

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

July 1, 2021 – June 30, 2024

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: 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, Assistant Principals, Directors (including Facilities, PPS, Food Service, Transportation, Security, Human Resources, and Information Systems), Curriculum Supervisors, Assistant Business Administrator, Department Coordinators, Custodial and

Maintenance 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 request and receive approval in Aesop by their immediate supervisor in advance of using these days. **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 offer, on a voluntary basis, the health-care insurance protection designated below.
 - a. The Board will offer the Aetna Open Access Managed Choice (formerly PPO), Aetna Open Access Managed Choice POS (formerly Direct Access), and Aetna Open Access Elect Choice (formerly EPO) plans to all eligible unit members who were hired prior to July 1, 2020. These plans will be referred to as the "Legacy Health Plans" plans.

Prescription copays for the Legacy Health Plans 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).
 - b. Effective January 1, 2021, the Board will offer, on a voluntary basis, the Aetna Open Access Managed Choice New Jersey Educators Health Plan (NJEHP) to all eligible unit members, in accordance with the NJ Statute.
 - c. Effective July 1, 2021, the Board will offer, on a voluntary basis, the Garden State Health Plan to all eligible unit members, in accordance with P.L. 2020 Chapter 44.
 - d. The Board reserves the right to change insurance carriers in its discretion.

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. The Board reserves the right to change insurance carriers in its discretion.
 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. Prescription copays for the Legacy Health Plans are described in paragraph 4. Prescription copays for the NJEHP and Garden State Health plans are in accordance with P.L. 2020 Chapter 44.
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 hired prior to July 1, 2020 who select either the Aetna Open Access Managed Choice POS (formerly Direct Access), or the Aetna Open Access Elect Choice (formerly EPO) as their insurance plan rather than the Aetna Open Access Managed Choice (formerly PPO), as follows:

Aetna Open Access Managed Choice POS

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

Aetna Open Access Elect Choice (formerly EPO)

\$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 Aetna Open Access Managed Choice (formerly PPO) plan to a less expensive Legacy plan option offered by the Board.

13. Employees shall contribute toward payment of premiums as follows:
 - a. All employees enrolled in the NJEHP or the Garden State Health Plan will contribute to their Medical and Prescription plan based on the requirements set forth in P.L. 2020 Chapter 44.
 - b. Employees hired prior to July 1, 2020, shall contribute to their Medical and Prescription plan as indicated below.

- c. All employees whose annual pensionable compensation is equal to or less than \$49,999.99 shall continue to contribute to the Legacy Health Plans and to the Dental and Vision plans an amount toward payment of premiums at the rates set forth in tier four of P.L. 2011, Chapter 78.
 - d. All employees whose annual pensionable compensation is equal to or greater than \$50,000 shall contribute to the Legacy Health Plans and to the Dental and Vision plans 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 recommended by the Superintendent of Schools to the Monroe Township Board of Education. The Superintendent of Schools will make every effort to negotiate a salary commensurate with the new employee's experience, based on the Monroe Township Board of Education Support Staff Association Minimum/Maximum Salary Chart.
 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 on the district's online application program 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 Dearborn Group Life 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:

From \$41,958.00 to \$52,228.00	2021-2022: \$2,500.00
	2022-2023: \$2,500.00
	2023-2024: \$2,500.00
From \$52,229.00 and above	2021-2022: \$1,500.00
	2022-2023: \$1,500.00
	2023-2024: \$1,500.00
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, 2021 and shall continue until June 30, 2024.

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:



MICHELE ARMINIO
President



MICHAEL C. GORSKI
Business Administrator/Board Secretary

5-4-2021

Date

5/3/21

Date

MONROE TOWNSHIP
BOARD OF EDUCATION SUPPORT
STAFF ASSOCIATION

WITNESS:



LOU ANN PECORINO, Representative



DONNA RYFKOGEL, Representative

5/3/2021

Date

5/3/21

Date

Appendix A - Salaries

	20-21	3.25 21-22	3.25 22-23	3.50 23-24
<u>Accounts Payable Coordinators</u>				
Lou Ann Pecorino	\$ 46,733	\$ 48,252	\$ 49,820	\$ 51,564
Donna Ryfkogel	\$ 46,733	\$ 48,252	\$ 49,820	\$ 51,564
<u>Purchasing Secretary</u>				
MaryAnn Morelli	\$ 44,621	\$ 46,071	\$ 47,568	\$ 49,233
<u>Human Resource Coordinators</u>				
Linda Foertsch	\$ 60,176	\$ 62,132	\$ 64,151	\$ 66,396
Reeshemah Zielinski	\$ 50,584	\$ 52,228	\$ 53,925	\$ 55,813
<u>Benefits Coordinator</u>				
Shelly Tessein	\$ 46,733	\$ 48,252	\$ 49,820	\$ 51,564
<u>Payroll Coordinators</u>				
Susan Romano	\$ 60,176	\$ 62,132	\$ 64,151	\$ 66,396
<u>Assistant Superintendent Office - Secretaries</u>				
Vanessa Calo	\$ 43,427	\$ 44,838	\$ 46,296	\$ 47,916
Marianne Taylor	\$ 47,194	\$ 48,728	\$ 50,311	\$ 52,072
<u>Superintendent Office - Secretary</u>				
Dorothy Domke	\$ 45,461	\$ 46,938	\$ 48,464	\$ 50,160
<u>Facilities Secretary</u>				
Susan Mazor	\$ 63,518	\$ 65,582	\$ 67,714	\$ 70,084
<u>Pupil Personnel - Secretaries</u>				
Jean Malkiewicz	\$ 63,518	\$ 65,582	\$ 67,714	\$ 70,084
Christine Stasi	\$ 41,958	\$ 43,322	\$ 44,730	\$ 46,295
Dawn Young	\$ 41,958	\$ 43,322	\$ 44,730	\$ 46,295
<u>Data Processor Clerk</u>				
Cherie McCoy	\$ 54,805	\$ 56,586	\$ 58,425	\$ 60,470
<u>Transportation - Secretary/Dispatcher/Specialist</u>				
Joann Byrnes	\$ 43,427	\$ 44,838	\$ 46,296	\$ 47,916
Tiffany Crane	\$ 41,958	\$ 43,322	\$ 44,730	\$ 46,295
Jenna DeVincenzo	\$ 41,958	\$ 43,322	\$ 44,730	\$ 46,295

New Hire Salary Minimum/Maximum

2021-2022

Minimum \$41,958

Maximum \$55,000

2022-2023

Minimum \$43,322

Maximum \$56,788

2023-2024

Minimum \$44,838

Maximum \$58,776