increases, shall be revised to read as follows:

2015/16: 2.25%  
 2016/17: 2.25%  
 2017-18: 2.25%  
 2018-19: 2.25%

XVIII. Monetary and Benefits, Paragraph 3, Premium Pay, shall be revised to read as follows:

	<u>2015/2016</u>	<u>2016/2017</u>	<u>2017/2018</u>	<u>2018/2019</u>
Elementary School Head Custodian	2.15	2.15	2.15	2.20
Maintenance & HS/MS Head Custodians	2.65	2.65	2.65	2.70
Lead Custodian	1.10	1.10	1.10	1.15

IXX. Monetary and Benefits, Paragraph 4, Shift Premium, shall be revised to read as follows:

	<u>2015/2016</u>	<u>2016/2017</u>	<u>2017/2018</u>	<u>2018/2019</u>
Second Shift (Starting time after school dismissal)	.55	.55	.55	.60
Third Shift (Starting time after the conclusion of 2 <sup>nd</sup> shift)	.70	.70	.70	.75

XX. Monetary and Benefits, Paragraph 5, Boilers License Premium, the column headings in this paragraph shall be revised to indicate the 2015-2016 through 2018-2019 school years. This paragraph shall be further revised to add the following:

Employees are entitled to one license premium or the other, not both. The one Union member who completed his Blue Seal license coursework in September 2014 and informed the Board of same on May 7, 2015, shall be entitled to reimbursement for the cost of the recently completed coursework.

XXI. Monetary and Benefits, Paragraph 6, Longevity, shall be revised to read as follows:

	<u>2015/2016</u>	<u>2016/2017</u>	<u>2017/2018</u>	<u>2018/2019</u>
10 Years	\$1,000	\$1,000	\$1,000	\$1,000
15 Years	\$1,250	\$1,250	\$1,250	\$1,250
20 Years	\$1,500	\$1,500	\$1,500	\$1,500
25 Years	\$2,000	\$2,000	\$2,000	\$2,000

XXII. Monetary and Benefits, Paragraph 7, Journeyman Premium, shall be revised to read as follows:

A base salary adjustment in the amount of \$2,500.00 will be paid to all maintenance personnel in any of the following trade categories:

- Electrician
- Mason
- Carpenter
- Plumber/Pipe fitter
- Sheet metal/HVAC
- Grounds Person

XXIII. Monetary and Benefits, Add New Paragraph 8, Salary Guide, to read as follows:

Maintenance mechanics with ten (10) years' or more of service in the maintenance department as of July 1, 2015 and head custodians with ten (10) years' or more of service in the District as of July 1, 2015 shall be moved to Step 4 of the salary guide. Maintenance mechanics with seven (7), eight (8) or nine (9) years' of service in the maintenance department as of July 1, 2015 and head custodians with seven (7), eight (8) or nine (9) years' of service in the District as of July 1, 2015 shall be moved to Step 3 of the salary guide. All other unit employees employed by the Board on or before June 30, 2015 shall move from Step 1 to Step 2 on the salary guide on July 1, 2015. Thereafter, salary-to-salary movement shall occur on a yearly basis. For example, unit employees who were on Step 4 in 2015-2016 move to Step 5 in 2016-2017, to Step 6 in 2017-2018, and to Step 7 in 2018-2019.

The Entry Level Step shall be frozen at the 2014-2015 salary rate for the first year of the contract.

XXIV. Salary Guide shall be revised to read as follows:


<u>STEP</u>	<u>2015/2016</u>	<u>2016/2017</u>	<u>2017/2018</u>	<u>2018/2019</u>
Entry Level	\$19.38	\$19.82	\$20.26	\$20.72
1	\$20.79	\$21.26	\$21.73	\$22.22
2	\$21.42	\$21.90	\$22.40	\$22.90
3	\$22.08	\$22.57	\$23.08	\$23.60

4	\$22.77	\$23.28	\$23.81	\$24.34
5	\$23.44	\$23.96	\$24.50	\$25.05
6	\$24.25	\$24.80	\$25.36	\$25.93
7	\$25.26	\$25.82	\$26.41	\$27.00
8	\$26.33	\$26.92	\$27.53	\$28.15
9	\$27.55	\$28.17	\$28.80	\$29.45
10	\$28.05	\$28.68	\$29.32	\$29.98
11	\$31.04	\$31.74	\$32.46	\$33.19

This Memorandum of Agreement represents the complete and final agreement between the parties and is contingent upon ratification and approval by the parties. All proposals, whether written or oral, presented by the Board and the Teamsters during the course of negotiations are deemed withdrawn and not part of this Memorandum of Agreement. This Memorandum of Agreement cannot be modified except by a writing signed by the parties.

IN WITNESS WHEREOF, the parties have caused their names to be subscribed by their duly authorized officers and representatives as follows.


MONROE TOWNSHIP  
BOARD OF EDUCATION



DENNIS VENTRELLO  
Interim Superintendent of Schools

5/18/15  
Date

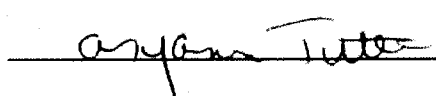
ATTEST:



MICHAEL C. GORSKI, CPA  
Business Administrator/Board Secretary

5/18/15  
Date

TEAMSTERS' NEGOTIATIONS COMMITTEE:



May 16, 2015  
Date



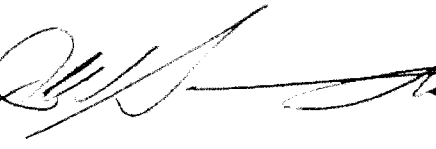
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Date



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5/16/15  
Date