



Roger León  
Superintendent

# Newark Board of Education

Where Passion Meets Progress

## EMPLOYEE BENEFITS FACT SHEET

### LOCAL 32

(908) 686-4550

#### Payroll:

- Union dues – Flat Amount on the 2<sup>nd</sup> paycheck of each month
- 12-month work schedule
  - Pay Schedule - paid 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 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:** PTO will be prorated for those hired after July 1<sup>st</sup>.

<b>VACATION</b>	<ul style="list-style-type: none"> <li>• Per Diem workers are not entitled to vacation days</li> <li>• <b>12</b> days after <b>1</b> year of service</li> <li>• <b>15</b> days after <b>10</b> years of service</li> <li>• <b>20</b> days for <b>20</b> years and over of service</li> <li>• Vacation days shall be requested thirty (30) days in advance to the appropriate Supervisor</li> </ul>
<b>SICK DAY</b>	<ul style="list-style-type: none"> <li>• Per-Diem: The New Jersey Paid Sick Leave Act           <ul style="list-style-type: none"> <li>○ 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.</li> </ul> </li> <li>• Fifteen (15) sick days</li> <li>• Unused sick leave may be accumulated without limit</li> </ul>
<b>PERSONAL DAY</b>	<ul style="list-style-type: none"> <li>• Per Diem workers are not entitled to personal days.</li> <li>• Four (4) personal days with pay per fiscal year</li> <li>• Personal days must be requested two (2) working days in advance</li> </ul>

- **What month will I receive my increase?** Employees receive increases in July after a completion of one year. No increases will be applied during a union freeze.



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## Contacts

**AESOP –** You will need your ID and Pin Number, please email [PerDiemStaffing@nps.k12.nj.us](mailto: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 call (973) 733-8700 to obtain your username and/or reset your password.

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

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

### **Human Resource Services –**

[instructionalstaffing@nps.k12.nj.us](mailto:instructionalstaffing@nps.k12.nj.us)  
[noninstructionalstaffing@nps.k12.nj.us](mailto:noninstructionalstaffing@nps.k12.nj.us)

[npsresignations@nps.k12.nj.us](mailto:npsresignations@nps.k12.nj.us)  
[leaveofabsence@nps.k12.nj.us](mailto:leaveofabsence@nps.k12.nj.us)  
[certifications@nps.k12.nj.us](mailto:certifications@nps.k12.nj.us)  
[npscompensation@nps.k12.nj.us](mailto:npscompensation@nps.k12.nj.us)

[recordsverification@nps.k12.nj.us](mailto:recordsverification@nps.k12.nj.us)

staffing issues for instructional staff (teachers, principals, etc.)  
staffing issues for support staff (non-certified staff, teacher aides, custodial, security guards, clerks, food services worker etc.)  
to report a separation  
leave of absence inquiries  
instructional certification information  
only current employees concerns with longevity, step increases, escrow, etc.  
verification of employment letters, forms; etc.

**Labor Relations –** [NPSLaborRelations@nps.k12.nj.us](mailto:NPSLaborRelations@nps.k12.nj.us)

**Payroll -** [payrollCS@nps.k12.nj.us](mailto:payrollCS@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-** 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** 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.

### **Frequently Asked Questions**

- **What month will I receive my increase?** Employees receive increases in July after a completion of one year. No increases will be applied during a union freeze.