

**AGREEMENT**

**between**

**THE WAYNE BOARD OF EDUCATION**

**and**

**THE WAYNE CUSTODIAL-MAINTENANCE ASSOCIATION**

**covering**

**CUSTODIAL AND MAINTENANCE PERSONNEL**

**2021-2022**

**2022-2023**

**2023-2024**

**2024-2025**

**Approved by the Board of Education: 9/23/2021**

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**PREAMBLE**

The Agreement is made and entered into on the   1   day of   July  , 2021 by and between the BOARD OF EDUCATION OF THE TOWNSHIP OF WAYNE in the County of Passaic, hereinafter referred to as the “Board”, and the WAYNE CUSTODIAL-MAINTENANCE ASSOCIATION, hereinafter referred to as the “Association”; and

**WHEREAS**, the Association is the sole representative of the full-time custodial and maintenance workers (which shall include custodian employees, maintenance personnel, bus mechanics, storekeepers and groundskeepers) in collective negotiations with the Board; and

**WHEREAS**, pursuant to negotiations under the provision of the New Jersey Public Employer-Employee Relations Act, Chapter 123, Public Laws of 1974, the Board and the Association have reached agreement with respect to terms and conditions of employment for custodial and maintenance workers for the school years 2021-2022, 2022-2023, 2023-2024, and 2024-2025.

**WHEREAS**, said Public Employer-Employee Labor Relations Act requires that when such agreement has been reached its terms shall be embodied in writing and signed by the respective parties:

**NOW, THEREFORE**, it is mutually agreed between the parties hereto as follows:

**SECTION I**

**RECOGNITION**

The Board of Education hereby recognized the Wayne Custodial-Maintenance Association as the exclusive and sole representative for collective negotiations concerning grievances and terms and conditions of employment for the following full-time employees: custodians, maintenance personnel, bus mechanics, storekeepers and groundskeepers.

**SECTION II**

**NEGOTIATIONS FOR A SUCCESSOR AGREEMENT**

The parties to this Agreement shall commence negotiations for a successor agreement in accordance with the procedures of the New Jersey State Public Employment Relations Commission.

**SECTION III**

## SALARIES

All salaries are set forth in Appendix A (hourly rate). The guides reflect a 2.6%, a 2.8%, a 2.8%, and a 2.9% salary increase, all inclusive of increment, to be effective July 1, 2021, July 1, 2022, July 1, 2023, and July 1, 2024 respectively.

A. Salaries for the 2021-2022, 2022-2023, 2023-2024, and 2024-2025 school years shall be paid in accordance with the salary schedules annexed hereto, made a part hereof, and identified as Schedules A-1 through A-4.

### B. Head Custodians

Each Head Custodian shall receive the following appropriate annual contract salary in addition to his/her annual custodian's salary as set forth on the current year's salary guide (Schedule A-1, A-2, A-3 or A-4):

	<u>2021-2025</u>
Elementary School:	\$1800
Middle School:	\$2950
High School:	\$4100

All salary guides to be developed and mutually agreed to by the parties.

### C. Employee Licenses

Licensed Personnel assigned to work within their respective trade and licensed by the State of New Jersey to perform such work as a contractor or operator in such trade shall receive a stipend as follows for each month they serve in such a capacity. The employee is responsible to maintain his/her license in good standing and keep such records of valid licensure on hand with the Director of Facilities Management or his/her designee. This shall apply to the following licenses:

Electrical Contractors License	\$300/month
Master Plumber License	\$300/month
EPA Certified Universal Freon Recovery and Reclamation	\$75/month
Black Seal Low Pressure Boiler Operator	\$75/month
Commercial Pesticide Applicator or Operator	\$50/month
ASE School Bus Certifications (there are 7)	\$30/210/month
Master ASE School Bus Certification	\$250/month
Locksmith	\$50/month
HVAC State-Licensed Technician	\$300/month
Heavy Equipment Operator	\$75/month
High School Fieldperson (1 at each high school)	\$1000/year



## NIGHT SECURITY

Hours

11:00 p.m. to 7:00 a.m.

1. Any deviation from the above hours must be mutually agreed upon by the Principal/Building Administrator and the Director of Facilities or his/her designee. When such deviation is of a permanent nature, the custodial and maintenance representative will be asked to participate in the discussion prior to the decision of becoming part of the regulations.
2. With reference to the day shift in schools where there are two (2) or more custodial employees on the day shift, the Building Principal may set an 11:00 a.m. to 11:30 a.m. lunch break for one (1) custodial employee and 11:30 a.m. to 12:00 noon for another custodial employee or some other reasonable variation in order to provide each custodial person with their lunch period. Each employee's lunch break shall occur no later than six (6) hours from the start of his or her work day in accordance with the needs of the school.

In schools where there is one custodial and maintenance employee on duty, the Principal/Building Administrator may set a one-half (1/2) hour lunch period at a reasonable time and at such time as is possible to provide the custodian and maintenance employee with a one-half (1/2) hour lunch period.

Night shift schedule shall include a one-half (1/2) hour paid lunch period. This period shall be considered part of the eight (8) hour day.

The split-time shift schedule shall include a one-half (1/2) hour paid lunch period and fifteen (15) minutes traveling time included in the eight (8) hour working day.

### B. Overtime Hours

1. Overtime shall be paid at the rate of one and one-half (1-1/2) times the custodial and maintenance employee's hourly rate.
2. Overtime shall be paid after eight (8) working hours in one day. Overtime shall be paid for all regular hours in excess of forty (40) regular working hours in any one week.
3. Overtime hours shall be worked at the direction of the employee's immediate supervisor and/or the request of the Principal/Building Administrator with the approval of the employee's immediate supervisor.
4. Overtime hours shall be worked when deemed necessary by the Building Principal/Building Administrator, or employee's immediate supervisor.
5. Holiday work shall be paid time and one-half (1-1/2) plus the day's pay.

6. Overtime shall be within each position category:

- Custodians by location
- Maintenance
- Groundskeeper
- Bus Mechanic

And shall be assigned on a rotating basis based on seniority, except in cases of emergency in which case may be assigned overtime without regard to seniority. The school district may invoke its management rights as provided for under Section XXII, paragraph 6 of this agreement “to take whatever actions may be necessary to carry out the mission of the school district in situations of emergency.”

C. Work Week

1. A regular work week shall be Monday through Friday inclusive except in the case of custodial and maintenance employees hired after July 1, 1972. These custodial and maintenance employees may be asked to assume a work week of Tuesday through Saturday. In such cases, these custodial and maintenance employees shall consider Sunday and Monday as eligible overtime days subject to stipulations listed below in 2 and 3.
2. Eligible overtime days where required, shall be paid at the hourly rate of one and one-half (1-1/2) times the custodial and maintenance employee’s basic hourly rate for each hour worked.

Saturday and/or Sunday hours shall be worked when deemed necessary by the Building Principal/Building Administrator or employee’s immediate supervisor.

D. School Closing or Vacation

When school is closed during a school vacation (excluding summer break) the regular hours for all custodial and maintenance employees will be from 7:00 a.m. to 3:30 p.m., which includes one-half (1/2) hour for lunch. If activities are scheduled in the building during the evening, the Building Principal/Building Administrator may change the duty hours of the custodial and maintenance employee with the approval of the Director of Facilities or his/her designee.

E. All employees are considered essential and must report to work per their designated shift. Attendance recording will be registered by a swipe card and or biometrics at the building location. If the swipe card and/or biometrics does not work, employee must call his/her immediate supervisor. Proven tampering with the attendance recorder or swiping in and out for another employee will result in immediate termination.

**SECTION V**

**HOLIDAYS**

A. There shall be twelve (12) set holidays as set forth below and four (4) additional holidays in lieu of Lincoln's Birthday, Washington's Birthday, Columbus Day and Veteran's Day to be set by the Director of Facilities or his/her designee and Transportation Fleet Supervisor, based on assignment. Said schedule will be provided to the Association no later than June 15 of the preceding school year. If any of the set holidays set forth below conflict with the school calendar, alternate holiday dates will be selected by the Director of Facilities or his/her designee upon advance notice to the Association of the alternate holiday dates selected.

Fourth of July	Christmas Eve
Labor Day	Christmas Day
Yom Kippur	New Year's Eve
Friday of Teacher's Convention	New Year's Day
Thanksgiving Day	Good Friday
Friday after Thanksgiving	Memorial Day

B. If, for any reason, a building is required to be open on any of these days or any alternate holiday dates, the custodial and maintenance employees directed will report for work as usual. For time so worked on these stated holidays or any alternate holiday dates, time and one-half (1-1/2) for each hour worked will be paid in addition to the day's pay for the holiday.

C. Any of the outlined holidays falling on Saturday or Sunday shall be rescheduled by the Director of Facilities or his/her designee at a time when school is not in session.

D. To be eligible for holiday pay, all Association members are expected to report for work the days preceding and following a holiday, if those days are regularly scheduled work days. An employee shall not be paid for any of the above holidays if he does not report for work the days preceding and following the holiday when those days are regularly scheduled work days unless he has prior approval to use vacation or personal days. A sick day may be considered an approved absence under this paragraph. A medical certificate of illness may be asked to be provided by the employee's physician.

**SECTION VI**

**SICK DAYS**

A. Thirteen (13) sick days with full pay shall be allowed each year which will be cumulative without limit. In case absence of custodial and maintenance employees is of greater duration than accumulated sick leave, this situation will be referred to the Board of Education for special consideration.

B. Payment for unused sick days for custodial and maintenance employees leaving the school system based on a minimum of ten (10) years of service in the Wayne School District and



only upon actual certified age service retirement pursuant to the Public Employees Retirement System, shall be entitled to payment for one-third (1/3) of their unused accumulated sick days at the then current salary to a maximum of one hundred (100) days. In the event of the death of an employee, this payment will be made to the employee's estate so long as the employee was eligible for the payment at the time of his/her death under the provisions of this paragraph or he/she has a minimum of twenty (20) years of service in the Wayne Schools. A day's salary shall be defined as 1/200 of the annual salary for 10-month employees and 1/240 for 12-month employees.

C. Custodial and maintenance employees will be entitled to a pro rata portion of the number of sick days to which they may be entitled in the last year of employment if the custodial and maintenance employee works less than one year.

D. When an employee has taken sick days for three (3) consecutive workdays he/she shall be required to submit documentation from a physician to the Principal/Building Administrator and/or employee's immediate supervisor certifying the medical necessity for the absence and expected date of return to work. Nothing contained herein, however, shall be interpreted to limit any of the Board's rights pursuant to N.J.S.A. 18A:30-4.

E. Sick Day Bank

1. The Sick Day Bank is a program to offer assistance to employees in time of extended illness in the form of extension of their accrued personal sick days. It is not the purpose of the Bank to provide for an illness of a brief nature. The Sick Day Bank is a cooperative program whose implementation and maintenance is dependent on employee support.
2. The Bank will be built up once annually, as needed, by the employees contributing one or more of their accumulated sick leave days to the Bank. No days will be added to the Bank until the number drops below 300 days. At the end of the school year, any unused sick days remaining in the Bank will be carried over to the next year.
3. In the event that the Board of Education and the Association agree to dissolve the Bank for whatever reason, all days left in the Bank will be divided equally by the employees. No employee will receive more days than he/she has contributed to the Bank.
4. The Board of Trustees shall consist of five (5) Association members, appointed by the Association annually to receive requests for the use of sick leave days in the Bank and to determine whether to recommend such requests for approval.
5. The Trustees shall provide the Board annually with the names of employees who contributed to the sick leave bank and the number of days they contribute. The Board of Education shall maintain records on the donation and usage of sick leave bank days, which shall be the records relied on by all parties involved. At the end of each school year, the Board of Education shall provide the Association a written

accounting of donation and usage for that year to support the total number of days shown by the Board of Education as remaining in the Bank.

6. The Board of Trustees reserves to itself, the right to have a second medical opinion of the employee making the claim for Bank use. The cost for such examination shall be paid for by the employee and the doctor used will be of the Bank's choice.
7. The trustees of the Bank will be limited to granting up to sixty (60) school days at one time. A member may request additional sick leave by submitting a request and a doctor's certificate.
8. If in the judgment of the Trustees the employee qualifies, the Trustees shall submit the request to the Board of Education. If the Board of Education agrees with the Trustees, the Board of Education will arrange payment to the employee. If the Board of Education rejects the request, the Board will notify the Trustees of the Bank.
9. The parties acknowledge that the decision of the Board of Education shall be final and binding and shall not be reviewable by a court or agency of competent jurisdiction or subject to the contractual grievance or arbitration procedures. The Board of Education shall not withhold its approval for illegal reasons.
10. When an employee is on sick leave beyond his/her allotted number of days with pay, the deductions from his/her pay will be in the amount of 1/200th (10-month employees) and 1/240th (12 month employees) of his/her annual salary per day.
11. Prior to any recommendation or approval of the use of sick leave bank days, every applicant must sign an agreement to indemnify defend and hold harmless the Board of Education, the Association, their members, agents, servant, and employees from any and all claims, liabilities, damages, and costs related to:
  - a. The solicitation and/or contributions of sick leave days to the Bank;
  - b. The communication of the names of Association members who contribute to the Bank and/or the number of days they contribute;
  - c. The application for use of sick leave days in the Bank and/or the Association's committee review and recommendation process; and
  - d. The Board of Education's approval or denial of recommendations to allow the use of sick leave days in the Bank.

## **SECTION VII**

### **PERSONAL DAYS, DEATH IN FAMILY, PREGNANCY AND CHILD CARE LEAVE - CUSTODIAL AND MAINTENANCE PERSONNEL**

#### **A. Personal Days**

A maximum of two (2) personal days may be granted by the employee's immediate supervisor or Principal/Building Administrator upon the recommendation of the employee's supervisor for legal, business or family matters which require the employee's absence during school hours. Written Application for these days shall be made at least three (3) days before the requested leave day(s), except in cases of emergency. Any unused personal days shall accumulate to unused accumulated sick days.

#### **B. Death in Family**

Up to five (5) days shall be granted in the event of death in the immediate family (employee's spouse, children, parent, brother, sister, mother-in-law, father-in-law, grandchild) or for persons residing within the household for which the employee has a family-like responsibility. Up to two (2) days shall be granted in the event of the death of a grandparent. Up to one day shall be granted to attend the funeral of employee's relative outside the employee's immediate family or household as defined above. Funeral home visitations are to be scheduled after working hours.

#### **C. Family Illness Days**

Employees shall be granted three (3) family illness days each year subject to verification by Board. Family is as defined in Section VII, B.

#### **D. Pregnancy and Child Care**

A pregnant Association member shall be deemed to be sick for purposes of this Article during the period thirty (30) calendar days before and thirty (30) calendar days after termination of pregnancy. All other claims for sick leave based on pregnancy shall be supported by a detailed physician's certification which shall state the reason(s) that the member is sick and unable to perform her duties.

A pregnant member shall notify her immediate supervisor in writing as soon as practical after her pregnant condition has been established. Such notice shall include a physician's certification of pregnancy, the anticipated date of delivery, and anticipated leave date. A pregnant member may continue working as long as her condition permits; if, in the Board's opinion, the member's job performance is being adversely affected by the pregnancy, the Board may also, in its sole discretion, require a physician's certificate as to her ability to continue her employment.

#### E. Child Care Leave

1. An employee may ask the Board for a child care leave for his/her minor child for a period not exceeding one (1) year. The request shall be made in writing to the Board. The decision to grant or deny the request shall be made solely by the Board. Such leave, if granted, shall be without pay and for such period of time as may be set by the Board. Non-tenured employees shall not be granted leave beyond the period of their contract.
2. During child care leave, an employee may not hold other full-time employment or the Board may terminate the child care leave.
3. At the end of a child care leave, the Association member shall at his/her request, unless the position has been eliminated by attrition, or has otherwise been filled, be offered a comparable position.

### SECTION VIII

#### MISCELLANEOUS LEAVE OF ABSENCE PROVISIONS

##### A. Absence from Work

Absence known to occur on the next work day of the day shift must be reported to the Principal/Building Administrator and the employee's immediate supervisor's office by telephone the preceding evening before 10:00 p.m. for custodial and maintenance employees who are assigned to the day shift. Custodial and maintenance employees on the evening shift shall report their absences to the employee's immediate supervisor's office before 10:00 a.m. on that day.

An employee who fails to notify his/her immediate supervisor of his/her absence as required by this paragraph shall not be paid for the period of said absence except where his/her failure to provide such notification is caused by an emergency.

### SECTION IX

#### VACATIONS - CUSTODIAL AND MAINTENANCE PERSONNEL

- A. Custodial and maintenance employee vacations shall be scheduled at the discretion of the Principal/Building Administrator and employee's immediate supervisor.
- B.
  1. Upon hire, employees shall be granted ten vacation days, on a prorated basis. Employees shall not be eligible to use any vacation days for a period of three months from date of hire, except upon approval of the Director of Facilities or his/her designee.
  2. Service of one (1) through five (5) years, ten (10) days will be allowed.

3. After the completion of sixty (60) months from date of hire, fifteen (15) days will be allowed.
  4. After the completion of sixty (60) months from date of hire, employees will receive an additional day of vacation for each twenty-four (24) months of service. All other employees shall be entitled to a maximum of twenty (20) days vacation.
- C. Vacation schedules during June, July and August shall be so staggered that each school shall have at least one custodial and maintenance employee in attendance every weekday.
- D. When a holiday falls within a custodial and maintenance employee's vacation period, an extra day shall be given at any time at the discretion of the Director of Facilities or his/her designee and Transportation Fleet Supervisor.
- E.
1. A school year is defined as the period from July to June 30.
  2. The Board and the Association agree that the maximum number of vacation days which may be carried over from one school year to a second school year (June 30 to July 1), is forty (40) days.
  3. Each employee who carries forty (40) or fewer vacation days over from one school year to a second school year shall only be obligated to use as many new vacation days during the second school year as may be necessary to leave the employee with forty (40) or fewer unused vacation days on June 30 of that second year.
  4. Failure to use the days as required in this Section IX (F) shall result in forfeiture without pay, on June 30th, of all unused vacation days which were supposed to be used by the end of the school year.
  5. The Board agrees that it shall notify all employees, each year no later than September 15, of the number of days carried over from the prior June 30 to July 1, the days newly credited as of July 1, and the total number of days which must be used by the following June 30. The purpose of this procedure is to notify employees about the number of days which must be used, to give employees the greater part of the year to use their days, and to allow employees to bring down their total accrued vacation days to no more than then forty (40) days by June 30th of the current school year per year.
- F. No vacation may be scheduled during the day before the first school graduation in June through the day after the last graduation day in June and the week before the first day of school and the week of the first day of school. Exceptions must have approval of the Director of Facilities or his/her designee.
- G. No family illness or personal days may be scheduled directly before or after vacation days.

## SECTION X

### INSURANCE

Effective March 1, 2018, employees will transition to the revised (change in emergency room co-pay from \$25 to \$100 if not admitted) Aetna Open Access Managed Choice (OAMC). Employees may also enroll in the Savings Plus, Elect Choice EPO, HDHP/HSA, New Jersey Educators Health Plan (NJEHP) or forthcoming Garden State Health Plan (GSHP). All employees hired on or after February 1, 2018 shall be enrolled in the Aetna Savings Plus, NJEHP or forthcoming GSHP. Employees hired on or after February 1, 2018 may also elect to buy up from Aetna's Savings Plan to the revised OAMC, NJEHP or forthcoming GSHP (employee bears 100% of the premium cost differential between the Savings Plus and the revised OAMC, NJEHP or forthcoming GSHP). All employees hired July 1, 2020 or later must enroll in the NJEHP or forthcoming GSHP pursuant to NJ P.L. 2020, c. 44 (Chapter 44).

Effective March 1, 2018, unit members will transition to a prescription drug plan with the following co-pay amounts: \$10 for generic drug; \$20 for preferred brand; and \$30 for non-preferred brands, all with a 1x mail order co-payment, for individual employees and their families, if eligible. All employees enrolled in the NJEHP or forthcoming GSHP shall receive the corresponding prescription drug plans pursuant to Chapter 44 with the following copay amounts: \$5 for generic drugs; \$10 for preferred brand drugs and \$10 for non-preferred drugs, all with 2x mail order copays.

1. Unit members hired on or after January 1, 1999 to work thirty (30) or more hours per week shall be provided insurance coverage in the manner hereinafter provided:
  - a. Commensurate with New Jersey Public Law 2010, Chapter 2, effective May 22, 2010 employees must contribute 1.5% of base salary towards their health benefits.
  - b. Commensurate with New Jersey Public Law 2020, Chapter 44, all employees enrolled in the NJEHP or forthcoming GSHP must contribute the applicable percentage of base salary by enrollment tier toward their health benefit.
  - c. Effective July 1, 2013, each Unit Member shall be required to contribute to the cost of his/her health insurance in accordance with law (P.L. 2011, c. 78), unless and until negotiated otherwise by the parties. As of July 1, 2021, each unit member enrolled in the NJEHP or forthcoming GSHP plans shall contribute to the cost of his/her medical and prescription insurance in accordance with the law (P.L. 2020, c. 44), unless and until negotiated otherwise by the parties.

2. Current unit members hired to work thirty (30) or more hours per week shall be provided complete family medical coverage, a dental plan, a prescription plan, and vision benefits covered through their medical plan, if applicable, if applicable.
3. Any employee who has dependent coverage through his or her spouse's employer (other than the Wayne Township Board of Education) may waive all insurance coverages from the Board and shall receive 50% of the single coverage costs. Payment shall be prorated bi-monthly and will be added to the employee's payroll check. The employee shall, however, not be entitled to payment until the effective date of the enrollment change. Employees who elect this option will have the right to re-enroll for another coverage, should their family circumstances change. Re-enrollment is subject to the plan's requirements. The effective date of coverage is subject to the plan's requirements.
4. At the request of the Association the Board shall establish within thirty days of the date of this contract, a plan pursuant to Section 125 of the Internal Revenue Code (26 U.S.C. 125) for payment by the employee of the medical insurance premium costs and any other qualifying costs.
5. In the event of a change of insurance carrier or carriers, the coverage provided by the carrier shall be at least as comprehensive and extensive as the initial coverage heretofore provided.
6. According to the attached Addendum 1, the Board of Education shall provide dental insurance for the individual employee, if eligible, and for the full family, if eligible. The Board's maximum contribution shall be the amount required to be paid per year for employee only coverage and for supercomposite coverage effective for June 30, 1997. An addendum to this paragraph shall be incorporated into this Agreement when the amounts required to be paid by the Board are determined.
7. Reasonable and Customary (R&C) allowances apply to all out-of-network services.
8. Vision benefits shall be offered through the medical, if applicable.

## SECTION XI

### OTHER COMPENSATION

#### A. Stipends

1. Supervisory
2. An additional thirty (\$30.00) per day stipend for duties temporarily assumed as Head Custodian in the elementary, middle, and high schools.

#### B. Professional Development

1. There will be a pool of \$4,000.00 provided for professional development. Employees may apply for reimbursement on a first-come, first-served basis until the money is distributed. Excluded from the pool of \$4,000.00 is an employee's reimbursement for courses taken and/or renewal fees for the employee's renewal of his/her electrical, HVAC and/or plumbing license. Also excluded from the pool of \$4,000.00 is an employee's reimbursement for the renewal fee of the employee's Black Seal License. Requests for taking courses must be pre-approved before the employee takes the courses by the employee's immediate supervisor, Director of Facilities Management, Business Administrator and Superintendent or designee. Courses must be related to employee's current job responsibilities. Requests for approval should be submitted on the form entitled "Tuition Reimbursement Certification". An annual accounting will be provided upon request.

2. On scheduled days designated for district professional development per Board approved annual school calendar, the district will provide opportunities for specialized training and issuance of certificates for that training. Employees covered by this Agreement are required to attend this training as part of their salary.

#### C. Jury Duty

If an employee is assigned to jury duty, any monies received from said duty shall be retained by the employee.

## SECTION XII

### TOOLS

The Board shall purchase and maintain those tools that pursuant to an approved purchase order are necessary for the vehicle mechanics to perform their assigned duties. If the maintenance mechanic tools are damaged or stolen on the Board's premises during the course of the maintenance mechanic's employment by the Board, they shall be repaired or replaced by the Board.



## SECTION XIII

### UNIFORM ALLOWANCE

A. Custodians and maintenance employees shall receive a \$300 uniform allowance each year to be used at a District-approved uniform store. Custodians and maintenance employees may wear the work shirt or the t-shirt with the District logo. The aforementioned uniforms are mandatory and shall be worn while on regular or overtime duty, unless said overtime duty is the result of an emergency in the school district. Any employee who violates this provision shall be subject to the following disciplinary actions:

1. First offense shall result in a verbal warning.
2. Second offense shall result in a formal written reprimand.
3. Third offense shall result in the employee being suspended without pay for the day on which he/she did not wear his/her uniform.

B. Custodians and maintenance employees shall have the option to receive a sweatshirt without a hood with the District logo every two (2) years in addition to the five (5) sets of uniforms.

C. Custodians and maintenance employees shall receive a winter coat upon initial employment with the Board. Every fifth year, custodians with winter coats that are three (3) years old or older shall receive a new winter coat in lieu of the three (3) sets of uniforms and the three (3) t-shirts they would otherwise have received that year, provided, however, if an employee's winter coat is destroyed, damaged or worn out so as to be unfit for use performing duties in the course and scope of his/her employment, it shall be replaced after the third year.

D. The Board will reimburse employees for the purchase of one (1) pair of shoes annually to all custodial and maintenance staff members at a cost not to exceed one hundred and twenty dollars (\$120.00) per employee upon presentation of a receipt no later than June 15 of each school year. Employees eligible for safety shoes shall select from the American National Standards Institute (ANSI) approved "safety-toe footwear" shoe styles. Each employee may select the correct size and style/model from the selections available. The selection will range from sneaker style to traditional work boots, which meet the ANSI criteria for protective footwear. The aforementioned safety shoes are mandatory and shall be worn while on regular or overtime duty, unless said overtime duty is the result of an emergency in the school district. Any employee who violates this provision shall be subject to the following disciplinary actions:

1. First offense shall result in a verbal warning.
2. Second offense shall result in a formal written reprimand.

3. Third offense shall result in the employee being suspended without pay for the day on which he/she did not wear his/her safety shoes.

#### SECTION XIV

#### STORM WEATHER CONDITIONS CUSTODIAL AND MAINTENANCE PERSONNEL

During stormy, freezing, or inclement weather, regardless of whether or not the schools are closed that day, custodial and maintenance employees shall report to their schools or shop for storm work, to permit schools to operate on schedule as quickly as possible. Should absence from work occur, when in the opinion of the Principal/Building Administrator and Director of Facilities or his/her designee storm conditions did not warrant such absence, or the employee did not provide medical certification of his/her illness, the employee shall forfeit his/her salary for that day. The Board shall provide all custodial and maintenance employees "Emergency Personnel Identification" identifying them as essential personnel in the event of an emergency affecting the Wayne Schools.

On days when the District is closed due to stormy, freezing or inclement weather, each WCMA member who reports to work on that day shall be paid at the hourly rate of one and one-half (1 ½) times his or her basic hourly rate for each hour worked that day.

#### SECTION XV

#### TRANSFERS AND VACANCIES

##### A. Vacancies

Approved vacancies in full-time positions in the Facilities Department which are created due to death, retirement, resignation or non-renewal will be posted and filled within 150 days of the vacancy.

Vacancies, which are defined as an opening in a position which needs to be filled on a permanent basis, shall be posted for a period of not less than ten (10) school days.

##### B. Transfers

All requests for transfers or reassignments shall be submitted in writing to the Director of Facilities or his/her designee. The deciding factor in the selection of employees to other or different positions shall be performance.

C. A transfer is the change of an employee's job location between buildings, and a reassignment is a change of location or shift within the same building.

D. Involuntary transfers or reassignments shall be made only after a meeting between the Superintendent (or designee) and the employee so affected at which time the reasons for the transfer or reassignment shall be given.

E. Involuntary transfers shall not result in an employee being reduced in compensation.

## **SECTION XVI**

### **REDUCTION IN FORCE**

Any reduction in the workforce shall be accommodated on the basis of seniority.

## **SECTION XVII**

### **PERFORMANCE EVALUATION/INCREMENTS CUSTODIAL AND MAINTENANCE PERSONNEL**

A. Review of performance evaluation shall be conducted each year before July 1, to determine if the custodial and maintenance employee qualifies for an increment. Salary increases, if applicable, shall become effective in accordance with the salary guide, on July 1, of each year. All employee's evaluations will be conducted in accordance with New Jersey State law.

B. The employee's immediate supervisor shall review job performance of new custodial and maintenance employees within six (6) months of their employment date and take appropriate action to retain or dismiss the custodial and maintenance employee after conference with the Principal/Building Administrator.

C. If an adverse decision on a salary increment is reached, the custodial and maintenance employee will be asked to meet with the Director of Facilities or his/her designee and Principal/Building Administrator at which time he/she will be apprised of the reason therefore. The custodial and maintenance employee may, at his/her request, have a representative of the Association present. Such decision will then be forwarded to the Superintendent for transmittal to the Board of Education.

## **SECTION XVIII**

### **GRIEVANCE PROCEDURE**

In no event shall a grievance be presented later than ten (10) working days from the date of the alleged act which is the subject of the complaint. The following procedure shall be required for the filing of a grievance. Failure to follow the timelines set forth herein shall constitute a waiver of the grievance. Timelines may be waived by mutual consent.

1. An individual problem or disagreement within the framework of a building shall be discussed with the Principal/Building Administrator, the individual involved, his/her immediate custodial or maintenance supervisor, and their designated representative, the grievance having first been submitted to the Principal/Building Administrator in writing within five (5) working days prior to the requested meeting. A second copy of the grievance must also be given to the Assistant Director of Facilities. If agreement or understanding cannot be made at this point, the procedure shall go to Step 2 at the request of either party. A memo documenting the meeting must be completed in writing by the Building Administrator or Custodial/Maintenance Supervisor and included with the copy of the written grievance when proceeding to Step 2.

2. A conference shall be held with the Director of Facilities, Principal/Building Administrator, individual involved, his/her immediate custodial or maintenance supervisor, and their designated representative. If agreement cannot be made at this point, the procedure shall go to Step 3.

3. A conference with the Superintendent or Business Administrator, the individual involved, and the President of the Association will be held. If no resolution can be determined at this time, proceed to Step 4.

4. A conference meeting shall be held with the whole Board of Education and the individuals mentioned in Step 2. Within ten (10) days after the conclusion of the meeting, the Board shall render a decision on the grievance in writing.

5. a. In the event that the aggrieved employee is dissatisfied with the determination of the Board of Education, he/she may, with prior written approval of the Association Executive Board, request that his/her grievance be submitted to arbitration. A request for arbitration shall be made within ten (10) days of the Board's determination. The aggrieved employee and the Board may mutually agree to extend the period of time in which arbitration may be requested.

b. Within ten (10) days after such written request for submission to arbitration, the Board and the Association shall attempt to agree upon a mutually acceptable arbitrator and shall obtain a commitment from said arbitrator to serve. If the parties are unable to agree upon an arbitrator or to obtain such a commitment within the specified period, a request for a list of arbitrators may be made to the Public Employment Relations Commission by either party. The Parties shall then be bound by the rules and procedures of P.E.R.C. in the selection of an arbitrator.

c. The arbitrator so selected shall limit him/herself to the issues submitted to him/her and shall consider nothing else. He/she can add nothing to nor subtract anything from this Agreement between the parties or any applicable policy of the Board.

d. The parties in interest shall be afforded a full opportunity to present any evidence, written or oral, which may be judged pertinent to the matter in dispute.

- e. The decision of the arbitrator regarding the violation, interpretation or application of this Agreement shall be advisory only and not binding on either party.
- f. Each grievance will be arbitrated separately except those of a similar nature and when mutually agreed to by both parties.
- g. All charges made by the arbitrator shall be shared equally between the Board and the Association. All other costs related to arbitration, such as the payment for legal services, shall be paid for by the respective parties.

## **SECTION XIX**

### **EMPLOYEE RIGHTS AND PRIVILEGES**

A. Whenever any employee is required to participate in any disciplinary meeting or interview, or appear before the Board or any committee or member thereof 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 prior notice of the time, date, location, and reasons for such meeting or interview and shall be entitled to have a person of his/her own choosing present to advise and represent him/her during such meeting or interview.

B. Any suspension of a custodian or maintenance employee shall be with pay, for a period of no longer than ninety (90) days, except when the employee has been indicted for a crime, is the subject of tenure charges certified by the Board, or under such other circumstances as provided for by law.

## **SECTION XX**

### **ASSOCIATION**

The Board shall provide a storage closet for use by the Association for official business.

## **SECTION XXI**

### **REPRESENTATION FEE**

#### A. Purpose of Fee

If an employee does not become a member of the Association during any membership year (i.e., from September 1 to the following August 31) which is covered in whole or in part by this Agreement, said 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 representatives.

#### B. Notification and Amount of Fee

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 to be paid by non-members will be no greater than eighty-five percent (85%) of that amount.

#### C. Payroll Deduction Schedule

The Board will deduct the representation fee in equal installments, as nearly as possible, from the paychecks paid to each employee on the aforesaid list during the remainder of the membership year in question. The deductions will begin with the first paycheck paid:

1. Ten (10) days after receipt of the aforesaid list by the Board; or
2. Thirty (30) days after the employee begins his or her employment in a bargaining unit position, unless the employee previously served in a bargaining unit position and continued in the employ of the Board in a non-bargaining unit position or was on layoff, in which event the deductions will begin with the first paycheck paid ten (10) days after the resumption of the employee's employment in a bargaining unit position, whichever is later.

##### a. Termination of Contract

If an employee who is required to pay a representation fee terminates his 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 said employee during the membership year in question.

##### b. Mechanics

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

#### 3. Changes

The Association will notify the Board in writing of any changes in the list provided for in Paragraph (a) 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.

#### 4. 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 their employment in a bargaining unit position during the preceding thirty (30) day period. The list will include names, job titles, and dates of employment for all such employees.

- D. The Association shall indemnify and hold harmless the Board against any and all claims, demands, suits and other forms of liability, including liability for reasonable counsel fees and other legal costs and expenses that may arise out of, or by reason of, any action taken or not taken by the Board in conformance with this Section.

### **SECTION XXII**

#### **MANAGEMENT'S RIGHTS**

Except as limited by existing law and the terms of this Agreement, the Board reserves to itself sole jurisdiction and authority:

- 1) to direct employees of the school district;
- 2) to hire, promote, transfer, assign, and retain employees in positions in the school district, and to suspend, demote, discharge, or take other disciplinary action against employees;
- 3) to relieve employees from duty because of lack of work or for other legitimate reasons;
- 4) to maintain efficiency of the school district operations entrusted to them;
- 5) to determine the methods, means, and personnel by which such operations are to be conducted; and
- 6) to take whatever actions may be necessary to carry out the mission of the school district in situations of emergency.

## SECTION XXIII

### MISCELLANEOUS PROVISIONS

A. All Board policies pertaining to the welfare of the custodial and maintenance employees in effect at the time of the agreement will continue as such. Any changes or additions must be negotiated to agreement with the Association.

B. Non-certified, contracted employees who have completed fifteen (15) years of service in Wayne shall be granted a one-time payment of \$500.00 in recognition of services rendered. In each case this amount shall be given in a lump sum to the employee at the time he/she ceases to be employed by the Wayne Public Schools.

C. This Agreement shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.

D. The failure of either party to exercise any right it may have under this Agreement shall not constitute a waiver of that right.

E. If any provision of the Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect. Further, this contract is subject to the laws of the State of New Jersey.




**SECTION XXIV**

**DURATION**


This Agreement shall be for a period of four years, commencing July 1, 2021 and ending June 30, 2025.

IN WITNESS WHEREOF, the parties hereunto have set their hand and seals on this 2 day of November, 2021.


**WITNESS:**

  
\_\_\_\_\_  
William Moffitt, SBA,  
Business Admin./Board Secretary  
Wayne Twp. Board of Education

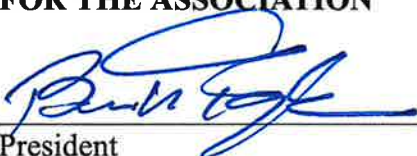
**FOR WAYNE TWP. BOARD OF  
EDUCATION**

  
\_\_\_\_\_  
Catherine Kazan, President  
Wayne Twp. Board of Education

**WITNESS:**

  
\_\_\_\_\_  
Vice President  
Wayne Custodial-Maintenance  
Association

**FOR THE ASSOCIATION**

  
\_\_\_\_\_  
President  
Wayne Custodial-Maintenance  
Association

**SCHEDULE A-1**

**WAYNE CUSTODIAL-MAINTENANCE SALARIES**

**2021-2022**

<b>Step</b>	<b>CUST</b>	<b>MAINT</b>	<b>GRNDS</b>	<b>STKPR</b>
<b>1</b>	<b>46,955</b>	<b>50,555</b>	<b>46,955</b>	<b>48,655</b>
<b>2</b>	<b>47,855</b>	<b>51,455</b>	<b>47,855</b>	<b>49,555</b>
<b>3</b>	<b>49,055</b>	<b>52,655</b>	<b>49,055</b>	<b>50,755</b>
<b>4</b>	<b>50,530</b>	<b>54,130</b>	<b>50,530</b>	<b>52,230</b>
<b>5</b>	<b>52,365</b>	<b>55,965</b>	<b>52,365</b>	<b>54,065</b>
<b>6</b>	<b>54,265</b>	<b>57,865</b>	<b>54,265</b>	<b>55,965</b>
<b>7</b>	<b>56,250</b>	<b>59,850</b>	<b>56,250</b>	<b>57,950</b>

Head Custodians at the elementary, middle and high schools shall receive the additional annual compensation set forth in Section III of this Agreement, in addition to their appropriate step on the Custodian/Copy Center guide. Licensed personnel assigned to work within their respective trade shall receive the additional compensation set forth in Section III of this Agreement, in addition to their appropriate step on the above salary guide. The annual compensation paid to the Head Custodian pursuant to this subparagraph shall be subject to pension and group life insurance contributions and creditable for retirement and death benefits in the Public Employees Retirement Fund.

\*As part of negotiations over any successor to this Agreement, the Association and the Board agree to discuss salary guide structure for the purpose of establishing and maintaining reasonable and regular increment costs.

**SCHEDULE A-2**

**WAYNE CUSTODIAL-MAINTENANCE SALARIES**

**2022-2023**

<b>Step</b>	<b>CUST</b>	<b>MAINT</b>	<b>GRNDS</b>	<b>STKPR</b>
<b>1</b>	<b>48,130</b>	<b>51,730</b>	<b>48,130</b>	<b>49,830</b>
<b>2</b>	<b>49,030</b>	<b>52,630</b>	<b>49,030</b>	<b>50,730</b>
<b>3</b>	<b>50,230</b>	<b>53,830</b>	<b>50,230</b>	<b>51,930</b>
<b>4</b>	<b>51,705</b>	<b>55,305</b>	<b>51,705</b>	<b>53,405</b>
<b>5</b>	<b>53,540</b>	<b>57,140</b>	<b>53,540</b>	<b>55,240</b>
<b>6</b>	<b>55,440</b>	<b>59,040</b>	<b>55,440</b>	<b>57,140</b>
<b>7</b>	<b>57,425</b>	<b>61,025</b>	<b>57,425</b>	<b>59,125</b>

Head Custodians at the elementary, middle and high schools shall receive the additional annual compensation set forth in Section III of this Agreement, in addition to their appropriate step on the Custodian/Copy Center guide. Licensed personnel assigned to work within their respective trade shall receive the additional compensation set forth in Section III of this Agreement, in addition to their appropriate step on the above salary guide. The annual compensation paid to the Head Custodian pursuant to this subparagraph shall be subject to pension and group life insurance contributions and creditable for retirement and death benefits in the Public Employees Retirement Fund.

\*As part of negotiations over any successor to this Agreement, the W.C.M.A. and the Board agree to discuss salary guide structure for the purpose of establishing and maintaining reasonable and regular increment costs.

**SCHEDULE A-3**

**WAYNE CUSTODIAL-MAINTENANCE SALARIES**

**2023-2024**

<b>Step</b>	<b>CUST</b>	<b>MAINT</b>	<b>GRNDS</b>	<b>STKPR</b>
<b>1</b>	<b>49,525</b>	<b>53,125</b>	<b>49,525</b>	<b>51,225</b>
<b>2</b>	<b>50,425</b>	<b>54,025</b>	<b>50,425</b>	<b>52,125</b>
<b>3</b>	<b>51,625</b>	<b>55,225</b>	<b>51,625</b>	<b>53,325</b>
<b>4</b>	<b>53,100</b>	<b>56,700</b>	<b>53,100</b>	<b>54,800</b>
<b>5</b>	<b>54,935</b>	<b>58,535</b>	<b>54,935</b>	<b>56,635</b>
<b>6</b>	<b>56,835</b>	<b>60,435</b>	<b>56,835</b>	<b>58,535</b>
<b>7</b>	<b>58,820</b>	<b>62,420</b>	<b>58,820</b>	<b>60,520</b>

Head Custodians at the elementary, middle and high schools shall receive the additional annual compensation set forth in Section III of this Agreement, in addition to their appropriate step on the Custodian/Copy Center guide. Licensed personnel assigned to work within their respective trade shall receive the additional compensation set forth in Section III of this Agreement, in addition to their appropriate step on the above salary guide. The annual compensation paid to the Head Custodian pursuant to this subparagraph shall be subject to pension and group life insurance contributions and creditable for retirement and death benefits in the Public Employees Retirement Fund.

\*As part of negotiations over any successor to this Agreement, the W.C.M.A. and the Board agree to discuss salary guide structure for the purpose of establishing and maintaining reasonable and regular increment costs.

**SCHEDULE A-4**

**WAYNE CUSTODIAL-MAINTENANCE SALARIES**

**2024-2025**

<b>Step</b>	<b>CUST</b>	<b>MAINT</b>	<b>GRNDS</b>	<b>STKPR</b>
<b>1</b>	<b>51,100</b>	<b>54,700</b>	<b>51,100</b>	<b>52,800</b>
<b>2</b>	<b>52,000</b>	<b>55,600</b>	<b>52,000</b>	<b>53,700</b>
<b>3</b>	<b>53,200</b>	<b>56,800</b>	<b>53,200</b>	<b>54,900</b>
<b>4</b>	<b>54,675</b>	<b>58,275</b>	<b>54,675</b>	<b>56,375</b>
<b>5</b>	<b>56,510</b>	<b>60,110</b>	<b>56,510</b>	<b>58,210</b>
<b>6</b>	<b>58,410</b>	<b>62,010</b>	<b>58,410</b>	<b>60,110</b>
<b>7</b>	<b>60,395</b>	<b>63,995</b>	<b>60,395</b>	<b>562,095</b>

Head Custodians at the elementary, middle and high schools shall receive the additional annual compensation set forth in Section III of this Agreement, in addition to their appropriate step on the Custodian/Copy Center guide. Licensed personnel assigned to work within their respective trade shall receive the additional compensation set forth in Section III of this Agreement, in addition to their appropriate step on the above salary guide. The annual compensation paid to the Head Custodian pursuant to this subparagraph shall be subject to pension and group life insurance contributions and creditable for retirement and death benefits in the Public Employees Retirement Fund.

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