

MEMORANDUM OF AGREEMENT

New Jersey Institute of Technology (“NJIT”) and the New Jersey Institute of Technology Professional Staff Association, Inc./AAUP (“PSA”), hereby agree to the following:

1. For the summer of 2023, and to the extent possible, Professional Staff members shall, for the period from May 22, 2023 through August 18, 2023 (the “Summer Work Period”), receive release from regular reporting each Friday as set by the department or division head. The department or division head will be instructed to give as much notice as possible, to the Professional Staff member, if there can be no release day on any given Friday. In such cases NJIT will make every reasonable effort to schedule an alternate day on which the affected employee will not have to report. It is understood that NJIT will continue to require essential services to be available on Fridays during the Summer Work Period, and this may require that some members with duties performing those services may be required to work at the discretion of the department or division head.

The regular hours of operation during the period when the Summer Schedule is in effect will be 8:30 a.m. to 5:00 p.m, four days per week. Mutually advantageous flex-time schedules can also be considered and may be implemented as well if agreed to by NJIT and the affected employee.

- a. During the holiday weeks of May 28-June 3, June 11-17 and July 2-8 only, members will report to work Tuesday, May 30 through Friday, June 2, Monday, June 12 through Thursday, June 15, and Monday, July 3, and Wednesday, July 5 through Friday, July 7, from 9:00 a.m. to 4:00 p.m. Any time taken during this period only will reduce leave banks by 7 hours per day.
2. It is understood that each department/division must remain open on Fridays during this period if, and to the extent that, they support essential services. Both the employee and the department or division head shall use their best efforts to reach a collaborative decision about who may be required to work on Fridays during the Summer Work hours. If no agreement is reached, the PSA employee with the least seniority in the department and/or division shall be required to work on Fridays, unless the efficacy of the university operations requires the presence of a more senior employee. The efficacy of university operations must be considered the first priority, and it is understood that, if only some members in a department or division are required to work on a Friday, to ensure that essential services are available, then the involuntary assignments contemplated herein shall be rotated to the extent possible.
3. Any issues arising from the implementation of the summer schedule as outlined above that cannot be resolved at the department or division level shall be referred to the Department of Human Resources for review by the parties hereto.


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- Professional Staff who utilize vacation or sick leave will have their leave banks charged with 8.75 hours per day during the Summer Work Period, except for full day vacation or sick days utilized during the weeks of May 28 through June 3, June 11 through June 17 or July 2 through July 8, which shall be charged as a 7 hour day. Any administrative days taken during the summer hours will also only be charged as a 7 hour day.
- This Memorandum of Agreement shall be without precedent, shall expire at midnight on August 18, 2023 and is not intended to provide an expected altered work schedule or additional day off in future years unless agreed to in writing by the parties.

This Agreement constitutes the entire agreement between the Parties concerning summer scheduling for 2023. This Agreement may not be modified except by a fully executed, written instrument, and any modification shall be limited to express terms identified as modified. In the event there is a discrepancy between this Agreement and the Collective Negotiations Agreement, this Agreement shall prevail.

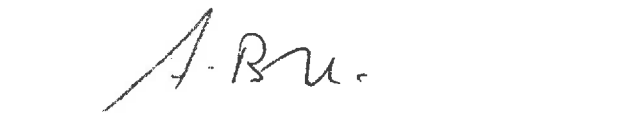
Executed this 21st of March 2023

For New Jersey Institute of Technology



Joseph R. Wilson
Interim Vice President, Human Resources

For PSA



Amitabha Bose
PSA President