

Report of Tentative Contract Agreement
Between
Communications Worker of America and La Casa de Don Pedro



The following is a summary of the tentative agreement reached between Communications Workers of America (CWA) Local 1037 and La Casa de Don Pedro (LCDP). The Bargaining Committee believes this agreement meets the goals established through the Bargaining Survey and recommends ratification of this agreement.

GENERAL

- Merging ECED and YFHS Contracts and MOA into one (1) consolidated Contract.
- All references to La Casa shall be replaced with LCDP.
- All references to Early Childhood Education Division (ECED) shall be replaced with Early Childhood Pillar (EC).
- All references to Youth, Family, and Health Services (YFHS) shall be replaced with Community Empowerment Pillar (CE).

ARTICLE 1 - UNION RECOGNITION

Pursuant to the National Labor Relations Board Certification of Election, the Employer hereby recognizes and acknowledges that the Union is the sole and exclusive bargaining agent for: All Full-Time and Regular Part-Time Non-Professional and Professional Employees employed by the Employer working in the City of Newark, New Jersey, excluding all Confidential Office Clerical Employees, Managerial Employees, Guards, and Supervisors as defined in the National Labor Relations Act within the following pillars as described below:

1. Early Childhood
 - i. Pre-K only
2. Community Empowerment

ARTICLE 4 – UNION VISITATION

Section 3. The Union will provide advanced notice at a minimum of 3 pm the day prior to the proposed visit, or earlier whenever possible, except in urgent situations. This notification will include the visit's date, time, and location.

Section 4. The Union will have the opportunity to meet with members of the bargaining unit during non-working hours, including but not limited to before the start of a shift, after working hours, and duty-free meal and break periods.

New Section 5. Any Union r

Representative visiting the worksite shall be accompanied by a staff member who has completed a comprehensive background clearance. Union representatives will meet with members in areas including but not limited to breakrooms, lunchrooms, parent rooms, or areas where childcare/education work is not actively being conducted to ensure that operations and active supervision of children are not disturbed during meetings.

ARTICLE 5 – SHOP STEWARDS

Section 3. The Union will be responsible for informing the employer of changes in Union Representative, Shop Stewards, and other contact information.

Section 4. It is the responsibility of the union to notify LCDP of the assigned shop stewards by way of the Designation of Shop Steward Letter.

ARTICLE 8 – RESPECT AND COOPERATION CLAUSE

Section 2. The Employer and Union agree that the work environment should be characterized by mutual respect for all individuals. Every employee has the right to be treated with dignity and respect and to work in a safe and healthy environment. Both parties agree to collaborate in addressing issues that may undermine a respectful, inclusive, and cooperative workplace, and to support training, education, and practices that uphold this standard

ARTICLE 10 – EQUAL OPPORTUNITY EMPLOYMENT

Section 1. It shall be the continuing obligation of the Employer, the Union, and employees to comply with all applicable non-discrimination laws, including laws prohibiting harassment. The provisions of this Agreement shall be applied by the Employer and the Union without regard to race, color, religion, sex, (including pregnancy, sexual orientation, or gender identity), national origin, age (40 or older), disability and genetic information (including family medical history).

Section 2. In addition, the provisions of this Agreement shall be applied by the Employer and the Union without regard to actual or perceived race, creed, color, national origin, ancestry, age, marital status or domestic partnership/civil union status, affectional or sexual orientation, genetic information, pregnancy or breastfeeding, sex, gender identity or expression, disability or atypical hereditary cellular or blood trait of any individual, or because of liability for service in the Armed Forces of the United States or the nationality of any individual, or because of the refusal to submit to a genetic test or make available the results of a genetic test to an employer, union status or any other classification protected by federal, state or local law.

Section 3. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Section 4. The Employer is dedicated to fostering an inclusive and respectful work environment. The Employer will take all necessary steps to ensure that the workplace is free from discrimination and harassment, and we will promptly address any concerns or complaints in accordance with the Collective Bargaining Agreement and the employer's policies and procedures.

ARTICLE 11 – ORIENTATION PERIOD

Section 1. The first ninety (90) days of employment of any new employee shall be known as the orientation period.

ARTICLE 12 – SENIORITY

Section 1. Seniority is calculated based on the total tenure of the employee with LCDP. Tenure is calculated in terms of years, months, and days of service. Employees hired after the effective date of this Agreement will have seniority as of their date of hire, if they pass their 90-day orientation period. Seniority shall not apply except as expressly set forth in this Agreement.

Section 2. The calculation for seniority will reset for employees with a lapse of service of over one year.

ARTICLE 13 – LAYOFFS

Section 3. An employee bumping into a lower rated position will be placed on the corresponding step in their new range level. Ex. An employee moving from Range 2, Step 15 will be placed in Range 1, Step 15.

Section 4. The Employer will provide the Union and affected employees with six (6) weeks' notice of layoff. In the event of unforeseen contract termination or loss of external funding

beyond the Employer's control, the Employer shall provide notice as soon as reasonably practicable.

ARTICLE 14 – GRIEVANCE AND ARBITRATION PROCEDURE

STEP 1:

- a. The employee and/or the Union steward shall present the grievance to the Human Resources Office and the parties will discuss the grievance and attempt to resolve it.
- b. In the case of discipline or discharge, the grievance must be presented within ten 10 working days of when either the Employee or the Union receives notice of the discipline or discharge, whichever is later.
- c. In the case of any other dispute, the grievance must be presented within twenty (20) working days of when either the employee or Union had knowledge of the matter, whichever is later.
- d. The Employer shall provide the employee and/or steward with a written response to the grievance within ten (10) working days of receipt or request a grievance meeting within ten (10) working days.
- e. If no response is provided within ten (10) working days, it shall act as a denial of the grievance and entitle the Union to proceed to Step 2.

Section 4. Both parties can mutually agree to extend the time limits under this Article to settle a grievance with written communication and confirmation from the other party. Any extension should not exceed 14 working days.

ARTICLE 15 – DISCIPLINE

Section 5. All challenges to discipline shall be processed through, and in accord with, the contractual grievance and arbitration procedure outlined in Section 14 of this agreement.

Section 7. Verbal Warnings that are more than three (3) years old shall not be used for progressive discipline. However, it shall remain in the employee's personnel file.

Section 8. The Employer, upon request, will make available to the Union information in its possession to which the Union is entitled to properly represent the employee. Management will provide the requested information within seven (7) calendar days from receipt of the request. Information to which the Union is entitled, includes, but is not limited to, all witness statements relevant to the charges, investigative reports, e-mails, letters, memorandums, prior disciplinary charges, policies and procedures, and other reports. The names of unit members will not be redacted from investigation reports.

ARTICLE 16 – WAGES

Section 1. All employees shall be paid on a bi-weekly basis. When a payday falls on a holiday, employees will be paid on the last working day before the holiday.

Section 2. The parties agree that employees, as of January 1, 2025, shall be placed in the following salary ranges by title:

Range I

~~21ST CCLC DATA COORD.~~

21ST CCLC DATA COORD./SR COUNSELOR

ADMINISTRATIVE ASSISTANT I

ASSISTANT COOK

ASSISTANT COOK/JANITOR

COUNSELOR (JR)

DRIVER

~~DV ADVOCATE~~ (Agreed 1/26/25)

FAMILY WORKER I (EC)

~~INSTRUCTOR AIDE~~

JANITOR

JANITOR/DRIVER

INTAKE SPECIALIST

RECEPTIONIST

SENIOR COUNSELOR

VOL. & COMM. PARTN. COORD (VCPC)

Range II

ADMINISTRATIVE ASSISTANT II

FAMILY WORKER II

INSTRUCTOR

Range III

SITE COORDINATOR I

HOUSING COUNSELOR

HOUSING COUNSELOR - HUD CERTIFIED

Range IV

FAMILY PARTNER (CE)

Range V

SITE COORDINATOR II

Range VII

CASE MANAGER/PREP COUNSELOR

Section 3.

~~The employer shall meet with the Union to address the salary range of any newly created title.~~ The Employer shall meet with the Union to address the salary range and union classification for any newly created position(s). The employer will submit a copy of the finalized job announcement to the Union.

Section 4.

When promoted, an employee shall be placed in the higher range at one step above the step corresponding to a salary equal to or higher than the employee's current salary. (No Changes)

Section 5.

Upon execution of this agreement, employees shall be placed on the range and step corresponding to their job title and as of July 1, 2025. The 2025 salaries shall be paid retroactive to July 1, 2025 or date of hire if hired after July 1, 2025.

Section 6.

Beginning July 1, 2026 and on each July 1st thereafter, employees shall move one step on that year's Salary Guide. Employees at step 20 as of July 1, 2026 shall have an off guide salary increase of 2% on July 1, 2026.

ARTICLE 17 – MEAL AND BREAK PERIODS

Section 5. Each teacher shall be scheduled for a minimum of 30 minutes of preparation time per week. No teacher will lose a preparation period in any given week except in an emergency, emergency drill, field trip, half-day session, professional development day, school closure, or absence. Teachers shall not be assigned to any other duties during their preparation period.

ARTICLE 18 – INCLEMENT WEATHER

Section 2. All employees are expected to make reasonable efforts to get to work. Employees unable to arrive for work on any day when facilities are open for students will be charged PTO time if applicable. If no PTO time is available or applicable, the nonexempt employee will not be paid for the day. All employees who are unable to report to work should notify their supervisor by telephone, text, or email an hour prior to the start of their work day. If traffic, transit, or weather-related circumstances or emergent conditions prevent advance notice, employees should notify their supervisor as soon as reasonably possible.

ARTICLE 19 – HOLIDAYS

Section 1. All employees with a regular shift schedule that includes work on the following holidays are entitled to paid holiday time as set forth herein. Holiday pay is computed according to the employee's regular rate of pay multiplied by the number of hours the employee would have been regularly scheduled to work on the day the holiday falls except as provided below.

Section 2. **Community Empowerment** employees shall have a minimum of fifteen (15) paid holidays (**thirteen (13) designated holidays that are below and two (2) floating holidays**).

- New Year's Day
- Martin Luther King, Jr., Day
- Presidents' Day
- Good Friday
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Indigenous People's Day
- Veterans' Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day

Should the Newark Public School District schedule more than fifteen (15) holidays for 12-month employees, employees shall receive those holidays as floating holidays which can be used during the winter recess. **Newark Public Schools administrative days are not considered holidays.** Employees shall receive the holiday schedule in January of each year.

Section 3. If a holiday falls during an employee's scheduled paid absence (e.g., PTO, PSL, time), the employee will receive holiday pay and the employee's leave balance will not be charged.

Section 4. An employee who works on a holiday will be paid at the premium rate (double time).

Section 5. Employees in Early Childhood will observe-administrative days and holidays as designated on the Newark Public Schools calendar for both 10-month and 12-month employees.

Section 6: The use of these floating holidays will be based on a first-come-first-serve basis, as requested on Paylocity or LCDP's current payroll and attendance system, and must be approved by management.

ARTICLE 20 – PAID TIME OFF

Section 1. All full-time employees will accrue paid time off (PTO) in accordance with the following accrual schedule:

- 10-month staff
 - 0-5 years 3 days per year 1.80 hrs. first payroll of the month
 - 6-9 years 4 days per year 2.40 hrs. first payroll of the month
 - 10+ years 5 days per year 3.00 hrs. first payroll of the month

- 12-month staff
 - 0-5 years 14 days per year 8.17 hrs. first payroll of the month (10 days carryover)
 - 6-9 years 19 days per year 11.08 hrs. first payroll of the month (15 days carryover)
 - 10+ years 24 days per year 14 hrs. first payroll of the month (20 days carryover)

Section 2. Only 12-month employees are entitled to carry over PTO time, as indicated in Section 1. PTO time is accrued at the beginning of each July 1.

Section 3. PTO may be applied to available FMLA leave at the discretion of the employee.

Section 4. PTO will accrue based on the tier in the first pay period after the employee's anniversary date. For example, an employee meets the 6-9 years eligibility requirement at the commencement of his or her 6th year of service.

Section 5. Where practical, an employee will provide 48 hours' notice and requests shall not be unreasonably denied. Denials of PTO requests shall be provided within 48 hours or the request shall be considered granted. In cases of non-emergency requests for days off exceeding 3 days, employees shall endeavor to provide as much notice as possible.

Section 6. PTO request disputes shall be reconciled on a first-come-first-serve basis, as requested on Paylocity or LCDP's current payroll and attendance system, and must be approved by management. Thereafter, PTO request disputes shall be reconciled by seniority. Agreed 08-20-25

Section 7. ~~For any~~ Summer Enrichment employees who does not request anytime off time during the summer months of July and August they will be provided with a stipend of \$2.00/hr for the summer days if they do not miss any workdays. To be eligible for the stipend, an employee using more than two PSL days must provide a doctor's note.

Section 9. Upon separation from LCDP, an employee shall be entitled to payment of any earned but not used PTO time.

New Section 10. PTO requests for the first and last week of school shall be considered restricted periods for School-based 10-months and 12-months employees. Special circumstances will be taken into consideration, these requests should be submitted to the VP of Programs and Managing Director.

ARTICLE 22 – BEREAVEMENT LEAVE

Section 2. "Immediate family" means an employee's spouse, domestic partner (see section 4 of P.L. 2003, c. 246), civil union partner, child, legal ward, grandchild, foster child, father, mother, legal guardian, grandfather, grandmother, brother, sister, father-in-law, mother-in-law, and other relatives residing in the employee's household or any other individual whose close association with the employee is the equivalent of a family relationship, such as a step-relative (N.J. Admin. Code § 4A:1-1.3). Replace and/or reference elsewhere in the contract.

Section 4. All bereavement requests must be accompanied by an obituary, formal announcement, or other reasonable proof.

ARTICLE 25 – MILITARY LEAVE

Section 2. Employees must provide the Employer with a copy of their order to serve **within three (3) days of receipt** and payment records from the service in order to be compensated.

ARTICLE 26 – MEDICAL LEAVE/FAMILY LEAVE

Section 9. New Jersey Family Leave

An Employee may be entitled to family leave under the New Jersey Family Leave Act (NJFLA). The NJFLA requires employers with thirty (30) or more employees worldwide to provide twelve (12) weeks of unpaid (or substituted paid) leave in a twenty-four (24) month period. The 24-month period shall be a rolling year that commences with the first day of leave taken. To be eligible, the employee must be employed for at least twelve (12) months and have worked at least one thousand (1000) hours during the twelve (12) month period immediately preceding the anticipated leave. Leave may be taken to care for a newborn, foster, or adopted child; to care for a child, parent, spouse, or other eligible family member with a serious health condition; to care for an eligible family member who has been isolated or quarantined because of suspected exposure to a communicable disease during a state of emergency; or to provide required child care or treatment for a child if their school or place of care is closed by order of a public official due to an epidemic of a communicable disease or other public health emergency during a state of emergency. Leave is not provided under the NJFLA for the illness of the employee. To the extent permitted by law, all accrued PTO and PSL time may be applied to any available NJFLA leave at the discretion of the Employee.

A parent means a person who is the biological parent, adoptive parent, foster parent, resource family parent, stepparent, parent-in-law or legal guardian, having a "parent-child relationship" with a child as defined by law, or having sole or joint legal or physical custody, care guardianship, or visitation with a child, or who became the parent of the child pursuant to a valid written agreement between the parent and a gestational carrier. Any leave granted to an eligible employee due to the serious health condition of an eligible family member may be taken consecutively or intermittently, depending on legitimate needs. Employees must provide prior notice and comply with requests for medical certification. Any leave granted due to birth or adoption of a child must begin within one-year of the birth or adoption.

ARTICLE 28 – REIMBURSEMENT FOR EXPENSES

Section 1 - The employer shall reimburse employees for reasonable expenses incurred for training or business that is approved in advance by the Employer. All travel outside the county requires prior written approval of the Managing Director. Receipts are required for all business and travel expenses.

ARTICLE 30 – 401K RETIREMENT PLAN

- a. An employee who does not wish to participate in the Plan may opt out of contributions to the Plan via the plan's online portal.
- b. The first ~~two~~ **four** percentage points (~~2%~~ **4%**) of salary invested by an employee in the 401K plan will be matched dollar for dollar by the Employer's matching contribution. Example: Employee contributes 1%, employer matches 1%.
- c.

Section 2. Safe Harbor Plan

LCDP participates in a Safe Harbor 401(k) Plan that meets certain IRS requirements. Specifically, safe harbor plans ensure that the employer's contributions are 100% vested from day one. This gives employees full access to their contributions and matching funds, even if they leave the company before retirement.

ARTICLE 31 – PERSONNEL FILES - No Change ARTICLE 32 – DRESS CODE

Section 1. The purpose of this policy is to establish a dress code that ensures a professional, inclusive, and safe working environment for all employees. The policy is designed to reflect the company's values and foster a respectful, comfortable atmosphere for everyone. All employees are expected to adhere to the dress code, with specific exceptions as directed by management for special activities or events.

Section 2. Employees are expected to wear modern business attire during regular working hours. Clothing should be professional, neat, clean, and well-maintained. Examples of acceptable attire include:

- Uniforms: LCDP logo-branded apparel as part of company branding initiatives or operational needs.
- Tops: Button-down shirts, blouses, polo shirts, blazers, sweaters, and professional tops.
- Bottoms: Dress slacks, skirts, dresses, khakis, or tailored pants.
- Footwear: Professional shoes, including flats, loafers, or dress shoes, casual slip-on or tie shoes, and clean athletic shoes. Construction footwear may be worn by appropriate titles, e.g., janitorial staff.
- Head Garments: Head coverings including but not limited to religious head coverings (i.e., hijabs, kippahs, and turbans), medical head coverings, or other headwear as part of cultural expression as recognized by federal, state, and local laws and regulations.

- Accessories: Belts, ties, scarves, and jewelry should be modest and professional.

Employees should avoid wearing overly casual clothing, such as:

- Inappropriate Clothing and Head Garments:
- Sweatpants, leggings (unless paired with an appropriate top or dress), and shorts.
- Tank tops, crop tops, or clothing with offensive or inappropriate images/text.
- Ripped, torn, or excessively distressed clothing.
- Flip-flops, slippers, or sneakers that are not part of business attire.
- Durags, bandanas, or other similar items that do not align with a professional work environment.

Section 3. Employees working in childcare or early education settings may have additional dress code requirements in accordance with the Department of Children and Families Office of Licensing – Child Care Center Manual. Dress code guidelines include, but are not limited to:

Safety First: Clothing must not pose any safety hazards to children. For example, avoid wearing jewelry, scarves, or loose items that could be grabbed or cause accidents.

- Closed-Toe Shoes: Shoes should be practical, comfortable, and closed-toe to ensure safety during physical activities and when interacting with children.
- No Loose Fabrics: Avoid overly baggy clothing that may interfere with activities or present tripping hazards.

Section 4: Exceptions to the dress code are as follows:

- Casual Days: On certain days, employees may be permitted to wear more casual attire (e.g., jeans, casual tops), provided they still maintain a neat and professional appearance.
- Special Activities: During team-building events, community outreach, or other special occasions, management may provide guidelines for attire that suits the activity's nature.

Section 5. Employees have the right under the National Labor Relations Act to wear union buttons and hats, T-shirts and sweatshirts with union insignia that might not otherwise conform with the dress code requirements of the above sections except where doing so would jeopardize child safety.

Note: Employees in need of a religious accommodation regarding any aspect of the dress code policy are required to submit a formal request to the HR Office. Management will address any clothing deemed inappropriate or unprofessional on an individual basis.

ARTICLE 33 – RELATIVES

Section 1. There shall be no prohibition against a relative of an employee being employed by LCDP, except that a relative shall not be in the same ~~division~~ **worksite** as the employee. No employee may be assigned to a position where they would directly or indirectly report to a related employee.

Section 2. To maintain a professional and unbiased educational environment, it is essential that teachers and assistant teachers are not related to each other within the same classroom. Additionally, they should not be responsible for supervising children to whom they are related. This policy helps ensure fairness, objectivity, and the avoidance of any potential conflicts of interest.

ARTICLE 34 – HEALTH AND SAFETY

Section 3. Employees shall cooperate fully in providing all relevant information concerning health and safety problems. Employees shall immediately report any work place health or safety problem to the Managing Director and/or Director of Human Resources. The Managing Director and/or Director of Human Resources shall record all complaints and forward them to the appropriate authority within 24 hours. The Employer will promptly investigate any report of a health or safety problem, determine the validity of same, and take prompt remedial action where appropriate. Employees will not be required to work in conditions where work in such conditions would not be permitted under governing health and safety laws.

Section 4. Employees shall immediately report any on-the-job injury to their immediate supervisor, who will notify Human Resources Representative. The Employer shall take appropriate action to ensure that employees who suffer injury on-the-job are provided with appropriate medical attention. The level of attention will depend on the nature of the injury. If the employee is not fit to drive, the Employer shall provide transportation to the Employer - designated medical provider. In the event of a severe injury requiring emergency hospital care, use of an ambulance will be authorized by the Employer.

ARTICLE 35 – SCHOOL YEAR PLACEMENTS AND REASSIGNMENTS - NEW

Section 1. School Year Placement

A school year placement is the assignment of an employee to a job site within their job classification before the start of the school year. School year placements will be based on workers' qualifications and documented performance subject to operational need.

Section 2. Reassignment

A reassignment is a type of school year placement that involves the movement of an employee from one job site to another job site within their job classification before the start of the school year. Any special hardships will be given due consideration.

Section 3. The Employer will make a good faith effort to notify personnel of their site placement by August 1st of the new school year. However, school year placements are not guaranteed until the first day of school.

Section 4. At the beginning of the school year, the Employer will provide each employee with a final placement letter detailing their compensation, position, and site location.

Agreed 04/10/25

Section 5. Absent an emergency, the Employer will give seven (7) workdays' notice before a reassignment takes effect.

Section 6. Upon a reassignment, all accrued PTO and PSL time balances shall be transferred with the employee.

Section 7. Employees must promptly provide the Employer with any new credentials as soon as they are obtained. The Employer will then submit these credentials to the school district to determine the salary for the new school year. Any certifications or degrees attained after the start of the school year are not guaranteed to result in a new salary determination by the school district

ARTICLE 36 – TRANSFERS

Section 1. No bargaining unit employee shall be transferred to a work site other than the Employer's 202-216 First Street, 75 Park Avenue, 23 Broadway and 39 Broadway, and 282 First Avenue Newark, New Jersey facilities without Union permission.

Section 2. A transfer is the movement of an employee from one job site to another job site within their job classification that occurs after the first day of the new school year and will be based on workers' qualifications and documented performance.

Section 3. A transfer is temporary when it is for less than thirty days and will require a 48-hour notification. Voluntary transfers and involuntary transfers for more than thirty days will require five (5) working days notice.

New Section 4. Where qualifications and documented performance are substantially equal, overall agency seniority shall govern transfers.

New Section 5. Employees who are approved or denied a transfer shall be provided with an explanation in writing upon request and a copy sent to the Union.

New Section 6. Upon all transfers, all accrued PTO and PSL time balances shall be transferred with the employee.

ARTICLE 37 – PROMOTION

Move from ARTICLE 16 WAGES, Section 4 (MOA)

Section 1. Promotions will be based on workers' qualifications and documented performance. Where qualifications and documented performance are substantially equal, overall agency seniority shall govern. Employees with seniority ~~Senior employees~~ denied a promotion shall be provided with an explanation upon request with a copy to the union.

Section 2. Upon a promotion, all accrued PTO and PSL time balances shall be transferred with the employee.

ARTICLE 38 – JOB ANNOUNCEMENTS - New

To provide promotional opportunities for employees within the agency, all vacant positions shall be posted internally for a minimum of seven (7) work days at every site.

ARTICLE 39 – STAFFING RATIOS - New

Section 1. Class size shall not be greater than fifteen (15) children with one certified teacher and one appropriately qualified teacher assistant, pursuant to N.J.A.C. 6A:13A-4.3.

ARTICLE 40 – FUNDING CONTINGENCIES - New

In the event of funding cuts exceeding 10% to any contractual or funding levels, LCDP and CWA agree to convene to discuss potential reductions in workforce, adjustments to employee benefit premiums, furloughs, and other cost-saving measures.

ARTICLE 41 – Standards of Conduct - New

Section 1: LCDP requires that all staff adhere to the established Standards of Conduct, which are designed to promote a professional and ethical work environment.

Section 2: Early Childhood covered members are additionally subject to National Association for the Education of Young Children standards which ensure consistency with program operations.

ARTICLE 44 – DURATION

Section 1. This Agreement shall be deemed to take effect as of January 1, **2025** and continue until **June 30, 2028** and from year to year thereafter, unless written notice of termination shall be given by either party to the other at least sixty (60) days prior to the expiration date, or of any annual renewal date thereof.