

RESOLUTION PROVIDING SALARY AND FRINGE BENEFITS
CENTRAL OFFICE PERSONNEL
(12 MONTH EMPLOYEES)

Assistant Board Secretary
Supervisor of Buildings and Grounds
Assistant Supervisor of Buildings and Grounds
Facilities Coordinator
Director of Human Resources
Director of Special Services
Director of Information Technology
Supervisor of Transportation
Supervisor of Security – ten (10) month employee
Assistant Supervisor of Transportation
Driver/Dispatcher
Confidential Administrative Assistants
Bookkeeper
Information Technology Manager
Information Technology Engineer
Network Engineer
Information Technology Technician
Assistant Information Technology Technician
Part-Time Staff Accountant

July 1, 2014 – June 30, 2015

VACATIONS:

- A. Recognizing that vacation periods which are granted to Central Office Personnel as part of their employment are important to their health and well being, the Board desires that such persons use the vacation time each year it is granted, as listed, excluding Confidential Administrative Assistants, Assistant Information Techs, Bookkeeper, Facilities Coordinator, Part-time Staff Accountant and Driver/Dispatcher :
1. One (1) to ten (10) years of continual service with the Union Township Board of Education – Twenty (20) working days.
 2. Eleven (11) years or more of continual service with the Union Township Board of Education – Twenty-five (25) working days.

Confidential Administrative Assistants, Assistant Information Techs, Bookkeeper, Facilities Coordinator, Part-time Staff Accountant, Asst Supervisor of Buildings and Grounds and Driver/Dispatcher shall receive an annual vacation in accordance with the following schedule:

1. A Confidential Administrative Assistant, Assistant Information Tech, Bookkeeper, Facilities Coordinator, Part-time Staff Accountant, Assistant Supervisor of Buildings and Grounds and Driver/Dispatcher having worked for the Board for a continuous period of no more than one (1) year, as of June 30th of any school year, shall receive a vacation with pay at the regular rate: one (1) working day for each month of continuous service, exclusive of the first two (2) months of service.
 2. One (1) year to less than six (6) years, ten (10) working days.
 3. Six (6) years to less than twelve (12) years, fifteen (15) working days.
 4. Twelve (12) years to less than eighteen (18) years, twenty (20) working days.
 5. Eighteen (18) years or more, twenty-five (25) working days.
- B. The policy of the board requires Central Office Personnel to take the vacation time in the year after it is earned and in which it is specifically required, and the Board approves. Upon approval of the Superintendent, a maximum of ten (10) unused accrued vacation days may be carried for a period of six (6) months into the following year. Failure to use said accrued ten (10) days, within the six (6) month period shall cause the unused vacation days to be forfeited.

- C. If any active employee deceases but is otherwise eligible for vacation pay under the terms and conditions of this policy, payment shall be made to the estate of the employee.
- D. Scheduling of vacation time will be approved by the Superintendent or his designee, and/or Board approval, where applicable.
- E. All vacation days, used or unused, sick days and personal days available, and used, shall be noted on the personnel record of each Central Office Employee.

SICK DAYS

- A. All Central Office Personnel who are steadily employed by the board shall be allowed sick leave with full pay for twelve (12) workdays in any school year.
- B. Supervisor of Security is a (10) ten month position and shall be allowed sick leave with full pay for ten (10) workdays in any school year.
- C. Unused sick days shall accumulate from year to year and may be used for sick leave purposes in subsequent years.

PERSONAL DAYS

- A. For absence of six (6) days in each school year, for business or personal reasons, no deduction in salary shall be made, provided the employee files notice with the Superintendent.
- B. The Supervisor of Security shall be afforded five (5) days in each school year, for business or personal reasons, no deduction in salary shall be made, provided the employee files notice with the Superintendent.
- C. Unused personal days in any one school year shall be credited to the employee's accumulated sick time.

ACCUMULATED SICK/PERSONAL DAYS AT RETIREMENT

- A. Pursuant to N.J.S.A. 18A:30-3.5 et seq., employees who were covered under this agreement shall receive, upon retirement or resignation in good standing [upon termination of employment] the following compensation:

Director of Special Services – \$115/day capped at 325 days
Director of Human Resources - \$115/day capped at 325 days
Director of Information Technology - \$115/day capped at 325 days
Supervisor of Bldgs and Grounds - \$115/day capped at 325 days
Asst Board Secretary - \$115/day capped at 325 days
Supervisor of Security - \$115/day capped at 325 days
Asst Super. of Buildings and Grounds - \$85/day capped at 325 days
Facilities Coordinator - \$85/day capped at 325 days
Human Resources Manager \$85/day capped at 325 days
Information Technology Manager - \$85/day capped at 325 days
Supervisor of Transportation - \$85/day capped at 325 days
Assist. Supervisor of Transportation - \$85/day capped at 325 days
Information Technology Engineer - \$85/day capped at 325 days
Network Engineer - \$85/day capped at 325 days
Information Technology Technician - \$85/day capped at 325 days
Asst. Information Technology Tech - \$85/day capped at 325 days
Confidential Administrative Assistant - \$85/day capped at 325 days
Bookkeeper - \$85/day capped at 325 days
Driver/Dispatcher - \$85/day capped at 325 days
Part-time Staff Accountant - \$85/day capped at 325 days

- B. At the time of retirement, employees shall apply to the Secretary of the Board for payment for accumulated sick leave in accordance with the above listed schedule.
- C. If any active employee decreases but is otherwise eligible for terminal pay on basis of accumulated sick/personal days under the terms of this Resolution, payment shall be made to the estate of the employee.

HEALTH INSURANCE

- A. All Central Office employees covered by this Resolution shall be entitled to a health insurance plan including hospital, medical, surgical, major medical and dental including full family coverage as provided by the Board. It being understood that changes in insurance carriers occur from

time to time, coverage will be substantially similar to existing coverage, except as imposed by legislative act. Employees shall contribute to the cost of health coverage as per P.L. 2011, c. 78, as amended.

PERSONAL AUTOMOBILE USE

All employees covered by this resolution shall be required to use their personal automobiles for Board of Education business, as needed or as directed, at the employees' own cost and expense. Employees shall be responsible to pay for all ordinary out-of-pocket expenses associated with the use of their personal automobiles for Board of Education business.

BOARD MEETINGS

It is understood that the following individuals will attend all regularly scheduled board meetings and special meetings at the request of the Superintendent:

Director of Special Services
Supervisor of Buildings and Grounds
Director of Human Resources
Director of Information Technology

ABSENCE DUE TO DEATH IN FAMILY

In each school year, a Central Office employee may be granted up to five (5) days absence out of seven (7) consecutive days for each death in the immediate family, or because of death in the immediate family of spouse, without loss of salary. These days are not accumulated from year to years. The term "immediate" means: wife, husband, grandchild, parent, child, grandparent, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law and others who are permanent members of the employee's household.

<u>Employee Name</u>	<u>Job Title</u>	<u>2013-2014</u>	<u>2014-2015</u>
N. Ardito	Supervisor of Security	\$ 63,680	\$ 64,954
G. Benaquista	Director of Human Resources		\$ 130,000
J. Bubnowski	Confidential Adm. Asst.	\$ 66,590	\$ 67,922
G. Calderone	Supervisor of Transportation	\$ 91,800	\$ 93,636
A. Cirella	Facilities Coordinator		\$ 65,000
K. Conti	Director of Special Services	\$ 137,799	\$ 140,555
P. Ditri	Confidential Adm. Asst.	\$ 71,770	\$ 73,205
A. Hart	Director of Information Tech.	\$ 132,600	\$ 135,252
C. Kruppa	Part-Time Staff Accountant		\$ 52,000 (prorated)
B. Loessel	Asst. Super. Buildings/Grounds	\$ 85,000	\$ 85,000
A. Lombardi	Confidential Adm. Asst.	\$ 68,570	\$ 69,941
F. Manochio	Asst. Board Secretary	\$ 83,240	\$ 84,905
A. Marsillo	Asst. Super. of Transportation	\$ 74,970	\$ 81,569
A. Melchionna	Part-Time Staff Accountant		\$ 52,000 (prorated)
J. O'Brien	Bookkeeper	\$ 53,025	\$ 54,086
C. Ordonez	Asst. IT Technician	\$ 37,600	\$ 38,352
J. Peins	Network Engineer	\$ 83,440	\$ 85,109
L. Pisciotta	Confidential Adm. Asst.	\$ 66,590	\$ 67,922
K. Polinger	Confidential Adm. Asst.	\$ 67,530	\$ 68,881
D. Restivo	Information Tech. Manager	\$ 83,440	\$ 85,109
R. Sienkielewski	Information Tech. Engineer	\$ 74,630	\$ 76,123
J. Tomas	Asst. IT Technician	\$ 35,590	\$ 36,302
J. Vicidomini	Confidential Adm. Asst.	\$ 66,590	\$ 67,922
D. Wagner	Driver/Dispatcher	\$ 26.00/hour	\$ 26.52/hour
T. Wiggins	Super. Buildings/Grounds	\$ 109,250	\$ 111,435
S. Wolfstein	Asst. IT Technician	\$ 35,590	\$ 36,302