

Agreement
Between
Monroe Township Board of Education Support Staff
Agreement
And
The Monroe Township Board of Education

July 1, 2018 – June 30, 2021

RECOGNITION

The majority of the employees in the positions designated in the unit described below in the Monroe Township School District have designated the Monroe Township Board of Education Support Staff Association (MTBOESSA) as their representative for the purpose of collective negotiations. And, the Monroe Township Board of Education, pursuant to Chapter 123 Public Laws of 1974, as amended, recognizes the Monroe Township Board of Education Support Staff Association as the exclusive and majority representative for collective negotiations, concerning the terms and conditions of employment of the employees included in the unit described below:

- a. Secretaries, clerks and coordinators in the Superintendent's Office, Assistant Superintendent's Office, Business Office, Human Resources, Pupil Personnel Services, Facilities Department, Use of Buildings and Transportation Department that are not a part of any other bargaining unit.

This unit excludes the following positions: Director of Human Resources, Staff Accountant, Accounting Clerk, Transportation Coordinator, Payroll Supervisor, non-supervisory teaching staff members; classroom teachers, specialists (music, art, physical education), school counselors, media specialists, nurses, Special Services (psychologists, social workers, behavior specialists and LDTC), special education teachers (self-contained classroom teachers, in-class support instructors and resource center teachers), speech therapist, occupational therapist and physical therapist, student assistance counselor, staff developer, athletic trainer, replacement teachers, drivers, custodial and maintenance personnel, cafeteria personnel, paraprofessionals, school secretaries, media coordinators, security personnel and truant officers. All supervisory staff, including Superintendent, Assistant Superintendent, Business Administrator, Principals, Vice-Principals, Administrative Assistant to the Superintendent, Directors (including Facilities, SPS, Transportation, and Information Systems), Curriculum Supervisors, Department Heads,

Custodial and Maintenance supervisors, cafeteria supervisors, confidential secretaries (including those to the Superintendent, Assistant Superintendent, and the Business Administrator).

The parties agree that in the event of a vacancy in the position of Transportation Coordinator and/or Accounting Clerk, the parties will negotiate regarding the inclusion of either of these two positions in the negotiations unit.

1. All MTBOESSA members employed on a twelve-month basis shall be granted twelve (12) days sick leave, and three (3) days personal leave per year, while ten-month staff shall receive ten (10) days sick leave and three (3) personal days, pro-rated for less than one year. Sick leave days and personal days not used during the year shall accumulate as sick leave days. Other temporary non-accumulative leaves of absence with full pay each school year as follows:
 - a. Time necessary for appearances in any legal proceeding connected with the employee's employment, except in the case of the employee bringing suit against the Board;
 - b. Up to five (5) days at any one time in the event of the death of an employee's spouse, child, parent, stepparent, brother, sister, parent-in-law, registered domestic partner or civil union partner.
 - c. Up to two (2) days at any one time in the event of the death of an employee's sister-in-law, brother-in-law, son-in-law, daughter-in-law, grandparent, aunt, uncle, niece, nephew and any other member of the immediate family living in your home.
 - d. Bereavement leave of absence shall be taken commensurate to the time of death of the relative and it must begin prior to or on the day of interment of the relative, unless interment occurs during a school recess. Bereavement leave of absence must be taken on consecutive workdays, except when it is taken on non-consecutive workdays between death and interment of the relative. A bereavement leave of absence which is begun prior to a school recess shall not continue after the school recess. For this purpose, a school recess shall be defined as a period of at least one week during which school is in recess. There is no allowance for bereavement leave if the employee is already out on paid or unpaid leave.
 - e. Additional bereavement leave may be granted at the discretion of the Superintendent of Schools.
 - f. Leave with pay shall be provided to any employee who is required to serve on a jury.
 - g. Other leaves of absence with pay may be granted by the Board of Education for good reason.

- h. In case of illness to husband, wife, registered domestic partner, civil union partner, child or parent, up to three (3) days of the prior year's accumulated sick leave may be used for the purpose of caring for the sick family member.
 - i. Leaves taken pursuant to sections (a) through (h) above shall be in addition to any sick leave to which that employee is entitled and shall be in terms of that particular employee's work day.
2. Twelve-month support staff employees shall receive two (2) weeks vacation after completing one year of employment, prorated for less than one year of service, three (3) weeks after completing five years of employment and one (1) additional day for each year after completing 10 years of service up to 20 days for a total of four (4) weeks vacation after completing 15 years of employment. One additional vacation day for each additional year after completing 25 years of employment up to a maximum of 25 total vacation days.
- a. Four (4) optional and two (2) floating holidays will be available for individual use, pro-rated for less than one year. An employee must have a written request approved by their immediate supervisor five working days in advance of using these days. A copy of the signed form must be sent to the attendance coordinator prior to use. **These days do not carry over.**
 - b. The Central Office will be closed during winter and spring breaks and during NJEA Convention.
 - c. The Central Office will close two (2) hours early for half days when students and staff are scheduled for half days and when schools are closed. Each of the five departments will have a minimum of one employee staying until four P.M. (4:00 P.M.). That employee may arrive to work at ten-thirty A.M. (10:30 A.M.) to accommodate staying until four P.M. (4:00 P.M.) on that day or take the two hour early dismissal on another day that has been mutually agreed upon with their immediate supervisor. This clause is subject to number twenty-seven (#27).
 - d. The Central Office will close two (2) hours early the day before Thanksgiving and the day before winter break. No one has to stay until 4:00 p.m. with the exception of Transportation that must wait until all busses are in. They may leave early on another day.
 - e. The Central Office will get an additional floater during a leap year.
3. Any support staff employee who resigns or retires after completing at least three (3) years of experience shall receive a lump sum payment for unused sick leave based on the following formula, provided such payment is in compliance with N.J.S.A. 18A:30-3.6, as that law may be amended from time to time.
- a. 12 month employee: Number of sick days unused x 25% of 1/240th of the current year's contractual salary.

- b. 10 month employee: Number of sick days unused x 25% of 1/200th of the current year's contractual salary.
4. The Board shall provide the health-care insurance protection designated below. The District will make the Horizon PPO, Direct Access and Advantage EPO plans available to all unit members on a voluntary basis. The Board shall pay the premium for each full-time employee as defined by carrier and in cases where appropriate for family-plan, registered domestic partnership, or civil union insurance coverage, subject to the following exceptions/conditions. A member may enroll in any insurance plan during an open enrollment period.
 5. For each full-time employee as defined by carrier who is in the employ of the Board, the Board shall make payment of insurance premiums to provide insurance coverage for the full twelve (12) month period commencing July 1 and ending June 30. Employees are responsible for premium contributions as set forth in Paragraph 13 below.
 6. Employees shall be eligible to receive vision benefits as set forth in the VSP Choice Plan in effect on August 19, 2011. Employees are responsible for premium contributions as set forth in Paragraph 13 below.
 7. Provisions of the health care insurance program shall be detailed in master policies and contracts provided by the health care carrier. The plan benefits shall include oral contraceptives, individual dental maximum per year is \$2000, and orthodontic benefits up to \$1000 per person (this is a lifetime benefit).
 8. The prescription co-pay for 2018-2019, 2019-2020 and 2020-2021 will be \$15.00 for generic and \$25.00 for brand name prescriptions (one (1) month supply); Mail Order: \$0 for generic and \$10.00 for brand name prescriptions (three (3) months' supply).
 9. Employee Dental: Single deductible \$50, Family, registered domestic partner, or civil union deductible \$100. The employee dental plan shall be 80/20.
 10. The Board shall establish a Section 125 Plan and bear the cost of the administration of the Section 125 Plan.
 11. The Board shall offer an annual payment for "opt-out" for all medical benefits as follows: \$4,000.00 for family coverage opt-out and \$2,500.00 for single coverage opt-out. This annual opt-out payment shall be made to employees on a prorated basis for the months the employee has opted out of coverage. For the purposes of this Agreement "opt-out" means the employee waives all health insurance coverage provided by the Board.
 12. The Board shall offer an annual payment for "opt-down" for employees who select either the Direct Access plan or the Advantage EPO plan as their insurance plan rather than the Horizon PPO plan, as follows:

Direct Access Plan: \$1,100.00 for family coverage opt-down and \$550.00 for single coverage opt-down.

Advantage EPO Plan: \$2,200.00 for family coverage opt-down and \$1,100.00 for single coverage opt-down.

This annual opt-down payment shall be made to employees on a prorated basis for the months the employee has opted down from the Horizon PPO plan to a less expensive plan option offered by the Board.

13. Employees shall contribute toward payment of premiums as follows:
 - a. All employees whose annual pensionable compensation is equal to or less than \$49,999.99 shall continue to contribute an amount toward payment of premiums at the rates set forth in tier four of P.L. 2011, Chapter 78.
 - b. All employees whose annual pensionable compensation is equal to or greater than \$50,000 shall contribute an amount toward payment of premiums at the rates set forth in tier four of P.L. 2011, Chapter 78, reduced by 10%. For example, if an employee is currently paying at a rate of 14% of the cost of premium for family insurance benefits, a 10% reduction would result in a new rate of 12.6% for that employee.
14. MTBOESSA members seeking to enhance their professional growth by furthering their education with work relevant courses shall be reimbursed for tuition and registration fees subject to the approval of the Superintendent of Schools. MTBOESSA members shall not be reimbursed for courses/programs taken unless they agree, in writing, that they are required to reimburse the Board 100% of the tuition reimbursement they are to receive in the event they fail to remain employed by the Board for two (2) years following the completion of the courses/programs for which they are receiving reimbursement.
15. A longevity stipend shall be granted of \$1,000.00 after completing 10 or more years, \$1,500.00 after completing 15 or more years, \$2,000.00 after completing 20 or more years and \$2,500.00 after completing 25 or more years of service. Employee must be physically in attendance exclusive of occasional absences.
16. Summer hours during the months of July and August will be six and one-half (6 and 1/2) working hours daily including a one-half hour lunch break. This clause is subject to number twenty-seven (#27).
17. Salary and longevity increases remain as listed for each of the three years of this contract. See Appendix A for the Salary Guide.

18. New employees will be hired as per the Monroe Township Board of Education Support Staff Association salary guide. The Superintendent of Schools will make every effort to hire at a salary commensurate with their experience.
19. When schools are closed for snow days the Central Office will be closed.
20. MTBOESSA members will receive a paid half-hour lunch. This is not included in the seven (7) hour workday.
21. Any new positions for the MTBOESSA will be posted and the representatives will be notified.
22. Employees who work in excess of a forty (40) hour work week shall be paid time and one-half or shall be reimbursed by compensation time at the option of the employee. Sick leave, personal leave and any other leave or absence from work does not count toward the overtime calculation. Overtime work must be pre-approved, in writing, by the employee's immediate supervisor. Compensation time may be taken at a time mutually agreed upon between the employee and their immediate supervisor. Monetarily paid time will occur when a supervisor approved timesheet or memorandum is submitted to the Payroll Office for processing.
23. Grievance Procedure – A grievance is a claim by an employee that the employee has suffered by the interpretation, application, or violation of the Monroe Township Board of Education Support Staff Association Contract, by Board policies, or by administrative decisions affecting the employee.

Step 1

An employee with a grievance shall first discuss it with his or her immediate supervisor. At this stage, both parties shall make a strong effort to resolve the matter informally. The employee should submit a notice, in writing, to the representatives that an informal meeting is being held.

Step 2

If no resolution is reached informally, then the grievance shall be reduced to writing, including the request for a meeting with the employee, a representative(s) and the immediate supervisor. Either the employee or a designated representative shall submit this to the immediate supervisor within three (3) working days of the occurrence. The above mentioned meeting shall be scheduled within five (5) working days of the grievance being received by the immediate supervisor. If the employee feels a satisfactory agreement has been reached, no further action will take place. If, however, the employee feels no satisfactory agreement has been reached, a written decision will be given to the employee by the immediate supervisor within three (3) working days of the meeting.

Step 3

In the event the employee feels that the grievance has not been settled at the meeting in Step 2, the employee may submit their written copy of the grievance and the immediate supervisor's written decision to the Superintendent of Schools for his or her review. The Superintendent of Schools may give a written decision within five (5) working days of receiving the grievance or shall make all attempts to meet with the employee, their representative(s) and the immediate supervisor, within five (5) working days of receiving the grievance.

Step 4

In the event the employee feels that the grievance has not been settled at the meeting in Step 3 or by the written decision of the Superintendent of Schools, the employee may request that a meeting of the Monroe Township Board of Education Support Staff Association be called to determine if the grievance should be presented to the Board of Education.

24. MTBOESSA members may be added to the disability and spouse life insurance plan offered by the Fort Dearborn Benefits Insurance Company, or whichever company is being currently engaged, at the employee's expense. Deductions will be made from the employee's paycheck to cover the fee.
25. Employees must work one hundred and twenty days (120) to advance on the guide. Such one hundred and twenty (120) days must be with the employee physically in attendance exclusive of occasional absences.
26. When the Board is in the process of creating and/or redistributing a new position within the association, the Board will advise the MTBOESSA representatives.
27. Subject to the terms and conditions of this agreement the Monroe Township Board of Education shall have the right to exercise its regular and customary functions. Such functions shall include, but not be limited to, the management of the operation and the direction of the work force including the right to hire and discipline for just cause, to promote and demote, to increase the work force, and to determine the daily work schedule. The Monroe Township Board of Education Support Staff Association reserves the right to review, through the grievance and arbitration procedure, any question of fact.
28. Adjustment to base salary for the following:

Steps Entry-6 on the Salary Guide:	2018-2019: \$2,000.00
	2019-2020: \$2,000.00
	2020-2021: \$2,000.00

Steps 7-10 on the Salary Guide:	2018 – 2019: \$1,000.00
	2019 – 2020: \$1,000.00
	2020 – 2021: \$1,000.00

29. Employees shall receive an annual stipend pursuant to the following: One (1) credit shall be awarded for the completion of 15 hours of Board-approved training:

- a. Between 1 and 3 credits \$100.00
- b. At least 4 but fewer than 7 credits \$150.00
- c. At least 7 but fewer than 11 credits \$200.00
- d. At least 11 but fewer than 14 credits \$300.00
- e. 14 or more credits \$400.00

30. This Agreement shall be effective July 1, 2018 and shall continue until June 30, 2021.

In witness whereof this Monroe Township Board of Education Support Staff Association has caused this Agreement to be signed by its representatives and the Board has caused this Agreement to be signed by its president, attested by its secretary and its seal to be placed hereon.

MONROE TOWNSHIP
BOARD OF EDUCATION

ATTEST:

Kathy Kolupanowich
KATHY KOLUPANOWICH, President

Michael C. Gorski
MICHAEL C. GORSKI
Business Administrator/Board Secretary

02/20/19
Date

2/20/19
Date

MONROE TOWNSHIP
BOARD OF EDUCATION SUPPORT
STAFF ASSOCIATION

WITNESS:

Susan Romano
SUSAN ROMANO, Representative

Susan Dugan
SUSAN DUGAN, Representative

2-6-19
Date

2-6-19
Date

APPENDIX A -- SALARY GUIDE

The Board and the MTBOESSA acknowledge and agree that there shall be no incremental movement on the Salary Guide in the 2018-2019, 2019-2020 and 2020-2021 school years.

STEP	2018-2019 SALARY	2019-2020 SALARY	2020-2021 SALARY
Entry	39,168.56	40,539.46	41,958.34
1	40,539.46	41,958.34	43,426.88
2	41,654.29	43,112.19	44,621.12
3	42,437.98	43,923.31	45,460.63
4	43,625.85	45,152.76	46,733.10
5	44,055.87	45,597.83	47,193.75
6	47,220.92	48,873.66	50,584.23
7	51,160.68	52,951.31	54,804.60
8	53,650.95	55,528.74	57,472.24
9	56,174.91	58,141.04	60,175.97
10	59,295.06	61,370.38	63,518.35

Certification

I declare to the best of my knowledge and belief that the attached document(s) are true electronic copies of the executed collective negotiations agreement(s) and the included summary is an accurate assessment of the collective bargaining agreement for the term beginning July 1, 2018 thru June 30, 2021.

Employer: Monroe Township Board of Education

County: Middlesex

Date: 2/22/19

Name: Michael C. Gorski

Print Name

Title: Business Administrator / Board Secretary



Signature

BIN 20 0 13

SENC