

AGREEMENT

between

The Hoboken Board of Education

and

The Hoboken School Employees Association

July 1, 2020 through June 30, 2023

**HOBOKEN SCHOOL EMPLOYEES
ASSOCIATION**

HSEA - HCEA - NJEA - NEA



President	Vinnie Johnson
Vice-President	Robert Frasca
Treasurer	Twana Bell

Table of Contents

<u>Article</u>		<u>Page</u>
1	Preamble	1
2	Recognition	2
3	Union Security	2
4	Salaries and Other Payments	4
5	Work Shifts	8
6	Insurance	13
7	Overtime and Holidays	14
8	Leaves of Absence	15
9	Seniority	19
10	Grievance Procedure	20
11	Vacations	22
12	Safety and Health	22
13	General Provision	24
14	Duration	24
	Schedule A (Salaries)	25
	Schedule B (Holidays)	35
	Schedule C (Vacations)	36

1.0 PREAMBLE

1.1 This agreement entered into by and between the Board of Education of the City of Hoboken, New Jersey, hereinafter referred to as the "Board" and the Hoboken School Employees Association, hereinafter referred to as the "Association" has as its purposes:

1.1.1 the promotion of harmonious relations between the Board and the Association;

1.1.2 the establishment of an equitable and peaceful procedure for the resolution of differences;

1.1.3 the establishment of rates of pay, hours of work, and other conditions of employment.

1.2 The Board will neither change nor modify any provision of this agreement without first successfully negotiating same with the Association, except where the changed or modified provision is a non-negotiable topic. In such cases, the procedures of the Public Employment Relations Commission will be followed.

1.3 This agreement shall be in effect from July 1, 2020, until June 30, 2023.

1.4 Except as herein set forth, all terms and conditions now in effect as regular employer/employee practices shall continue to be in effect for the duration of this contract.

2.0 RECOGNITION

2.1 The Board recognizes the Association as the sole exclusive bargaining agent for the purpose of establishing salaries, wages, hours and other conditions of employment for all its full-time and regular part-time custodians, full-time and regular part-time maintenance employees, full-time and regular part-time security employees, full-time and regular part-time mail clerks, full-time and regular part-time classroom aides and bus aides. The Association is granted permission to use a school building for meeting of the Association, subject to prior approval by the administration.

2.2 For the purpose of this contract, "full time employee" shall mean a person employed directly by the Board for more than three consecutive months and who is regularly employed at least 29.5 hours per week. "Regular part time employee" shall mean a person employed directly by the Board for more than three consecutive months and who is regularly employed at least 20 hours per week.

2.3 For the purpose of this contract an employee who is regularly employed less than 20 hours per week shall be considered a part time employee. Their salaries, wages, hours, and other conditions of employment are outside the scope of this agreement.

3.0 UNION SECURITY

3.1 The Board agrees to deduct the Association dues twice each month from the pay of those employees who individually request in writing that such deductions be made. The amounts to be deducted shall be certified to the Board

by the Treasurer of the Association and the aggregate deductions of all employees shall be remitted, together with an itemized statement to the Treasurer, by the tenth day of the month following the month in which the deductions are made. The authorization shall be irrevocable during the term of this agreement except as provided by the New Jersey Statutes. The Association agrees to indemnify and hold the Board harmless against any and all claims, demands, suits and other forms of liability, including liability for reasonable counsel fees and other legal costs and expenses, which may arise out of, or by reason of, any action taken or not taken by the Board in complying with this provision.

3.2 Representatives of the Association not employed by the Board shall be permitted to visit with the employees during work hours at their work stations after obtaining permission from the Superintendent or his/her designee for the purpose of discussing Association matters, provided that the operations of the District are not affected. Permission for such visits shall not be unreasonably withheld.

3.3 Only representatives duly certified by the Association shall be recognized by the Board as authorized spokesmen or spokeswoman for the Association.

3.4 The Hoboken School Employees Association President shall receive four (4) hours weekly to attend to matters of Association business with Association members. These matters will be conducted within the confines of the school system.

3.5 Bulletin Boards will be allowed at each work location for use by the Association for purposes of posting notices and information of a non-controversial nature. The Board or its designee shall determine the location and size of

said board, but the entire cost of the board shall be borne by the Association.

4.0 SALARIES AND OTHER PAYMENTS

4.1 Schedule A shall be the only salary guides. In addition, employees shall be paid the differentials, when applicable to the employee, as indicated by this section. Employees shall receive the applicable differential while serving in that position. The differentials shall become part of the full salaries for pension purposes but will not become part of the salary base. Should any employee receiving a differential move to a position that does not receive a differential, they will no longer receive the differential in their salary.

4.2 Shift Differentials:

Night Shift Differential: Custodians, Head Custodians, Maintenance, and Security Guards assigned to the regular night shift shall receive a differential of \$1,100 per year over and above their regular salaries. This differential shall be prorated for days actually worked.

Extended Shift Differential: For regular shifts extending after 4:00 p.m., there will be an annual differential of \$125 for each hour the shift extends past 4:00 p.m. (i.e. 5:00 p.m. - \$125 annually, 6 p.m. - \$250 annually). This differential shall be prorated for days actually worked.

4.3 One employee in each building shall be designated as the Head Custodian. There shall be a minimum of one (1) head custodian assigned per building.

4.4 Employees may be designated as Maintenance. Any employee so designated shall be paid on the Maintenance salary guide in Schedule A.

4.5 Employees possessing a Black Seal, but not designated as Maintenance shall be paid on the Engineer Guide in Schedule A.

4.6 Aides

4.6.1 Effective September 1, 2017, currently employed part-time aides whose step is lower than their years of service shall be placed on the salary guide at a step commensurate with their years of service in year 1 of the agreement. No part-time aide who will be placed on a step lower than his or her current step. This article will have no bearing on the step placement of newly hired part-time aides.

4.6.2 ABA Differential: Instructional aides who receive a favorable evaluation upon completion of the three month training and are permanently assigned to work in the ABA program for all or part of the workday shall receive the salary differential listed with the salary guide. If an aide receiving the differential is permanently reassigned to a position outside the ABA program, the differential will cease upon reassignment. Temporary assignments will not be paid the differential.

4.7 Perfect Attendance:

4.7.1 Full-time employees with perfect attendance from July 1 to December 31 shall receive a perfect attendance bonus of \$250.00 payable in January. Employees with perfect attendance from January 1 to June 30 shall receive a perfect attendance bonus of \$250.00 payable

in July. Employees with perfect attendance for the full work year (July 1 through June 30) shall receive an additional bonus of \$100.00 payable in July.

Effective 2016-2017, full-time, twelve-month employees with perfect attendance shall receive a perfect attendance bonus of \$125 payable in the month following the completion of each quarter (July 1 to September 30, October 1 to December 31, January 1 to March 31, and April 1 to June 30). Full-time, twelve-month employees with perfect attendance for the full work year (July 1 through June 30) shall receive an additional bonus of \$100.00 payable in July. Effective in the 2016-17 school year, full-time, ten-month employees will receive the above quarterly bonus based on the school calendar and payable at the end of each marking period.

- 4.7.2. Effective in the 2015-2016 school year, part-time aides will receive a quarterly perfect attendance bonus of \$75 for each marking period in the school year and an additional \$75 bonus for employees with perfect attendance for the full school year.
- 4.7.3. Absences due to a job-related injury that are approved by a physician designated by the Board shall not be considered to be absences for the purposes of this paragraph.
- 4.7.4. Full- and part-time aides will receive a verbal warning for the first time the aide is late; upon being late a second time, the aide will

receive a notice of reprimand; upon a third lateness, the aide will have his/her wages deducted as follows:

1. First fifteen (15) minutes after starting time – one quarter (1/4) of an hour's pay.
2. Between sixteen (16) and thirty (30) minutes – one half (1/2) of an hour's pay.
3. Between thirty-one (31) and forty-five (45) minutes – three quarters (3/4) of an hour's pay.
4. Between forty-six (46) minutes and one (1) hour - one hour's pay.

Consideration will be made for circumstances beyond the aide's control which could not be avoided.

- 4.8 Employees working out of job title requiring higher pay shall receive the greater sum for the period temporarily assigned.
- 4.9 On April 1st of each year of the agreement, the Board of Education shall establish a fund of \$5000 to reimburse those employees who reside out of town and are employed through June 30 of that year for a Hoboken Parking Utility permit sufficient to allow parking on the resident side or visitor side of the street at all times. The maximum amount of the reimbursement per individual shall be \$300 and shall not exceed the actual amount of the permit.

Reimbursement shall be made after receipt by the Business Office of proof of purchase and payment. The proof of purchase and payment must be submitted to the Business Office by April 1st each year. Payment shall be made by July 31st. The Association shall be provided a list of those employees receiving reimbursement and the amount received by each employee.

5.0 WORK SHIFTS

5.1 Custodial and Maintenance Employees

5.1.1 There shall be four (4) regular work shifts for Custodial and Maintenance employees and one additional special work shift for Engineers. Initially the hours of these shifts shall be as follows:

7:00 a.m. to 4:00 p.m. (Morning Shift)

9:00 a.m. to 6:00 p.m. (Day Shift)

3:00 p.m. to 12:00 a.m. (Night Shift)

11:00 a.m. to 8:00 p.m. or Noon to 9:00 p.m.

(Mid-day Shift) *

6:00 am. to 3:00 p.m. (Engineer Shift)

* Only employees hired after July 1, 2002, and volunteers may be assigned to a mid-day shift.

5.1.2 One employee in each building who possesses a valid Black Seal shall be designated as the Engineer. Only the Engineer may be assigned to the Engineer Shift in each building at any time.

5.1.3 All Custodial and Maintenance employees hired after July 1, 1989, must obtain a Black Seal within one year of hire, and will be allowed two opportunities to do so. The Board shall provide classes for Black Seal for all Custodial and Maintenance employees for these attempts at no cost to the employee. Effective July 1, 2012, Custodial or Maintenance employees who have failed to obtain a Black Seal within one year of hire shall be subject to dismissal or non-renewal at the discretion of the Board.

5.1.4 In the event that the Engineer is absent, any other employee with a Black Seal may be assigned as the Engineer for the duration of the absence.

5.2 Aides

5.2.1

The work day for full-time aides will be 6 hours.

The work day for part-time aides will be 5 hours and 45 minutes. Those hired to work fewer hours will be paid a prorated salary from the appropriate step on the salary guide.

5.2.2 Aides will work 181 student contact days and be required to attend 1 orientation day for a total of 182 days. Aides will also be required to stay for professional development on three school days for which the students have early dismissal.

5.3 Bus Aides and Security Guards

5.3.1 Bus Aides and 10-month Security Guards shall work the school calendar plus any additional in-service days scheduled by the Administration (a total of 184 days). Security workers shall work an eight-hour shift (including a one-hour lunch) as assigned by the Superintendent or his designee. Bus aides shall report to work 30 minutes prior to student arrival and depart from work no earlier than 30 minutes after student departure. Their shifts shall be three (3) consecutive morning hours between 6:00AM and 10:00AM and three (3) consecutive afternoon hours between 1:00PM and 5:00PM.

5.3.2 Effective July 1, 2012, the Board may opt to hire 12-month Security Guards in addition to 10-month Security Guards. The salary guide for 12-month Security Guards will reflect salaries calculated by adding 20% to the salaries earned by 10-month security guards.

5.3.3 Shifts shall not start before 6:00 A.M. nor end after midnight.

5.3.4 12-month Security Guards will be eligible for the same vacation, holidays, and other contractual benefits as any other 12-month employee covered by the collective bargaining agreement.

5.4 In the event that the Superintendent deems changes in shift assignments to be necessary, volunteers for the

changes will be solicited and honored. If there are insufficient volunteers for the changes, involuntary assignments will be made in reverse order of seniority of those possessing the qualifications to perform the work.

5.5 The Superintendent may change the hours of these shifts or implement new shifts with 90 days' notice to the Association subject to the following limitations:

5.5.1 A work shift shall consist of the same nine continuous hours for five consecutive days and will include one hour for lunch.

5.5.2 Shift changes must be approved by a majority vote of a Shift Committee. This committee shall consist of two (2) members appointed by the Association and three (3) members appointed by the Board President. This committee shall evaluate the need for a change in the hours of a shift or for new shifts and approve or disapprove the request.

5.6 Only employees hired on or after July 1, 1991, may be assigned to work Saturdays or Sundays as part of their regular work shift.

5.7 No unit member may be scheduled to work alone with the exception of a building Engineer. No unit member may work on weekends without the prior approval of the Superintendent or his designee.

5.8

5.8.1 On snow or other inclement weather days, custodial and maintenance employees shall report to work for their regular shift, unless the Director of

Facilities instructs them to report at a different time. Employees will be released at the scheduled end time of their regular shift, or when the Director of Facilities determines that their work is complete.

5.8.2 On summer Fridays all employees will work a 5-hour abbreviated shift, which will end one half hour after student dismissal, except for one custodian who must be scheduled in the building until all students (including Pre-K and wrap around) have been dismissed. In buildings with a Pre-K and/or wrap around program, a second abbreviated shift may be necessary.

5.8.3 On workdays preceding holidays, when students have an early dismissal, unit personnel will be dismissed one hour after student dismissal, except for one custodian who must be scheduled in the building until all students (including Pre-K and wrap around) have been dismissed. When no students are in attendance on workdays preceding holidays, unit personnel will work an abbreviated (four hour) workday.

5.9 In every event those employees except as otherwise provided shall enjoy a one-hour lunch period, to be scheduled as closely to mid-shift as can be arranged. In the event that an employee cannot enjoy his/her lunch hour, he/she shall be compensated at the rate of time and one half for the lunch hour worked. An employee must have the approval of the Superintendent or his/her designee to work through the lunch hour.

Full-time aides will have a 30-minute duty free lunch and part-time aides will have a 45 minute duty free lunch.

5.10 The Board shall have discretion to make promotions, demotions, school transfers of more than three (3) months and duty changes, provided that this discretion shall not be exercised in an arbitrary or unreasonable manner and that seniority, qualifications, ability to perform and past performances shall be factors to be considered by the Board in the exercise of its discretion.

5.11 All unit personnel assigned to a particular building shall report to and be evaluated by the Building Principal. Employees assigned district wide shall report to and be evaluated by the Director of Facilities. All employees are subject to evaluation by the Director of Facilities.

6.0 INSURANCE

6.1 The Board agrees to continue full family insurance coverage for all eligible unit members including basic medical and hospitalization, major medical, dental, optical, and prescription coverages. The coverage will be as follows:

- a. For all covered unit employees, the dental benefit period maximum will remain \$2000 and orthodonture coverage will remain \$1000.
- b. For medical, hospitalization, major medical and prescription coverage, the board will provide coverage pursuant to the New Jersey School Employees Health Benefits Program in effect as of that date. In consideration of the extra costs to the employees due to the change in prescription coverage, the Board will provide each unit member with payments of \$750 on or before 9/15/2011, \$500 on or before 9/15/2012, and \$250 on or

before 2/15/2014. There is no expectation that these payments will continue beyond the life of this agreement.

c. Optical Coverage will remain as current.

6.2 Effective with employees hired after June 30, 2009, eligible unit employees will receive full family medical coverage only under a basic medical POS plan (Horizon Direct Access or its equivalent). All other coverages will be the same as existing employees.

6.3 The Board will establish an IRS Section 125 Cafeteria Plan to allow full-time employees to waive health coverage in return for a cash payment of \$4,000 annually (or the option of a \$4,000 Section 125 credit), and to allow full-time employees to waive prescription coverage in return for a cash payment of \$1,000 annually (or the option of a \$1,000 Section 125 credit). Employees must opt for coverage waivers in writing annually prior to June 30th for the succeeding coverage year, and must submit proof of alternate coverage. Life altering events which result in loss of alternate coverage will allow full time employees to return to the Board plan with seamless coverage.

7.0 OVERTIME AND HOLIDAYS

7.1 Overtime shall be distributed as equally as possible among employees with the same classification and within the same school. Overtime will commence after forty hours worked in one week. As of July 1, 2006, if an engineer or maintenance employee works **custodial** overtime, the overtime will be paid at a rate of 1.5 times the hourly rate of a custodian on the same step as the employee working said overtime.

7.2 Two-thousand eighty (2080) hours shall be the hourly factor when computing overtime and shall be divided into the annual base salary to get the hourly regular rate.

7.3 Holidays are defined in Schedule B. An employee assigned to work on one of the days defined in Schedule B shall receive two times their regular hourly rate of pay, with the exception that days during the winter break other than Christmas Eve, Christmas Day, New Year's Eve and New Year's Day will be paid at standard overtime rates (time-and-a-half). As per past practice, when a paid holiday falls on a day when school is in session, unit employees eligible for the holiday will be given an alternate day off.

7.4 Employees working scheduled shifts on municipal election days shall not thereby receive any supplement to their salaries, if the public schools are closed on said day, employees will work abbreviated 5 hour shifts as determined by the Superintendent in consultation with the Association in a manner that ensures full coverage of all polling places located within the public schools.

7.5 Overtime will not be paid for stipended duties.

7.6 Any employee who is requested to and returns to work after his/her regularly scheduled shift during the same day shall be guaranteed a minimum of three hours at the overtime rate. This article shall be construed to protect the employee who completes his/her regular shift and has gone home and is directed to return to work for an emergency or other reason.

8.0 LEAVES OF ABSENCE

8.1 Sick Leave: Twelve-month employees with less than five (5) years of service shall receive ten (10) days per

year of sick leave. Twelve-month employees with five (5) years and one day of service shall receive fifteen (15) days per year of sick leave. Ten-month employees shall receive ten (10) days per year of sick leave.

8.1.1 All unused sick leave shall be cumulative from year to year, as permitted by law.

8.1.2 A doctor's certificate may be required by the Board in the following cases:

8.1.2 a) Pursuant to statute

8.1.2 b) Personal illness of five (5) or more consecutive days.

8.1.2 c) Sicknesses over extended periods of time. In such cases the date the employee is anticipated to return to work should be furnished.

8.1.2 d) Frequent or patterned absences.

8.1.3 Sick Leave necessitated because of an accident or illness related to work shall be as set forth under New Jersey Statutes.

8.1.4 Any employee who is absent and has no accumulated sick leave shall be docked one full day's pay for each day of absence.

8.1.5 When an employee is absent, the employee must call the Director of Facilities or if applicable the substitute call number to report the absence.

8.1.6 A record of sick time shall be given to all employees by the Board in January and July.

8.2 Family Illness: Special requests for absences due to serious illness of a member of the immediate family may be made to the Superintendent for his consideration and approval. Immediate family is defined under Bereavement Leave 8.4.

8.3 Personal Leave: All full-time ten- and twelve-month employees shall be entitled to three (3) personal days per year. Part-time aides shall be entitled to two (2) personal days per year. Personal days are not to be added to the start or end of a holiday or recess period, nor used consecutively. Any unused personal days will accumulate as sick leave, where allowable by law. When convenient, an employee shall give prior notice to the Director of Facilities. Upon an employee's return, documentation of personal days must be submitted on the Board approved form in accordance with the Board's absence recording procedure. This is not to be interpreted to imply that a reason for a personal day is required.

8.3.1 Legal Business: All employees will be granted one (1) day for legal business of a personal nature when the employee is the subject of a court subpoena in any given school year. This does not address Hoboken school related court appearances. (All unit members)

8.4 Bereavement Leave:

8.4.1 Full-time employees shall be allowed up to seven (7) calendar days of bereavement leave per occasion in the event of an employee's spouse, child, parent, grandparent, grandchild, brother, sister, brother-in-law, sister-in-law, father-in-law, mother-in-law, son-in-law, daughter-in-law, and any other member of the immediate household.

8.4.2 Part-time aides shall be allowed up to three (3) work days for bereavement per occasion in the event of an aide's spouse, child, parent, grandparent, grandchild, brother, sister, brother-in-law, sister-in-law, father-in-law, mother-in-law, son-in-law, daughter-in-law, and any other member of the immediate household.

8.4.3 Employees may request additional bereavement leave days from the Director of Facilities, Director or Special Services or Superintendent, which may be approved on a case-by-case basis. Such days shall commence with the first absence, which shall be either the day of the death or the day immediately following the death. One day of leave (the day of the funeral) shall be granted for the death of an aunt or uncle. Special requests for attendance at a funeral outside the immediate family as defined may be made to the Superintendent for her consideration and approval. All ten- and twelve- month employees are eligible for bereavement leave as defined.

8.5 Retirement:

8.5.1 Any full-time employee who elects to retire under one of the plans for the P.E.R.S./ N.J.T.P.A.F. shall be granted the cash value for 50% of all unused accumulated personal illness days. Payments shall be made in one lump-sum payment in the final salary check issued in the retirement year. The maximum sick bank pay-out for employees hired after January 1, 1999, shall be \$15,000.

8.5.2 Part-time Aides with more than 15 years of service in Hoboken School District and who elect to retire under P.E.R.S. will be eligible to receive payment for accumulated sick leave for each day accumulated at their current hourly per diem rate, not to exceed \$5,000.

8.6 Death: In the event of death before retirement, but after ten (10) years of service, the deceased's estate shall receive a lump sum payment specified in paragraph 8.5 above.

9.0 SENIORITY

9.1 Seniority is defined as the employee's total length of service with the Board, beginning with his/her original date of hire including per diem time, provided such per diem time was immediately followed by appointment. In the event that two or more employees are hired by the Board on the same day, their seniority shall be based on the order that their names appear in the resolution of appointment.

9.2 Any employee who voluntarily leaves the service of the District for one (1) calendar year or more shall forfeit any and all seniority rights that he/she has accrued prior to the date of their being rehired by the Board.

9.3 All vacancies in permanent promotional positions shall be publicized by the Board or its designee who shall set forth the description of and the qualifications for the vacant position including salary where possible. These shall be publicized by posting a notice in each school as far in advance as practical. This will ordinarily be at least fifteen (15) school days before the final date when applications must be submitted and in no case less than ten (10) school days before such date. A copy of said notice shall be given

to the Association President at the time of the posting. Employees who desire to apply for such vacancies shall submit their application in writing to the Superintendent's Office within the time limit specified in the notice.

9.4 In all cases of layoffs, recalls, shift assignments, and vacation schedules, employees with the greatest amount of seniority to their credit shall be given preference, provided the employee has the ability to do the work assignment involved.

10.0 GRIEVANCE PROCEDURE

10.1 Any grievance or dispute which may arise between the parties pertaining to the application, meaning, or interpretation of this Agreement shall be settled as specified in this section of this Agreement.

10.2

10.2.1 A grievance shall be presented by an employee to the Director of Facilities or building Principal, as appropriate, at an informal hearing to be held within ten (10) working days of the occurrence of said grievance or condition or conditions giving rise thereto. A representative of the Association shall be present. A written answer to the grievance shall be made by the Director of Facilities or building Principal within five (5) working days of the hearing's conclusion to the grievant and copies of said answer shall be filed with the Director of Facilities' office and delivered to the Association.

10.2.3 If the grievance is not settled through the above proceedings, the Association shall have the right to submit said grievance to the Superintendent within ten (10) calendar days of the decision at the lower level. After the grievance has been submitted to the Superintendent, the Superintendent shall prepare a written answer to said grievance, which must be served upon the grievant and the Association no later than seven (7) working days following the submission of said grievance to the Superintendent.”

10.2.4 If the grievance is not settled by the above, the Association shall have the right to submit said grievance to the Board within ten (10) calendar days of the decision at the lower level. After the grievance has been submitted to the Board, the Board shall prepare a written answer to said grievance which must be served upon the grievant and the Association no later than seven (7) working days following the submission of said grievance to the Board.

10.2.5 If the disposition of the matter by the Board is not satisfactory to the grievant, then the Association shall have five (5) working days to proceed to the next step.

10.3 If the grievance is not settled by the procedures specified above, then the Association shall have the right to submit such grievance to arbitration, pursuant to the rules and regulations of the New Jersey Public Employment Relations Commission. The cost of the arbitrator shall be shared equally.

10.4 The Association President, or his/her authorized representative, may report an impending grievance to the Board in an effort to forestall its occurrence, provided however, that the grievance shall be processed if not resolved, pursuant to the various steps of the grievance procedure.

10.5 It is agreed that employees shall, during and notwithstanding the dependency of any grievance, continue to observe all assignments and applicable rules and regulations of the Board.

11.0 VACATIONS

11.1 Vacation with pay shall be granted to full-time 12-month employees hired by the Board as specified in Schedule C. Vacations shall be taken at times mutually agreed upon by the employee and the Board.

11.2 Two weeks' notice must be given in order to receive vacation pay before leaving for vacation. Two (2) weeks' notice must be given to the Superintendent or his/her designee in writing in order to leave for vacation.

11.3 Any employee covered by this Agreement and as part of the vacation allowance specified in Schedule C, may choose to take a winter vacation not to exceed ten (10) work days per year.

12.0 SAFETY AND HEALTH

12.1 The Board shall at all times maintain safe and healthful working conditions and shall provide all tools,

devices, and other such things needed in the performance of the employees' duties.

12.2 The employees shall at all times observe and exercise the highest degree of care for their own safety and the safety of all persons in the school system.

12.3

12.3.1 All custodial employees covered by this Agreement shall receive a Clothing Allowance of \$750.00 per year, payable in two installments of \$375.00 each, due July 15 and January 15 of the school year. All uniforms must be purchased at one of the following Board-approved retailers:

- a. Aramark Uniforms [SEP]
- b. Dickies [SEP]
- c. Manzo Uniforms [SEP]
- d. Prime Uniforms [SEP]
- e. Specialty Graphics [SEP]

12.3.2 Uniforms must be worn every day. A proper uniform consists of a light blue shirt with dark blue slacks and work shoes. On the first offense for lack of proper uniform, the employee will receive a verbal warning. The second offense will result in the offending individual being sent home with loss of pay for the time they exit the building to when they return. The third and subsequent offenses will result in the offending individual being sent home with loss of one day's pay. Head Custodians and district administrative staff will be responsible for uniform inspections.

13.0 GENERAL PROVISION

13.1 Should any portion of this Agreement be held unlawful and unenforceable by any Court of competent jurisdiction, the decision of such Court shall apply only to the specified portion of the Agreement affected by such decision, whereupon the parties agree to negotiate a substitute for the individual portion thereof.

14.0 DURATION

14.1 This agreement shall cover the period July 1, 2020, through and until June 30, 2023.

SCHEDULE A – SALARIES

Engineer					
Step	2020-21	Step	2021-22	Step	2022-23
1	27778	1	28138	1	28476
2	28234	2	28594	2	28932
3	28513	3	28873	3	29211
4	29234	4	29594	4	29932
5-6	30154	5	30514	5	30852
7-8	31834	6-7	32194	6	32532
9-10	33618	8-9	33978	7-8	34316
11	35510	10-11	35870	9-10	36208
12	38735	12	39095	11-12	39433
13	40314	13	40674	13	41012
14	41831	14	42191	14	42529
15	43300	15	43660	15	43998
16	44930	16	45290	16	45628
17	46620	17	46980	17	47318
18	48300	18	48660	18	48998
19	49810	19	50170	19	50508
20	51180	20	51540	20	51878
21	52400	21	52760	21	53098
22	53640	22	54000	22	54338
23	54770	23	55130	23	55468
24	58200	24	58560	24	58898
25	61620	25	61980	25	62318
26	64708	26	65068	26	65406
27	68035	27	68735	27	69435

Custodian

Step	2020-21	Step	2021-22	Step	2022-23
1	27318	1	27678	1	28016
2	27774	2	28134	2	28472
3	28053	3	28413	3	28751
4	28774	4	29134	4	29472
5-6	29409	5	29764	5	30102
7-8	31344	6-7	31704	6	32042
9-10	33138	8-9	33498	7-8	33836
11	35028	10-11	35388	9-10	35726
12	37048	12	37408	11-12	37746
13	39188	13	39548	13	39886
14	41108	14	41468	14	41806
15	42838	15	43198	15	43536
16	44438	16	44798	16	45136
17	46108	17	46468	17	46806
18	47788	18	48148	18	48486
19	49308	19	49668	19	50006
20	50668	20	51028	20	51366
21	51898	21	52258	21	52596
22	53118	22	53478	22	53816
23	54248	23	54608	23	54946
24	57748	24	58108	24	58446
25	61006	25	61366	25	61704
26	63939	26	64299	26	64637
27	67575	27	68275	27	68975

Head Custodian

Step	2020-21	Step	2021-22	Step	2022-23
1	33134	1	33494	1	33832
2	33718	2	34078	2	34416
3	34310	3	34670	3	35008
4	35728	4	36088	4	36426
5-6	36211	5	36571	5	36909
7-8	37074	6-7	37434	6	37772
9-10	38813	8-9	39173	7-8	39511
11	40680	10-11	41040	9-10	41378
12	42700	12	43060	11-12	43398
13	44840	13	45200	13	45538
14	46760	14	47120	14	47458
15	48490	15	48850	15	49188
16	50090	16	50450	16	50788
17	51940	17	52300	17	52638
18	53620	18	53980	18	54318
19	55130	19	55490	19	55828
20	56500	20	56860	20	57198
21	57840	21	58200	21	58538
22	59147	22	59507	22	59845
23	60230	23	60590	23	60928
24	63892	24	64252	24	64590
25	67074	25	67407	25	67745
26	69877	26	70237	26	70575
27	73409	27	74109	27	74809

Maintenance

Step	2020-21	Step	2021-22	Step	2022-23
1	32509	1	32869	1	33207
2	33084	2	33444	2	33782
3	33664	3	34024	3	34362
4	34815	4	35175	4	35513
5-6	35930	5	36290	5	36628
7-8	37037	6-7	37397	6	37735
9-10	38350	8-9	38710	7-8	39048
11	40238	10-11	40598	9-10	40936
12	42233	12	42593	11-12	42931
13	44348	13	44708	13	45046
14	46630	14	46990	14	47328
15	48390	15	48750	15	49088
16	50210	16	50570	16	50908
17	51480	17	51840	17	52178
18	53170	18	53530	18	53868
19	54680	19	55040	19	55378
20	56040	20	56400	20	56738
21	57370	21	57730	21	58068
22	58687	22	59047	22	59385
23	59760	23	60120	23	60458
24	62591	24	62951	24	63289
25	66024	25	66384	25	66722
26	69132	26	69492	26	69830
27	72945	27	73645	27	74345

Maintenance

Step	2020-21	Step	2021-22	Step	2022-23
1	32509	1	32869	1	33207
2	33084	2	33444	2	33782
3	33664	3	34024	3	34362
4	34815	4	35175	4	35513
5-6	35930	5	36290	5	36628
7-8	37037	6-7	37397	6	37735
9-10	38350	8-9	38710	7-8	39048
11	40238	10-11	40598	9-10	40936
12	42233	12	42593	11-12	42931
13	44348	13	44708	13	45046
14	46630	14	46990	14	47328
15	48390	15	48750	15	49088
16	50210	16	50570	16	50908
17	51480	17	51840	17	52178
18	53170	18	53530	18	53868
19	54680	19	55040	19	55378
20	56040	20	56400	20	56738
21	57370	21	57730	21	58068
22	58687	22	59047	22	59385
23	59760	23	60120	23	60458
24	62591	24	62951	24	63289
25	66024	25	66384	25	66722
26	69132	26	69492	26	69830
27	72945	27	73645	27	74345

Full-Time Security/ Mail Clerk			
Step	2020-21	2021-22	2022-23
1	27810	28532	29276
2	28210	28932	29676
3	28610	29332	30076
4	29010	29732	30476
5	29410	30132	30876
6	30310	31032	31776
7	31210	31932	32676
8	32110	32832	33576
9	33010	33732	34476
10	33910	34632	35376
11	35530	36252	36996
12	37130	37852	38596
13	38830	39552	40296
14	40680	41402	42146
15	42580	43302	44046
OG	44413	45135	45879

*FT security employees on Step 12 in the Base Year will remain on the top of the guide and be placed on Step 15.

Part-Time Security

Employee	Start Year	Step - Yr 1	Step - Yr 2	Step – Yr 3
Johnson, M	2020	2	3	4
Turso, J	2020	2	3	4
Polino, M	2019	2	3	4
Ramos, C	2018	3	4	5
Waiters, P	2018	3	4	5
Lombardo, L	2014	4	5	6
Licalsi, T	2011	4	5	6
Johnson, G	2009	5	6	7
Purvis, J	2008	5	6	7
Ferguson, J	2006	5	6	7
Crandall, L	2006	5	6	7
High, M	1998	6	7	8

*All amounts are hourly rates

Step	2020-2021	2021-2022	2022-2023
1	\$12.57	\$13.00	\$14.00
2	\$12.67	\$13.10	\$14.10
3	\$12.77	\$13.20	\$14.20
4	\$12.87	\$13.30	\$14.30
5	\$12.97	\$13.40	\$14.40
6	\$13.07	\$13.50	\$14.50
7		\$13.60	\$14.60
8			\$14.70

FT Aides	2020-21	2021-22	2022-23
1	17810	17990	18197
2	18165	18345	18552
3	18528	18708	18915
4	18899	19079	19286
5	19279	19459	19666
6	19667	19847	20054
7	20064	20244	20451
8	20470	20650	20857
9	20885	21065	21272
10	21310	21490	21697
11	21744	21924	22131
12	22188	22368	22575
13	22642	22822	23029
14	23107	23287	23494
15	23710	24010	24310

Full-time ABA Aides receive an additional \$2,200 in their base salary.

PT Aides	2020-21	2021-22	2022-23
1	15180	15360	15567
2	15516	15696	15903
3	15859	16039	16246
4	16210	16390	16597
5	16570	16750	16957
6	16937	17117	17324
7	17313	17493	17700
8	17697	17877	18084
9	18090	18270	18477
10	18492	18672	18879
11	18902	19082	19289
12	19323	19503	19710
13	19752	19932	20139
14	20192	20372	20579
15	20770	21070	21370

*Part-time aides whose step is lower than their years of service shall be placed on the salary guide at a step commensurate with their years of service in year 1 of the agreement.

Part-time ABA Aides receive an additional \$2,100 differential in their base salary.

LONGEVITY

Full-time employees hired after July 1, 2014 will not be eligible for longevity in the 10th year but will receive \$1,500 in the 15th year. Full-time employees hired prior to July 1, 2014 will continue to receive the following:

10 th year	\$300
15 th year	\$1200
20 th year	\$3000
25 th year	\$2000

SCHEDULE B - HOLIDAYS

Holidays are defined as follows:

New Year's Eve
New Year's Day
Martin Luther King Day
Presidents' Day
Good Friday
Memorial Day
Independence Day
Labor Day
Columbus Day
Winter Break as defined in school calendar
Veteran's Day
Thanksgiving Day
Day after Thanksgiving
Christmas Eve
Christmas Day
One day during NJEA Convention

Note: The above days are those as observed by the District, which may or may not coincide with the legal holiday.

SCHEDULE C - VACATIONS

Any full-time employee hired prior to July 1, 1992 will be allowed 5 weeks' vacation

The following allowances of vacation shall apply to full-time employees hired between July 1, 1992 and June 30, 2006:

<u>Length of Service</u>	<u>Allowance</u>
Less than six months	1 week
Six months to four years	2 weeks
Five years to nine years	3 weeks
Ten years or more	4 weeks

The following allowances of vacation shall apply to full-time employees hired after July 1, 2006:

<u>Length of Service</u>	<u>Allowance</u>
Less than six months	none
Seven months to one year	1 week (prorated)
2 years to four years	2 weeks
Five years to nine years	3 weeks
Ten years or more	4 weeks

Attest:

Sharyn Anglely, President
Hoboken Board of Education

Hoboken School Employees Association