

**RESOLUTION PROVIDING SALARY AND FRINGE BENEFITS
CENTRAL OFFICE PERSONNEL
(11 and 12 MONTH EMPLOYEES)
July 1, 2019-June 30, 2020**

Supervisor of Maintenance and Grounds

Director of Special Services

Director of Special Projects

Director Information Technology & Operations

Supervisor of Transportation

Assistant Supervisor of Transportation

Director of Security (Eleven-Month Employee)

Director of Grant and Funded Programs

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

Technology Department Office Assistant

Personnel Manager/Public Relations Coordinator

Assistant Director of Instructional Technology

Assistant School Business Administrator

Receptionist/ Public Relations Coordinator

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: Supervisor of Maintenance and Grounds, Director of Special Services, Director of Special Projects, Supervisor of Transportation, Executive Administrative Assistants, Director of Technology & Operations, Personnel Manager/Public Relations Coordinator and Assistant Director of Instructional Technology.

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 Supervisor Maintenance and Grounds, Assistant Supervisor of Transportation, Confidential Administrative Assistants, Administrative Assistants, Full-Time and Part-Time Staff Accountant, Bookkeeper, District Network Manager, Network Engineer, Information Technology Engineer, Assistant Technology Engineer, Technology Department Office Assistant and Facilities Coordinator adhere to the vacation list below.

*District Director 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 during the eleventh month, with no additional vacation time provided.

- After the completion of one (1) year and a day to up to five (5) years, ten (10) working days.
 - (5) years and a day to up to ten (10) years, twenty (20) working days.
 - Ten (10) years and a day 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. 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.
- C. 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.
- 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) work days in any school year.

- B. Director 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.
- B. The Director 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 per day.
 - Director of Special Projects - \$115 per day.
 - Supervisor of Maintenance and Grounds - \$115 per day.
 - Director of Security --\$115 per day capped at 60 days.
 - Thereafter, all days capped at \$85 per day. Total combined cap at \$15,000.
 - Supervisor of Transportation - \$85 per day.
 - Assistant Supervisor of Transportation -- \$85 per day capped at \$15,000.
 - Assistant Supervisor of Maintenance and Grounds --\$85 per day capped at \$15,000.
 - *District Network Manager --\$85 per day capped at \$15,000.
 - *Information Technology Engineer -- \$85 per day capped at \$15,000.
 - *Network Engineer -- \$85 per day capped at \$15,000.
 - *Assistant Information Technology Technician --\$85 per day capped at \$15,000.
 - Executive Administrative Assistant --\$85 per day capped at \$15,000.
 - Confidential Administrative Assistant --\$85 per day capped at \$15,000.
 - Technology Department Office Assistant - \$85 per day capped at \$15,000.
 - Administrative Assistant -- \$85 per day capped at \$15,000.
 - Bookkeeper -- \$85 per day capped at \$15,000.
 - Director of Information Technology & Operations- \$115 per day capped at \$15,000.
 - Personnel Manager/ Public Relations Coordinator -- \$85 per day capped at \$15,000.

- Assistant Director of Instructional Technology -- \$85 per day capped at \$15,000.
- Facilities Coordinator -- \$85 per day capped at \$15,000.
- Full-Time Staff Account -- \$85 per day capped at \$15,000.
- 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 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. They shall have the option of Direct 20 and POS if they pay the difference. It being 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.

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 Building and Grounds
- Director of Special Projects
- District Director, Information Technology & Operations
- Director of Grant and Funded Programs

Tuition Reimbursement

Central Office Employees, under this contract, may request reimbursement for courses taken at an accredited college or university. Courses must be preapproved by the superintendent prior to the start of the semester.

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 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.