

Memorandum of Agreement (MOA)

Between Montclair State University ("the University") and the Communication Workers of America, Local 1031 ("CWA") (collectively "the Parties") - Modified Work Schedule - Day after Thanksgiving and Winter Break 2023

WHEREAS, the University will be closed on the following five (5) non-holiday workdays: the one (1) day immediately following Thanksgiving (Friday 11/24/2023) and the four (4) non-holiday workdays between Christmas Day (observed Monday 12/25/2023) and New Year's Day 2024 (observed Monday 01/01/2024); and

WHEREAS, the four (4) non-holiday workdays between Christmas Day and New Year's Day 2024 are Tuesday 12/26/2023, Wednesday 12/27/2023, Thursday 12/28/2023, and Friday 12/29/2023 and shall be designated as the "Winter Break Schedule for 2023";

The Parties agree that:

1. In order to receive pay for the aforementioned five (5) non-holiday workdays, employees in the CWA bargaining unit assigned to a thirty-five (35) hour work week shall work the following modified holiday work schedule:

Holidays	Work Schedule	Lunch Period/Breaks
Columbus Day (Monday 10/09/2023)	8:15 AM – 4:30 PM	30-minute lunch period with no additional breaks
Election Day (Tuesday 11/07/2023)	8:15 AM – 4:30 PM	30-minute lunch period with no additional breaks
Veteran's Day Observed (Friday 11/10/2023)	8:15 AM – 4:30 PM	30-minute lunch period with no additional breaks

2. An employee in the CWA bargaining unit may opt to apply compensatory and/or leave time, but may not apply sick time, to cover the remaining hours when the University is closed during the Winter Break Schedule for 2023. If an employee does not have sufficient compensatory time and/or leave time to cover all of the non-holiday workdays within the Winter Break Schedule, they may elect to take those workdays as unpaid.
3. Permanent part-time CWA-covered employees with at least a 50%-time schedule who work on Columbus Day, Election Day, and/or Veteran's Day Observed will be credited with compensatory time at the rate of time and one half.
4. All other terms and conditions of the CWA/State Agreement shall remain in effect.

Victoria M. Cantrella

Victoria Cantrella
Montclair State University
Representative

9/15/2023
Date

Cristina Molinari

Cristina Molinari
CWA, Local 1031
Representative

9-15-2023
Date