



Roger León
Superintendent

Newark Board of Education

Where Passion Meets Progress

EMPLOYEE BENEFITS FACT SHEET Non-Union Employees

Payroll:

- 10-month & 12-month
 - 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: PTO will be prorated for those hired after July 1st.

Executive Staff Members (Director or higher titles)

VACATION	• Twenty-two (22) vacation days
SICK DAY	• Fifteen (15) sick days
PERSONAL DAY	• Four (4) personal days

Support Staff Members

	12 Month Work Schedule	10 Month Work Schedule
VACATION	• Twenty (20) vacation days	• Zero (0) vacation days
SICK DAY	• Fifteen (15) sick days	• Fifteen (15) sick days
PERSONAL DAY	• Four (4) personal days	• Four (4) personal days



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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 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 (teachers, principals, 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 July Cost of Living Adjustments
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 – (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.