

RESOLUTION PROVIDING SALARY AND FRINGE BENEFITS
CENTRAL OFFICE PERSONNEL
(11 and 12 MONTH EMPLOYEES)
July 1, 2021-June 30, 2022

Director of Curriculum Instruction, and Assessment of S.T.E.M.

Director of Curriculum Instruction, and Assessment of HUMANITIES

Director of Early Childhood Education*

Director of Instruction and Funded Programs

Director of Instructional Technology

Director of Information Technology & Operations

Director of Personnel

Director of Special Services

Director of Special Projects

Manager of Maintenance and Grounds

Facilities Coordinator

Manager of Transportation

Assistant Manager of Transportation

Manager of Security (Eleven-Month Employee)

Executive Administrative Assistant

Confidential Administrative Assistant

Administrative Assistant

Full-Time Staff Accountant

Part-Time Staff Accountant

Bookkeeper

District Network Manager

Network Engineer

Information Technology Engineer

Assistant Information Technology Technician

Information Technology Support Specialist

Technology Department Office Assistant

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. The following staff will receive vacation according to the details below: Manager(s), Directors(s), and Executive Administrative Assistant(s).
- B. After the completion of one year or more of continual service with the Township of Union Board of Education—Twenty-five (25) working days.

All other Central Office Personnel including Assistant Manager(s), Confidential Administrative Assistant(s), Administrative Assistant(s), Full-Time and Part-Time Staff Accountant(s), Bookkeeper(s), District Network Manager, Network Engineer(s), Information Technology Engineer(s), Information Technology Support Specialist(s), Assistant Technology Engineer(s), Technology Department Office Assistant and Facilities Coordinator adhere to the vacation list below.

*District Manager of Security adheres to an eleven (11) month schedule, follows a 10-month employee schedule during the school year and a schedule as determined by the Superintendent or his designee during the eleventh month, with no additional vacation time provided.

- After the completion of one (1) year and a day up to ten (10) years, (15) working days.
 - Ten (10) years and a day or more, twenty-five (25) working days.
- C. 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. 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. The Superintendent reserves the right to approve more than (10) vacation days to be carried over on a case-by-case basis if vacation time was not able to be utilized due to departmental needs.
- D. If any active employee deceases, but is otherwise eligible for vacation pay under the terms of this policy, payment shall be made to the estate of the employee.
- E. Scheduling of vacation time will be approved by the Superintendent or his designee, and/or Board approval, where applicable.
- F. All vacation days, used or unused, sick days and personal days available, and used, shall be noted with the personnel record system 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) work days in any school year.
- B. Manager of Security is an eleven (11) month position and shall be allowed sick leave with full pay for eleven (11) 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 or his designee.
- B. The Manager 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 or his designee.
- 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:
 - All Directors -- \$115 per day.
 - All Managers -- \$115 per day.
 - Assistant Managers -- \$85 per day
 - *District Network Manager, Information Technology Engineer, Network Engineer, Assistant Information Technology Technician, Technology Department Office Assistant, Information Technology Support Specialist --\$85 per day
 - Executive Administrative Assistant(s), Confidential Administrative Assistant(s), Administrative Assistant(s), Bookkeeper(s), Facilities Coordinator, Full-Time Staff Account --\$85 per day
 - Part-Time Staff Accountant -- \$42.50 per day capped at \$15,000.

*Subject to possible review of title.

- B. At the time of retirement, employees shall apply to the Business Administrator for payment for accumulated sick leave in accordance with the above listed schedule.
- C. If any active employee deceases, but is otherwise eligible for terminal pay on the 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.** Effective November 1, 2018 or as soon thereafter as is reasonably possible, the co-pay for medical insurance shall be decreased to \$15.00. All new hires shall be eligible for Direct 15, EPO and Omnia Plans. It is understood that changes in insurance carriers occur from time to time, coverage will be substantially similar to existing coverage. Employees shall contribute to the cost of health coverage as per P.L. 2011, c.78, as amended.
- B.** All new employees hired on or after July 1, 2020, will have the option to enroll in the New Jersey Educators Health Plan (NJEHP) or waive coverage. Employees shall contribute to the cost of health coverage as per P.L. 2020, Chapter 44 (S2273/A20)
- C.** All new employees hired on or after July 1, 2021, will have the option to enroll in the Garden State Health Plan (GSHP) or waive coverage. Employees shall contribute to the cost of health coverage as per P.L. 2020, Chapter 44 (S2273/A20)

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(s)
- Manager(s)

Salary Increase:

2021-2022 3% Increase

* Director of Early Childhood Education is based on the annual Early Childhood Grant with the approval of the Superintendent or his designee.

Tuition Reimbursement

Central Office employees, under this contract, may request reimbursement for courses taken relevant to their current position or to benefit district needs (at the directive of the Superintendent or his designee), at an accredited college or university. Courses must be pre-approved by the superintendent or his designee prior to the start of the courses.

Absence Due to Death in Family

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