



Roger León
Superintendent

Newark Board of Education

Where Passion Meets Progress

EMPLOYEE BENEFITS FACT SHEET

Local 617

(973) 735-6464

Payroll:

- Union dues – Flat amount deducted from the 2nd paycheck of each month
- 10-month and 12-month work schedule
 - Pay schedule - one week in arrears
- Per Diem work schedule
 - Per Diem Employees 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.
- Medical benefits 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 the 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 1st.

VACATION (12-month schedule only)	<ul style="list-style-type: none"> • Per Diem workers are not entitled to any benefits. • 12 days after 1 year of service • 13 days after 8 years of service • 15 days after 10 years of service • 20 days for 17 years and over of service • After 15 years of service the days are to be credited in advance. • Vacation days shall be requested thirty (30) days in advance to the appropriate Supervisor • Vacation days for personal use taken without prior notification, in cases of emergency, must be documented upon the employee's return to work
SICK DAY	<ul style="list-style-type: none"> • Per-Diem Worker: 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 assigned location. • Fifteen (15) sick days • Unused sick leave may be accumulated without limit
PERSONAL DAY	<ul style="list-style-type: none"> • Per Diem workers are not entitled to personal days. • Four (4) personal days • Personal days must be requested two (2) working days in advance



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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.aesonline.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

Benefits - benefits@nps.k12.nj.us

Human Resource Services –

instructionalstaffing@nps.k12.nj.us	staffing issues for instructional staff (non-certified staff, teacher aides, custodial, security guards, clerks, food services worker, etc.)
noninstructionalstaffing@nps.k12.nj.us	staffing issues for support staff (teacher aides, custodial, clerks, etc.)
npsresignations@nps.k12.nj.us	to report a separation
leaveofabsence@nps.k12.nj.us	leave of absence inquiries
npscompensation@nps.k12.nj.us	only 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** 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.