



Roger León
Superintendent

Newark Board of Education

Where Passion Meets Progress

EMPLOYEE BENEFITS FACT SHEET

Newark Teachers Union (NTU)

<http://newark.nj.aft.org/>

973-643-8430

Payroll:

- Union dues - 1.1% Gross Pay
- 10-month & 12-month work schedule
 - Pay schedule - one week in arrears
- Per Diem work schedule
 - Per Diem workers are called to work on an as needed basis and will only be paid for the hours worked.

Benefits:

- Per Diem workers are not entitled to any benefits.
- If hired prior to September 15th of the current school year, Medical/Dental/Vision/Prescription will be effective the same day as your start date. Medical cards will be mailed out within 5-10 business days. Electronic medical cards can be accessed on the AETNA website within 2-3 business days.
- If hired after September 15th, Dental/Vision/Prescription will be effective the same day as your start date. Medical benefits will be effective 60-days after start date. Medical cards will be mailed out one week prior to the effective date. Electronic medical cards can be accessed on the AETNA website [www.aetna.com] on the effective date.

Paid Time Off:

10-month work schedule

VACATION	<ul style="list-style-type: none"> • These titles are not entitled to vacation days.
SICK DAY	<ul style="list-style-type: none"> • Per-Diem: The New Jersey Paid Sick Leave Act <ul style="list-style-type: none"> ○ Per Diem workers will earn (1) hour for every (30) hours worked. The absences will need to be reported to the location that you are assigned. • Twelve (12) sick days in each school year • Unused sick days shall be accumulated without limit <p>Teachers ONLY</p> <ul style="list-style-type: none"> • Twenty-five (25) years of experience in the system shall receive ten (10) additional cumulative days per year after accumulated leave has been exhausted
PERSONAL DAY {pro-rated based on time}	<ul style="list-style-type: none"> • Per Diem workers are not entitled to personal days. • Five personal days annually for personal reasons without explanation • Shall be permitted to use 1/2 personal day(s) provided that written request is submitted to their Principal at least two (2) days in advance and provided that the Principal approves the request • 3 of the 5 unused personal days rollover into sick days

12-month work schedule

VACATION	<ul style="list-style-type: none"> • Per Diem workers are not entitled to vacation days. • Accrue one vacation day per month
SICK DAY	<ul style="list-style-type: none"> • Per-Diem: The New Jersey Paid Sick Leave Act <ul style="list-style-type: none"> ○ Per Diem workers will earn (1) hour for every (30) hours worked. The absences will need to be reported to the location that you are assigned. • Twelve (12) days in each school year • Unused sick days shall be accumulated without limit
PERSONAL DAY {pro-rated based on time}	<ul style="list-style-type: none"> • Per Diem workers are not entitled to personal days. • Five personal days annually for personal reasons without explanation • Shall be permitted to use 1/2 personal day(s) provided that written request is submitted to their Principal at least two (2) days in advance and provided that the Principal approves the request.



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Contacts

AESOP – You will need your ID and Pin Number, please contact PerDiemStaffing@nps.k12.nj.us
Telephone Absence Reporting – (800) 942-3767
Online Absence Reporting - <http://newark.aesoponline.com>

If you do not know your NPS Network login, please contact ISD Support at (973) 733- 8700 to obtain your username and/or reset your password.

Affirmative Action – AffirmativeAction@nps.k12.nj.us

Benefits - benefits@nps.k12.nj.us

Human Resource Services –

instructionalstaffing@nps.k12.nj.us	staffing issues for instructional staff (certified staff, teachers, etc.)
noninstructionalstaffing@nps.k12.nj.us	staffing issues for support staff (non-certified staff, teacher aides, clerks, etc.)
npsresignations@nps.k12.nj.us	to report a separation
leaveofabsence@nps.k12.nj.us	leave of absence inquiries
certifications@nps.k12.nj.us	instructional certification information
transcripts@nps.k12.nj.us	NTU current employees transitioning to Earned MA or PhD
npscompensation@nps.k12.nj.us	current employees concerns with longevity, step increases, escrow, etc.
recordsverification@nps.k12.nj.us	verification of employment letters, forms; etc.

Labor Relations – NPSLaborRelations@nps.k12.nj.us

Payroll - payrollCS@nps.k12.nj.us

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

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

ISD Customer Support Group- Call 973-733-8700 for ***Technical Issues***

- Technical issues include problems involving Newark Board of Education Printers, Chromebooks, Desktop Computers, Laptops, Network outages, Smartboards, Telephones, and other related network devices.
- **NEW** employees should contact the ISD Customer Support Group, [\(973\) 733-8700](tel:9737338700) to obtain your Login and Password.
- All other employees are to use the Password Reset Portal at <https://selfservice.nps.k12.nj.us> to reset your passwords or unlock your accounts.



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Frequently Asked Questions

- **What month will I receive my increase if I'm a non-instructional staff member (Clerks/Teacher Aides, etc.)?** Non-instructional Staff increases are determined by the month and day and can be at any month during the year. For example, if you were hired between April 16th through May 15th you earn an increment in May. Employee must have worked one complete year to be eligible for an increase. No increases will be applied during a union freeze.
- **What month will I receive my increase if I'm a teacher?** Instructional Certified staff receives their increments either in **September** or **February** and this is determined by the **month** and **day** you were hired as a full time employee (excluding per diem time). Employee must have worked one complete year to be eligible for an increase. No increases will be applied during a union freeze.

*You earn a **September increment** if you were hired between March 1st through October 15th.*

*You earn a **February increment** if you were hired between October 16th through February 28th.*