MEMORANDUM OF AGREEMENT
Union County Educational Services Commission
Administatror's Association Agreement 2024-2027
April 10, 2024

The Union County Educational Services Services Commission and the Administrator's Association agree to the following changes to the parties' collective negotiations agreement, subject to ratification:

Throughout Contract

Existing Language:
Use of the following pronouns: His, her, him, he, she

Revised Language:
Replace with: Their, them, they

Article I, Section B – Definitions (Page 1)

Existing Language:
Unless otherwise indicated, the term "employee" when used hereinafter in this Agreement shall refer to all professional supervisory employees (except as excluded below) represented by the Association in the negotiation unit as above defined and reference to "males" shall include females.

Revised Language: Unless otherwise indicated, the term "employee," when used hereinafter in this Agreement, shall refer to all professional supervisory employees (except as excluded below) represented by the Association in the negotiation unit as defined above.

Article VIII, Section D1 – Death in Immediate Family (Page 10)

Existing Language:
Any employee shall be allowed up to five (5) days of absence in the case of death of a member of his or her immediate family, or any person domiciled with the employee. Immediate family shall be understood to include the following: wife, husband, father, mother, stepparent, child, stepchild, sister, brother, grandmother, grandfather, grandchild, mother-in-law and father-in-law. Any employee shall be allowed up to three (3) days of absence in the case of death of a brother-in-law or sister-in-law.

Revised Language:
Any employee shall be allowed up to five (5) days of absence in the case of the death of a member of their immediate family or any person domiciled with the employee that occurs during the work year. Immediate family shall be understood to include the following: wife, husband, father, mother, stepparent, child, stepchild, sister, brother, grandmother, grandfather, grandchild, mother-in-law, and father-in-law. Any employee shall be allowed up to three (3) days of absence in the case of the death of a niece, nephew, aunt, uncle, brother-in-law, or sister-in-law that occurs during the work year.

Article VIII, Section E 1-2 – Serious Illness/Personal Emergency (Page 10)

Existing Language:
Up to three (3) days absence occasioned by the serious illness of a parent, stepparent, husband, wife, son, daughter, stepchild grandparent, mother-in-law, father-in-law, or any person domiciled with the employee.
Up to two (2) days absence for personal business or personal emergency that cannot be conducted after the close of the school day. In addition, twelve month employees shall receive a third day. Unless it is a personal emergency, the request for approval of a personal day must be received by the Superintendent at least three (3) days prior to the requested personal day. A specific reason will not be required for any personal day request submitted. Unused personal days up to a maximum of two (2) days per year shall be converted to sick days at the end of each year for use as sick days in subsequent years.
It is acknowledged that personal days will not be used to conduct those matters of importance that can be transacted outside of the normal school day hours.
Personal Day leaves shall not be taken without the consent of the Superintendent during the first or last week of the school year, nor shall they be taken the day before or the day after a holiday or vacation day.
If more than one personal day is taken on consecutive days including a Friday/Monday combination, the reasons for said leave must be submitted to the Superintendent prior to the commencement of the leave and approval of said leave shall be required.

Revised Language:
Up to five (5) days of Paid Time Off (PTO) shall be granted annually. In addition, twelve-month employees shall receive a sixth day. All PTO requests must be in the Superintendent's office three (3) days in advance. Five (5) days will be granted in this manner without a specific reason being stated, except where an emergency PTO day (less than three (3) days' notice) is requested; the specific reason for the leave shall be provided. No PTO days shall be granted for any day immediately prior to or immediately following a holiday or vacation period, except where approval is granted by the Superintendent prior to the scheduled leave. Verification will be provided if requested. Up to three (3) unused PTO days will be converted to sick days at the end of the year for use as sick days in subsequent years.

Article IX, Section C – Health of an employee giving birth to a child (Page 11)

Existing Language:
A pregnant employee is entitled to take up to 20 accrued paid sick days before the due date of the birth of a child and up to 20 days after the birth. A physician's note with the due date is all that is required for those 40 days and the time will be readjusted upon notification of the actual birth date.

Revised Language:
A pregnant employee is entitled to take up to 20 accrued paid sick days before the due date of the child's birth and up to 20 accrued paid sick days after the birth. A physician's note with the due date is all that is required for those 40 days, and the time will be readjusted upon notification of the actual birth date.

Article XV – Section A – Graduate Courses (Language from Sidebar)

New Language:
Employees who successfully complete courses for graduate credit shall be reimbursed, pending available contracted budget, by the Commission for tuition expenses at the rate of sixty percent (60%) of the Rutgers University per credit cost, provided the course taken has the prior approval of the Superintendent and is within the employee's area of specialization or will provide benefit to the Commission or if the employee is in a matriculated program. Courses initially approved as part of a matriculating program shall not require additional approval of the Superintendent. After completion of a graduate program, an Administrator must remain employed by the Commission for two years or reimburse the amount provided by the Commission for completion of the approved courses. Administrators must receive a grade of "B" or better to receive reimbursement. The approval of courses shall take place in three time periods as follows:
Summer (Classes begin 5/1 or later and end no later than 8/31)

- All Summer semester tuition reimbursement requests must be submitted by April 30
- Summer courses must be completed by August 31
- Reimbursement requests for Summer courses must be submitted by September 30

Fall (Classes begin 8/15 or later and end no later than 12/31)

- All Fall semester tuition reimbursement requests must be submitted by August 1
- Fall courses must be completed by December 31
- Reimbursement requests for Fall courses must be submitted by January 31

Winter/Spring (Classes begin 1/1 or later and end no later than 5/31)

- All Winter/Spring semester tuition reimbursement requests must be submitted by December 15
- Winter/Spring courses must be completed by May 31

Reimbursement requests for Winter/Spring courses must be submitted by June 30

Article XV – Section B – Maximum Reimbursement (Page 16)

Existing Language (from Sidebar):
The total amount of tuition reimbursement that will be provided by the Commission for all administrators covered hereunder shall not exceed $8,000 per fiscal year (July 1 to June 30) except for the impact of any transfers to/from the professional conference budget. These funds will be divided into three equal parts ($2,667 for the Summer, Fall, Winter/Spring semesters respectively). The Superintendent will approve tuition reimbursement requests for each semester using the schedule outlined in Article XV, Section A. No administrator shall initially be permitted to receive reimbursement for more than three (3) credits in any one semester and nine (9) credits in any one year, subject to fund availability. The parties agree that they can discuss and agree on the transfer of money from the tuition budget to the professional conference budget and vice versa.

If allocated funds for a single semester are not exhausted, those funds shall roll over to the next semester's allocation. If tuition reimbursement requests for a single semester total more than the allocated amount for that semester, each administrator will receive a partial reimbursement by evenly distributing the semester funds among all requests. Requests that are partially funded may be eligible for additional reimbursement at the end of the year. Any requests that are not funded due to a lack of available funds in the semester pool shall be marked "reimbursement subject to fund availability on June 30". Should additional tuition reimbursement funds remain in the account on June 30, those funds shall be distributed equitably, based on unfunded amounts, among administrators who made requests during the year that were partially funded or not funded at all due to a lack of available funds at that time. If there are still remaining funds, then credits not eligible for funding due to exceeding the semester and annual limits of 3 and 9 respectively, would be funded.

Revised Language:
The total amount of tuition reimbursement that will be provided by the Commission for all administrators covered hereunder shall not exceed $10,000 per fiscal year (July 1 to June 30) except for the impact of any transfers to/from

the professional conference budget. These funds will be divided into three equal parts (up to $3,333 for the Summer, Fall, Winter/Spring semesters respectively). The Superintendent will approve tuition reimbursement requests for each semester using the schedule outlined in Article XV, Section A. No administrator shall initially be permitted to receive reimbursement for more than three (3) credits in any one semester and nine (9) credits in any one year, subject to fund availability. The parties agree that they can discuss and agree on the transfer of money from the tuition budget to the professional conference budget and vice versa.

If allocated funds for a single semester are not exhausted, those funds shall roll over to the next semester's allocation. If tuition reimbursement requests for a single semester total more than the allocated amount for that semester, each administrator will receive a partial reimbursement by evenly distributing the semester funds among all requests. Requests that are partially funded may be eligible for additional reimbursement at the end of the year. Any requests that are not funded due to a lack of available funds in the semester pool shall be marked "reimbursement subject to fund availability on June 30." Should additional tuition reimbursement funds remain in the account on June 30, those funds shall be distributed equitably, based on unfunded amounts, among administrators who made requests during the year that were partially funded or not funded at all due to a lack of available funds at that time. If there are still remaining funds, then credits not eligible for funding due to exceeding the semester and annual limits of 3 and 9 respectively, would be funded.

Article XV – Section D – Professional Conferences (Page 16)

Existing Language:
Each employee, with the prior approval of the superintendent, may attend conferences, workshops and visits to other programs that relate directly to their work with the Commission. The Commission will pay the registration fees and the employee will be reimbursed for his/her lodging expenses and meals in accordance with the State Mandated Travel Guidelines. The employees shall be entitled to reimbursement for mileage in accordance with the prevailing rate set by the State Department of the Treasury. The total amount of reimbursement that will be provided by the Commission for all Administrators covered hereunder shall not exceed $8000.00 for the unit. Any Administrator enrolled in New Jersey Leaders-to-Leaders will be compensated in an amount not to exceed $1000 for payment towards the workshop and/or conference requirement. Funding for professional conferences are subject to any transfer of funds to or from the tuition budget as referenced in item B above.

Revised Language:
Each employee, with the prior approval of the superintendent, may attend conferences, workshops, Continuing Education credits related to job duties, and visits to other programs that relate directly to their work with the Commission. The Commission will pay the registration fees, and the employee will be reimbursed for his/her lodging expenses and meals in accordance with the State Mandated Travel Guidelines. The employees shall be entitled to reimbursement for mileage in accordance with the prevailing rate set by the State Department of the Treasury. The total amount of reimbursement that will be provided by the Commission for all Administrators covered hereunder shall not exceed $10,000.00 for the unit. Any Administrator enrolled in New Jersey Leaders-to-Leaders will be compensated in an amount not to exceed $1000 for payment towards the workshop and/or conference requirement. Funds for professional conferences are subject to any transfer of funds to or from the tuition budget as referenced in Item B above.

Article XV – Section F – Educational Stipend (Page 16)

Existing Language:
The existing Educational Stipend shall be maintained as follows: MA +30 = $750.00 per year
PhD or Ed D = $2,000.00 per year

Addition Language:
A separate column on the salary guides will be created for MA+30 and PhD/EdD. $800 will be included in the base year's salary (2023-24) for the MA+30 column, and $2500 will be included in the base year's salary (2023-24) for the PhD/EdD column.

Article XVI – Section B – Voluntary Health Insurance Waiver Plan (Page 17)

Addition to current language.

Revised Language:
An employee choosing to waive coverage shall receive twenty-five (25%) percent of the net savings or $2,500.00 annually, whichever is less. The premium shall be waived for the medical insurance plan. Payment shall be in two equal parts on January 31 and June 30 for the preceding 5-month period or part thereof. Employees who are terminated shall not be eligible to receive any additional waiver payment prorated to the date of termination. Employees who are under the SEHBP or SHBP will not receive the reimbursement if the Commission offers the New Jersey State Health Benefits Plan.

Article XIX, Section G – Work Hours (Page 22)

Existing Language:

1. Regular Hours- Administrators are required to work a 7.5 hour day according to schedules approved by the Superintendent at the beginning of each school year. Lunch must be taken during the workday and not applied concurrently with dismissal. Administrators are required to attend one 60-minute meeting per month beyond regular work hours.
2. Summer Hours- Administrator hours will be reduced by 30-minutes, with dismissal not occurring prior to 3:30 pm., on all workdays in July and August, exclusive of scheduled administrator meetings.

Revised Language:

1. Administrators are required to work a 7.5-hour day according to schedules approved by the Superintendent at the beginning of each school year. Lunch must be taken during the workday and not applied concurrently with dismissal. Administrators are required to be available for meetings on Wednesdays from 3:00 p.m. to 4:00 p.m.
2. Summer Hours- UCESC district hours will be 8:00 a.m. – 3:00 p.m. beginning the day after the last day of school and continuing through the end of August. Every Friday from the end of the school year to the beginning of the next school year, outside of days ESY is in session, will be a ½ day from 8:00 a.m. to 12:00 p.m.

Article XIX – Section A - Salary (Page 22)

Add Language:
Create a salary guide for the Vice Principal. $10,000 will be included in the agreed-upon 12-month Supervisor Guides for the 2024-2027 school years.

Article XIX – Section A - Salary (Page 22)

Addition of new language.

New Language:
A separate salary guide for ESY and non-ESY administrators will be created. The ESY salary guide for 2024-25 will include an addition of:

- $4000 for principals, directors, and transportation coordinators assigned to work an ESY program
- $3500 for vice principals assigned to work an ESY program
- $3000 for supervisors assigned to work an ESY program

The ESY amounts above will be included in the base year's salary (23-24) used for negotiations.

Article XIX – Section A - Salary (Page 22)

Addition of new language.

New Language:
The Association shall have the following salary increases to develop mutually agreeable salary guides:

- 2024-25: 3.2% increase over the agreed upon 2023-24 scattergrams
- 2025-26: 3.2% increase over the 2024-25 cost base.
- 2026-27: 3.2% increase over the 2025-26 cost base.

All increases are inclusive of increment.

Article XIX – Section D – Seniority Stipend (Page 23)

Existing Language:
The existing seniority stipend shall be maintained as follows:

1. Effective July 1st for 12-month employees and September 1st for 10-Month employees following completion of 15 years of service under the Administrator's Agreement - $750.00.
2. Effective July 1st for 12-month employees and September 1st for 10-Month employees following completion of 20 years of service under the Administrator's Agreement - $1,250.00.
3. Effective July 1st for 12-month employees and September 1st for 10-Month employees following completion of 25 years of service under the Administrator' s Agreement - $2,250.00.

Revised Language:
The existing seniority stipend shall be maintained as follows:

1. Effective July 1st for 12-month employees and September 1st for 10-month employees following completion of 10 years of service as a Commission employee - $750.00.
2. Effective July 1st for 12-month employees and September 1st for 10-month employees following completion of 15 years as a Commission employee, the amount will be $1,250.00.
3. Effective July 1st for 12-month employees and September 1st for 10-month employees following completion of 20 years of service as a Commission employee - $2,250.00.

Article XX – Section E – ESY Stipend (Page 23)

The above proposal would roll ESY stipends into a salary guide; therefore, this section will be deleted.

Article XXII, Duration of Agreement (Page 25)

Existing Language:
This Agreement shall be effective as of July 1, 2021 to June 30, 2024, subject to the Association's right to negotiate a successor agreement as provided herein.

Revised Language:
This Agreement shall be effective as of July 1, 2024, to June 30, 2027, subject to the Association's right to negotiate a successor agreement as provided herein.

The signatories to the Memorandum of Agreement will advocate to their respective membership to vote in favor of its passage.

Union County Educational Services Commission	Administrator's Association
Lorraine J. Alonis	[illegible]
	Claudine Castillo