



Mrs. Maria E. Gonzalez
HR Information Systems Manager

Donnie W. Evans
State District Superintendent

TO: Assistant Superintendents
Directors
Principals
Supervisors

FROM: Maria Gonzalez
Information Systems Manager

RE: **Attendance Incentive**

DATE: May 16, 2016

Enclosed are forms to be distributed to all eligible employees including the following associations:

- Paterson Education Association Members
- Paterson Administration's Association
- Paterson Custodial and Maintenance Association
- Paterson Food Service Association

Attendance should be reviewed and corrected before submitting a request for payment.

Each staff member must complete the appropriate forms along with **their Timecard Report from Kronos and Character page from Edu-Met.**

Please have forms available to anyone who is eligible to participate in the Attendance Incentive Program.

Completed forms should be collected and hand delivered no later than **July 1, 2016**, in one envelope addressed to:

Maria Gonzalez, Information Systems Manager
Human Resources/Employee Benefits
90 Delaware Avenue 3rd Floor

Your assistance in this matter is greatly appreciated.

c: Ms. Eileen Shafer, Deputy Superintendent
Ms. Adrienne Esquilin, Acting Human Capital Officer
Mr. John McEntee, PEA President
Mr. Eduardo Geonaga, PCEA President
Ms. Olga Reyes, PAA President
Mr. David Buchholtz, Director of Food Services
Mr. Luis Rojas, Director of Labor Relations



Mrs. Maria E. Gonzalez
HR Information Systems Manager

Donnie W. Evans
State District Superintendent

TO: Unit Eligible Employees and Members of the Paterson Education Association

FROM: Maria Gonzalez
Information Systems Manager

RE: **Attendance Incentive (Sick Day Buy-Back) and
Perfect Attendance Incentive Programs**

DATE: May 16, 2015

As a catalyst to improve staff attendance, the contract between the Paterson Public Schools and the P.E.A. (Article 24:5) provides two separate incentive programs. Requirements and guidelines for each can be found below. **Applications for either or both programs must be submitted to the Department of Human Resources/Personnel no later than July 1, 2016.**

NOTE: Eligible staff that have perfect attendance may participate in both incentive programs if they so choose.

Perfect Attendance Incentive Bonus

- All members of the P.E.A. bargaining unit are eligible for this incentive bonus.
- For the 2015-2016 school year, you may receive an incentive payment of \$250 for perfect attendance for each semester.
- Employees eligible to receive the Perfect Attendance Incentive may not have had any days deducted from their sick/personal day bank.
- Applicants for this Incentive Payment **must** complete items 1-7, 8-10, and 11 of the attached Application Form.

Attendance Incentive (Sick Day Buy-Back) Bonus

- Employees eligible for the Attendance Incentive (Sick Day Buy Back) program must meet both of the following criteria:
- **Completed three (3) years of active service as of June 30, 2016.**
(30 months for 10-month employees; 36 months for 12-month employees)
- **Accrued no more than three (3) absences during the 2015-2016 school year (Excluding earned and approved vacations.)**

- For 2015-2016, you may “sell back” to the District a minimum of five (5) to a maximum of ten (10) unused sick days. Payment of each day is \$125 for teachers and \$60 for all others.
- All unused sick and personal days will otherwise revert to your sick day bank at the end of the school year, as provided by the contract.
- Your annual individual tally of accumulated sick days will be reduced by the number of days “bought back.”
- Applicants for this incentive payment **must complete all items on the application form.**
- This is **not a mandatory program.**

Any eligible employee who desires to participate in either of these programs must complete an application form and submit it to their Principal or Site Manager. (where attendance is recorded) by **June 30, 2016**. Please remember that your attendance is counted through **June 30, 2016** for 10/12 month employees. Principals/Site Managers will verify the application and approve/deny the employees’ request. **All applications must be forwarded to the Staff Attendance Office no later than July 1, 2016 at 12:00 noon.** Applications denied by the Principal/Site Manager will be re-verified and confirmed by the Personnel Department.

If you have any questions or need special assistance,
Please contact:
**Mrs. Maria Gonzalez, Information Systems Manager
Human Resources/Personnel Department,
(973) 321-0748**

Applicants should retain a copy of their application before submitting the form. Once the request has received final review, you will either receive a payroll check in the amount due or the final copy of the denied application with an explanation of the reason for denial.

In the event of disagreements, the Joint Staff Attendance Incentive Committee will reconvene in order to recommend final disposition.

Please ensure that your complete home address is included and correct. All payroll checks will be mailed to your permanent home address. Mailing to alternative addresses will not be acceptable.

c: Ms. Eileen Shafer, Deputy Superintendent
Ms. Adrienne Esquilin, Acting Human Capital Officer
Mr. John McEntee, PEA President
Mr. Luis Rojas, Director of Labor Relations

Attendance Incentive Program
Eligible employees and Members of Paterson Education Association
Application for Reimbursement of Unused Sick and Personal Days
and the Perfect Attendance Stipend

In order to qualify for the sick day buy back incentive you must:

- A. Have completed three (3) years of active service by June 30, 2016.
 (30 months for 10 month employees)
 (36 months for 12 month employees)
- B. Have no more than three (3) absences during the 2015-2016 school year.
 (Excluding earned and approved vacations.)

1. Name: _____ 2. Social Security No.: XXX-XX-_____
3. Location: _____ 4. Home Phone No.: (____) _____
5. Permanent Home Address: _____

6. Your Position (Check One)
- Teacher (Certified Staff) _____ (10 months)
 - Secretary _____ (12 months)
 - Security Guard _____ (12 months)
 - Parent Coordinator _____ (10 months)
 - Instructional Assistant _____ (10 months)
 - Other (describe) _____
7. Have you completed three (3) years of active service as of June 30, 2016? _____ Yes _____ No
8. How many sick and/or personal days have you used (absences) during the 2015-2016 school year? _____
9. Are you eligible for the Perfect Attendance Stipend for the 2015-2016 school year? _____
- 10 First Semester _____ Second Semester _____
11. How many unused sick/personal days are you requesting for reimbursement? _____ (min 5...max 10)

 Signature of Employee _____
 Date

Approval by Site Manager/Principal: _____ Approved _____ Denied _____

(Site Manager/Principal Verifies items 1-7, 8-10, and 11) Explanation: _____

For Administrative Use Only

Employee No: _____ # _____ Approved Days x \$125.00= _____

Days Absent: _____ # _____ Approved Days x \$ 60.00= _____

Days Eligible: _____ \$250 stipend for 100 % Attendance = _____

First Semester _____ **Second Semester** _____

Processed by Supervisor of Staff Attendance: _____ Approved _____ Denied _____

Explanation: _____

Approved by Director of Human Resources: _____

PATERSON PUBLIC SCHOOLS

Department of Human Resources



90 Delaware Avenue
Paterson, New Jersey 07503
Office: (973) 321-0748
Fax: (973) 321-0478
Email: mgonzalez@paterson.k12.nj.us

Donnie W. Evans, Ed.D.
State District Superintendent

Maria Gonzalez
Information Systems Manager

TO: Eligible Employees for the Paterson's Administration Association
FROM: Maria Gonzalez
Information Systems Manager
RE: **Perfect Attendance Incentive**
DATE: May 16, 2016

As an incentive for improved attendance, the school district will pay a \$400.00 perfect attendance incentive.

Employees who desire to participate in this program must complete an application **with their Time Detail Report from Kronos and Character page from Edumet** and submit it to the Director of Human Resources. All applications must be forwarded to the Attendance office no later than **July 1, 2016**. Applications denied by the Director of Human Resources will be re-verified and confirmed by the Staff Attendance Office.

If you have any questions or need special assistance,
Please contact:
Mrs. Maria Gonzalez, Information Systems Manager
Human Resources/Personnel Department,
(973) 321-0748

Applicants should retain a copy of their application before submitting the form. Once the request has received final review, you will either receive a payroll check in the amount due or the final copy of the denied application with an explanation of the reason for denial.

In the event of disagreements, the Joint Staff Attendance Incentive Committee will reconvene in order to recommend final disposition.

Please ensure that your complete home address is included and correct. All payroll checks will be mailed to your permanent home address. Mailing to alternative addresses will not be acceptable.

c: Ms. Eileen Shafer, Deputy Superintendent
Ms. Adrienne Esquilin, Acting Human Capital Officer

Perfect Attendance Incentive Program Application
Paterson Administrator Association

In order to qualify you must:

A. Have zero (0) absences for the 2015-2016 school year in order to receive the annual payment of \$400.00

1. Name: _____ 2. Social Security No.: XXX-XX-_____
3. Location: _____ 4. Home Phone No.: (____) _____
5. Permanent Home Address: _____

6. Your Position _____
7. How many sick and /or personal days have you used (absences) during the 2014-2015 school year? _____

Signature of Employee

Date

Immediate Supervisor: _____ Approved _____ Denied _____

(Principal Verifies items #7) Explanation: _____

For Administrative Use Only

Processed by Supervisor of Staff Attendance: _____ Approved _____ Denied _____

Explanation: _____

Approved by Director of Human Resources: _____

PATERSON PUBLIC SCHOOLS

Department of Human Resources



90 Delaware Avenue
Paterson, New Jersey 07503
Office: (973) 321-0748
Fax: (973) 321-0478
Email: mgonzalez@paterson.k12.nj.us

Donnie W. Evans, Ed.D.
State District Superintendent

Maria Gonzalez
Information Systems Manager

TO: Members of Paterson Custodial and Maintenance Association
FROM: Maria Gonzalez
Information Systems Manager
RE: **Attendance Incentive Buy Back of Unused Sick Days.**
DATE: May 16, 2016

As an incentive for improved attendance, your contract (PCMA Contract Article XXXI) with The school district permits you to “buy back” unused sick and personal days. The ability to buy back unused days is traditionally reserved until retirement.

Employees eligible to received reimbursement for unused days must meet all three (3) of the following criteria

- a. Completed three (3) years of active service as of **June 30, 2016.**
- b. No absences during the 2015-2016 school year. (Exclusive of vacation, holidays and bereavement.)
- c. A minimum of twenty (20) accumulated days in your sick bank.

For 2015-2016, you may receive payment for a minimum of five (5) or maximum of ten (10) unused sick days at you per diem rate of pay. This is not a mandatory program but is optional for employees who meet the criteria. All unused sick and personal days will otherwise revert to your sick day bank at the end of the school year, as agreed to in the previous contract. Your annual tally of accumulated sick days will be adjusted by the number of days “bought back.”

- c: Mr. Steven Morlino, Interim Executive Director of Facilities
Ms. Eileen Shafer, Deputy Superintendent
Ms. Adrienne Esquilin, Acting Human Capital Officer
Mr. Eduardo Goenaga, PCEA President

Attendance Incentive Program
Eligible Employees and Members of Paterson Custodial
and Maintenance Association
Application for Reimbursement of Unused Sick and Personal Days

In order to qualify you must:

- A. Have completed three (3) years of active service by June 30, 2016.
- B. Have no absences during the 2015-2016 school year (exclusive of vacation, holidays, and bereavement.)
- C. Have a minimum of twenty (20) accumulated sick days.

1. Name: _____ 2. Social Security No.: XXX-XX-_____
 3. Location: _____ 4. Home Phone No.: (____) _____
 5. Permanent Home Address: _____

6. Your Position (Check One)

- Maintenance Worker _____ (12 months)
- Custodian _____ (12 months)
- Other (describe) _____

7. Have you completed three (3) years of active service as of June 30, 2016? _____ Yes _____ No

8. How many unused sick/personal days are you requesting for reimbursement? _____ (min 5....max 10)

 Signature of Employee

 Date

9. _____
 Custodians \$150.00 (First Semester) 7/1-12/31

 Custodians \$150.00 (Second Semester) 1/1-6/30

Approval by Site Manager/Principal: _____ Approved _____ Denied _____

(Site Manager/Principal Verifies items 1-8) Explanation: _____

For Administrative Use Only

Employee No: _____ # _____ Approved Days X per diem rate = _____

Days Absent: _____ Approved _____ Denied _____

Days Eligible: _____

Processed by Supervisor of Staff Attendance: _____

Explanation: _____

Approved by Director of Human

Resources: _____

Attendance Incentive Program
Eligible Employees for the Department of Food Services
Application for the Perfect Attendance Stipend
2015-2016 School Year

1. Name: _____ 2. Social Security No.: XXX-XX-_____
3. Location: _____ 4. Home Phone No.: (____) _____
5. Permanent Home Address: _____

6. Your Position _____
7. Are you eligible for the Perfect Attendance Stipend for the 2015-2016 school year? _____
8. First Semester _____ Second Semester _____
(September 1- January 31 for \$100.00) (February 1-June 30 for \$100.00)

Signature of Employee Date

Approval by Director of Food Services: _____ Approved _____ Denied _____
Signature

(Site Manager/Principal Verifies items 1-8) Explanation: _____

For Administrative Use Only

Employee No: _____

Days Absent: _____

Days Eligible: _____

First Semester _____ Second Semester _____

Processed by Supervisor of Staff Attendance: _____ Approved _____ Denied _____

Explanation: _____

Approved by Director of Human Resources: _____