

**Union County Educational Services Commission  
and  
UCESC Administrators Association**

**Memorandum of Agreement  
October 7, 2021**

The Union County Educational Services Commission (“Commission”) and UCESC Administrators Association (“Association”) hereby agree to incorporate all terms and conditions of the Collective Bargaining Agreement that expired on June 30, 2021, into the successor Collective Bargaining Agreement except for the modifications set forth below. The parties acknowledge that these terms are subject to ratification by their respective memberships.

The parties agree to recommend the following terms and conditions to their respective constituents for ratification:

<b>Terms of Contract</b>	The term of the contract is for three years: July 1, 2021 – June 30, 2024
<b>Salary</b>	Salary increases for Administrators, inclusive of increment: 2021 – 2022 – 3.1% 2022 – 2023 – 3.1% 2023 – 2024 – 3.1%
<b>VIII – Temporary Leave of Absence C. Sick Leave</b>	<p><b>Replace existing language with:</b></p> <p>C6. In accordance with provisions set forth in N.J.S.A. 18A-30-3.6, except for instances of cause, an employee will be given a lump sum payment for unused accumulated sick days at the rate of \$75.00 per day for a maximum of 200 days upon separation from Union County Educational Services Commission.</p> <p>C7. The estate of an employee who dies while employed by the Commission shall also be eligible to receive the above compensation.</p> <p>C8. Payment shall be made pursuant to subparagraph C6 and C7 only for those employees who have ten (10) years or more of service with the Commission.</p>
<b>X – Vacation B. Bank Time</b>	<p><b>Replace existing language with:</b></p> <p>A 12-month employee may accrue a maximum of ten (10) vacation days at the end of each year to be used in subsequent years in addition to the current year’s allotment.</p> <p>Unused vacation days more than 10-days at the end of each year shall be cancelled (forfeited) with the exception of two (2) unused vacation days that may be converted to sick days for use in subsequent years.</p> <p>No 12-month employee shall be allowed to increase his or her total accumulation of sick days by more than 15 days in any one year.</p>

<b>XV – Professional Development C. Time for Reimbursement</b>	<b>Replace existing language with:</b>  C. Reimbursement shall follow within forty-five (45) days of submission of an itemized voucher from the college or university.
<b>XV – Professional Development D. Professional Conferences</b>	<b>Replace existing language with:</b>  The employee shall be entitled to reimbursement for mileage in accordance with the prevailing rate set by the State Department of the Treasury.
<b>XVI – Insurance Protection C. Payment in Lieu of Coverage</b>	Delete Entire Subparagraph
<b>XVI – Insurance Protection I. Employee Contributions</b>	<b>Replace existing language with:</b>  Administrators shall continue to contribute at rates set forth in Tier 4, NJPL 2011 Chapter 78 or NJPL 2020 Chapter 44 based on selected health insurance coverage, or as otherwise required by law, whichever is greater.
<b>Article XIX – Miscellaneous Provisions A. Selection of Personnel</b>	<b>Replace existing language with:</b>  The school, program or department head shall be consulted regarding the appointment of all professional and non-professional personnel to his or her program.
<b>Article XIX – Miscellaneous Provisions B. Mileage Reimbursement</b>	<b>Replace existing language with:</b>  Employees who are required to use their own automobile in the performance of their duties shall receive reimbursement for mileage according to the prevailing rate authorized by the State Department of the Treasury.
<b>Article XIX – Miscellaneous Provisions G. Work Hours</b>	<b>Replace existing language with:</b>  G. Work Hours 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 p.m., on all workdays in July and August, exclusive of scheduled administrator meetings.

<p><b>Article XX – E. ESY Stipend</b></p>	<p><b>Replace existing language with:</b></p> <p>The following stipends will be provided to the 12-Month Transportation Coordinator and 12-Month Administrators who supervise staff and students in Extended School Year Programs at Crossroads School, Lamberts Mill Academy, Westlake School and the Work Readiness Academy:</p> <p>12-Month Principal and Director=\$4000 12-Month Transportation Coordinator=\$4000 12-Month Supervisor=\$3000</p> <p>Stipends are pensionable and distributed in twenty-four (24) equal payments beginning on July 1 of each contractual year. Administrators who separate from the Commission prior to full disbursement of the stipend, except for instances of cause, will receive remaining payments in a single lump sum payment that is not subject to pension contribution.</p>
<p><b>Article XX – B. Work Beyond Ten Months</b></p>	<p><b>Replace existing language with:</b></p> <p>Ten-month administrators who are required to work beyond ten months shall be compensated on an hourly basis at their per-diem rate of 1/240, except that such ten-month administrators shall work up to two (2) days prior to the start of the school year (excluding the two days before students return to school, or after the close of the school year, or any combination thereof at the discretion of the Superintendent for which they shall receive compensatory time.</p> <p>No work shall be done on an hourly fee basis unless it is approved in advance by the Superintendent.</p>