



# Newark Board of Education

Where Passion Meets Progress

Roger León  
Superintendent

## EMPLOYEE BENEFITS FACT SHEET City Association of Supervisors and Administrators (CASA) 973-743-2272

### Payroll:

- Union dues – 1.1% of Gross Pay
- 12-month work schedule (Principals and School Chief Innovation Officers)
  - Pay schedule - one week in arrears
- 11-month work schedule (Vice Principals/ Deputy Chair)
  - Vice Principals receive 3 day's pay upon return from summer break. Days worked after the last regular pay day are covered by the extra days of pay received upon returning to work.
    - If a VP changes role during before the end of the school year, a reconciliation of the pay received in advance, the change to a different pay frequency, and benefit deductions will need to be performed. Any required adjustment will be handled over the next 3 pay periods.
  - Pay schedule- one week in arrears

### Benefits:

- All medical benefits will become effective sixty (60) days from the date of hire with the exception of 10-month employees who begin working on the first day of the school year up to September 15th. These 10-month employees' benefits will be effective September 1st of the school year. When a 10-Month employee is hired after September 15th their medical benefits will become effective within sixty (60) days from the date of hire.
- Vision, Dental and Prescription benefits follow the same effective date schedule as the medical benefits for all unions with the exception of NTU employees, their fringe benefits become effective as of their date of hire.
- Electronic medical cards can be accessed on the AETNA website [www.aetna.com] up to five (5) days from effective date.

### Paid Time Off:

#### 12-month work schedule (Principals and SCIOs)

<b>VACATION</b>	<ul style="list-style-type: none"> <li>• 20 vacation days must be used consecutively during the month of July</li> </ul>
<b>SICK DAY</b>	<ul style="list-style-type: none"> <li>• 15 sick days in each school year</li> <li>• Unused sick days shall be accumulated without limit</li> </ul>
<b>PERSONAL DAY</b>	<ul style="list-style-type: none"> <li>• 4 personal days annually for personal reasons without explanation.</li> </ul>

#### 11-month work schedule (Vice Principals)

<b>VACATION</b>	<ul style="list-style-type: none"> <li>• These titles are not entitled to vacation days</li> </ul>
<b>SICK DAY</b>	<ul style="list-style-type: none"> <li>• 15 sick days in each school year</li> <li>• Unused sick days shall be accumulated without limit</li> </ul>
<b>PERSONAL DAY</b>	<ul style="list-style-type: none"> <li>• 4 personal days annually for personal reasons without explanation.</li> </ul>

## Contacts

**AESOP –** You will need your ID and Pin Number  
*Telephonic Absence Reporting* – (800) 942-3767  
*Online Absence Reporting* - <http://newark.aesoponline.com>

If you do not know your NPS Network login, please call (973) 733-7333 to obtain your username and/or reset your password.

**Benefits -** (973) 733-7336  
[benefits@nps.k12.nj.us](mailto:benefits@nps.k12.nj.us)

<u>Medical Contact</u>	<u>Pension Contact</u>
(973) 733-6905 (Letters A thru L)	(973) 733-7211 (PERS)
(973) 733-6099 (Letters M thru Z)	(973) 733-7699 (Teachers)

**Payroll -** (973) 733-8286/7106  
[payrollCS@nps.k12.nj.us](mailto:payrollCS@nps.k12.nj.us)

**Labor Relations -** (973) 733-8225

**Affirmative Action –** (973) 424-4426  
[AffirmativeAction@nps.k12.nj.us](mailto:AffirmativeAction@nps.k12.nj.us)

**Employee Assistance Program (EAP) -** (800) 531-0200

**Employee Self Service (ESS) –** <https://npsssvc.nps.k12.nj.us/npsess.html>

**ISD Customer Support Group –** (973) 733-8700  
[csupport@nps.k12.nj.us](mailto:csupport@nps.k12.nj.us)

Human

<a href="mailto:instructionalstaffing@nps.k12.nj.us">instructionalstaffing@nps.k12.nj.us</a>	staffing issues for instructional staff (principals, etc.)
<a href="mailto:npsresignations@nps.k12.nj.us">npsresignations@nps.k12.nj.us</a>	to report a separation
<a href="mailto:leaveofabsence@nps.k12.nj.us">leaveofabsence@nps.k12.nj.us</a>	leave of absence inquiries
<a href="mailto:certifications@nps.k12.nj.us">certifications@nps.k12.nj.us</a>	instructional certification information
<a href="mailto:npscompensation@nps.k12.nj.us">npscompensation@nps.k12.nj.us</a>	only current employees concerns with longevity, step increases, escrow,.etc.
<a href="mailto:recordsverification@nps.k12.nj.us">recordsverification@nps.k12.nj.us</a>	verification of employment letters, forms; etc.