

Glassboro Public Schools



MEMO

To: Mark Silverstein

From: Lisa Ridgway

Date: September 15, 2023

Re: Memorandum of Agreement – GESPA

Recommend Board approval and ratification of the MOA between the Glassboro Board of Education and the Glassboro Educational Support Professionals Association (GESPA) for the period July 1, 2023, through June 30, 2028.

Tentatively Agreed-Upon Contract Items

Between the GESPA and Glassboro BOE

July 25, 2023

TERMS AND CONDITIONS

The duration of the agreement is five (5) years, 2023-2028.

Article VIII: Work Year

AMEND: A. Beginning July 1, 2021, the work year for ten (10) month employees shall be between September 1st and June 30th. **Aides - Security, General/Credential, ABA and Associate Aides shall work the student calendar year plus one additional day for in-service.**

All aides will be required to work their regular number of hours during half-day inservice days.

Article IX: Work Hours and Workload

MODIFY: D. Maintenance, Grounds, and Custodial employees shall be eligible for overtime assignments on a rotating seniority basis provided the employees possess the necessary credentials for the particular assignment. Foremen are responsible for ensuring that qualified staff are present for all needed assignments and shall cover the assignment if no qualified employees volunteer for the assignment. **A seniority list will be provided by the Facilities Supervisor at the beginning of the school year and updated/amended as needed. This list will be posted in a designated common area accessible to all employees.**

AMEND E. ~~When possible, field trip assignments for aides shall be voluntary. If the field trip extends beyond the aide's regular workday, the aide shall be paid for the actual time worked. Aides will attend all field trips within the length of the workday. If the field trip extends beyond the aide's regular workday, the aide shall be paid for the actual time worked. If the aide elects not to attend the field trip, he/she must report to work as usual and shall perform alternative duties as assigned by the building administration.~~

ADD: H

1. All aides will be required to work their regular number of hours during all scheduled delayed opening and early dismissal days.

2. In the event of an unscheduled student dismissal, aides may be permitted to leave 15 minutes after such dismissal but may be required to remain up to 30 minutes after the unscheduled student dismissal.

Article X: Salaries and Other Forms of Remuneration

DELETE: C. ~~For the purpose of calculating overtime, the following days shall be counted as regular workdays: sick days, personal days, vacation days, paid holidays, and all other approved leaves.~~

MODIFY: E. Employees who work on a national or state declared holiday shall be paid double time for the first five (5) holidays worked. Any additional national or state declared holiday worked shall be paid time and one-half. Employees who work on Sunday shall be paid time and a half for a scheduled event (including, but not limited to, a sporting event, musical, or dance recital) or any other non-emergency event.

ADD: K.

1. Any unit member permanently assigned a student or group of students, at any time during the school year, that requires either toileting or diapering shall be entitled to the \$500 stipend to be paid in equal installments, either in total if the assignment is for the entire school year or prorated from the effective date of the assignment until the end of the school year or as of the date of the assignment may end. For purposes of this agreement, toileting shall be defined as physically assisting a student with clean-up associated with urination and/or elimination.

2. Any unit member temporarily filling the role of another staff member, shall be paid \$15.00 per day if the unit member toilets or diapers a student when the student's permanent and all backup paraprofessionals from the above list are absent or otherwise unavailable to assist the student with toileting or diapering. Coverage shall be noted on the unit member's time sheet, indicating the paraprofessional for whom coverage was made, and the Building Principal shall sign off on the timesheet.

Article XI: Health Benefits

A. The Board shall pay medical and prescription benefits coverage for all contracted employees and their legal dependents for those employees whose contracts require them to work at least thirty- one (31) hours per week ~~except those identified in Appendix N attached hereto ("Eligible Employee")~~ less any contribution required by state law. It is further agreed that employee contributions shall remain at the Tier IV level or the rate applicable to the high deductible plan, until the parties negotiate a new contribution rate or the contribution rate required by state law is changed.

ADD:

1. All staff will be moved to Chapter 44/NJEHP (New Jersey Educator Health Plan)
2. New hires are only eligible for single coverage. After three (3) years they will be eligible for family coverage

~~*Language for coverage amounts will be revised to reflect #1 and #2 above in Article A subparagraph B and C listed below.*~~

~~B. The health care coverage shall consist of a commercial Quality Point of Service plan from a major healthcare provider with \$10 co-pays for in-network primary and in-network specialists.~~

~~C. Prescription Drug coverage will be provided utilizing a two-tier (generic/brand) structure with a co-pay structure of \$5 for covered generic drugs and \$ 15 for covered brand name drugs. There shall be no reimbursement by the district for costs of co-pay or costs in excess of co-pays.~~

Article XII: Sick Leave And Absence

D. Other Absence

MODIFY: 2. Personal Leave

- a. Ten (10) month employees under contract shall be allowed personal leave without pay deduction for a maximum of ~~three (3) days~~ **two (2) days** during each school year. Twelve (12) month employees under contract shall be allowed personal leave without pay deduction for a maximum of ~~four (4) days~~ **three (3) days** during each school year. Twelve (12) month Employees may use one day's personal leave to extend a school holiday.

G. Days for Funeral

MODIFY: Absence due to death in the immediate family is allowed without deduction up to five (5) days. Immediate family is defined to mean, husband, wife, domestic partner from a civil union, father, mother, child, siblings, grandparents, grandchild, parents-in-law, step-parents, step-children, step-siblings. **Absence due to the death of an uncle, aunt, niece, nephew or members of the household is allowed without deduction for up to three (3) days.** Employees may, on a case-by-case basis, submit requests for funeral leave for a former member of the employee's household who is not included in this list.

Article XIX: Employee Facilities and Equipment

MODIFY: ~~A. Maintenance, Custodians, Housekeepers and Groundskeepers shall be provided with eight (8) monogrammed uniform shirts every two (2) years. Members shall be given a choice of whether they prefer long sleeve or short sleeve T-shirts or work shirts. The T-shirts and work shirts shall be received by September 1 of the school year.~~ A shoe allowance of \$150 shall be given every year to Maintenance, Custodians, Housekeepers and Groundskeepers for the purchase of non-slip sneakers/steel toe boots. In order to receive reimbursement for the shoe allowance, all employees must present the Board's Business Office with an original receipt of the purchase. ~~Jeans/Workpants allowance of one hundred fifty dollars (\$150) shall be given each school year to Maintenance, Custodians, Housekeepers, and Groundskeepers. In order to receive the Jeans/Workpants reimbursement, all employees must present the Board's Business Office with an original receipt of the purchase. The reimbursement shall be received within 10 business days of submitting the receipts to the Board's Business Office.~~

COMPENSATION

Salary - Custodians & Housekeepers:

Percent of Increase 2023-2024: 0%

Percent of Increase 2024-2025: 3%

Percent of Increase 2025-2026: 3%

Percent of Increase 2026-2027: 3%

Percent of Increase 2027-2028: 3%

LANGUAGE CLEAN-UP/CORRECTIONS

Article V: Employee Rights and Privileges

B. Employees in the collective bargaining unit, who are not probationary employees as defined in Article VII, Paragraph H G, shall not be arbitrarily discharged or suspended. Any such action shall be subject to the grievance procedure set forth in Article IV to the extent such action is legally arbitrable. This provision shall not apply to probationary staff.

Article VI: Association Rights and Privileges

G. The Association President shall request of the Superintendent, on behalf of himself/herself or a designated officer/committee chair, reasonable time to address association investigations which the President/designee cannot accommodate during ~~non-work hours~~ **non-work hours**.

Article VIII: Work Year

B. The work year for all twelve (12) month employees shall be from July 1st to June 30th with allowance for holidays per this Article, ~~paragraph 1~~ **paragraph (1)** below.

Article IX: Work Hours and Workload

~~F. In no case shall any support staff be requested or required;~~

~~1. To perform the duties outside their job description except in emergency situations.~~

F. In no case shall any support staff be requested or required to perform the duties outside their job description except in emergency situations.

Article X: Salaries and Other Forms of Remuneration

F. Salary Increase: DATES WILL BE UPDATED ONCE COMPENSATION IS AGREED TO FOR THE REMAINING GROUPS WITHIN GESPA.

I. A \$600 longevity increase shall be granted to all employees at the completion of 10 years of service in the Glassboro Public School System. Thereafter, a \$600 longevity increase shall be granted for each additional five years of service after 20 years, **25 years, 30 years, 35 years and so on until retirement or separation.**

J. ABA Aides will be paid a stipend of \$250 monthly. If an employee is reassigned to a non-ABA aide position, he/she is no longer entitled to this stipend. ~~This payment to members will be retroactive back to July 1, 2018.~~

Article XI: Health Benefits

E. The Board shall determine the carrier for all medical, prescription, and dental benefits provided that the benefits are equal to or greater than the agreed upon plan. ~~for the 2004-2005 school year.~~

G. Eligible Employees who wish to waive ~~medical dental and prescription coverage~~ **medical, dental, and prescription coverage** for themselves and their dependents shall be entitled to an insurance waiver payment to be capped at \$2,100.00 (\$2,000 for medical/prescription and \$100 for dental) per year.

Article XII: Sick Leave And Absence

F. Maternity/Paternity Leave

5. ~~The event~~ **In the event** that sick days are not available to an employee, the employee may request a leave of absence without pay for disability for maternity reasons, provided that a physician's certification is submitted verifying the disability.

H. Court Order

Absence due to required appearance in a court of law involving no personal benefit to the employee and not involving the employee's suit against the Board, ~~no deduction in pay will be made for a period not to exceed five (5) days,~~ **shall not result in a deduction in pay for a period not to exceed five (5) days,** provided proof of such appearance is filed with the Board of Education.

Article XVII: Professional Development/District InService Programs

C. If required as part of an initial hire/job description, **the cost of the black seal certification course** will be reimbursed by the District after successful completion. Time for class that is during a normal work shift is not charged against the employee's days. If the employee does not pass the course the first time, the employee must use a personal/vacation day for other attempted test dates

D. All ABA aides will be required to obtain a Registered Behavior Tech Certificate. All costs associated with this training will be the responsibility of the District. If the

employee leaves the district within (2) years, the member agrees to reimburse the district for the cost of the training and certificate.

Article XXI

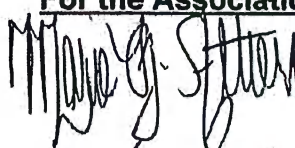
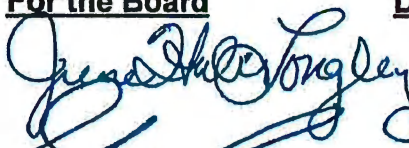
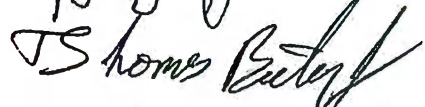

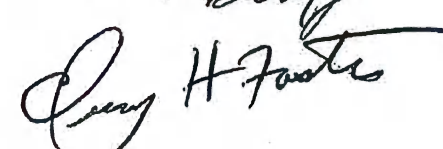
Payment for Unused Accumulated Sick Leave at Retirement

A. Employees who complete fifteen (15) years in the Glassboro School district will be eligible be eligible for severance pay upon retirement from the school district as follows

Addendum #1: Aides Presently Receiving Paid Holidays

~~The following individuals who presently receive paid holidays and health care benefits shall continue to receive paid holidays at their regular hourly rate for the duration of this Agreement:~~

~~Valerie Willis~~

<u>For the Association</u>	<u>Date</u>	<u>For the Board</u>	<u>Date</u>
	8/15/23		8/15/23
	8/15/23		8/15/23
	8/15/23		