

**RESOLUTION PROVIDING SALARY AND FRINGE BENEFITS
CENTRAL OFFICE CONFIDENTIAL PERSONNEL
11- MONTH and 12-MONTH EMPLOYEES
July 1, 2024- June 30, 2028**

Chief Information and Technology Officer (CITO): John Sousa

Custodial Supervisor: TBD

Communications Specialist/Webmaster: TBD

Director of Curriculum Instruction and Assessment of S.T.E.M.: Jeremy Cohen

Director of Curriculum Instruction and Assessment of HUMANITIES: Randi Hutchinson

Director of Early Childhood Education*: Lauren Walker

Director of Instruction and Funded Programs: Isabella Scocozza

Director of Instructional Technology*: Craig Wojcik

Director of Personnel: Vincent Rettino

Director of Special Projects*: Ann Hart

Director of Special Services: Kim Conti

Manager of Buildings & Grounds: Anthony Cirella

Manager of Transportation: Tracey Kessock

Manager of Security (Eleven-Month Employee): Bill Spekhardt

Executive Administrative Assistant: Diane Cappiello, Bernadette Watson

Confidential Administrative Assistant: Margaret Alago, Elizabeth Esposito, Suan Lam, Marisol Martinez,
Lynn Pisciotta, Luisa Jerez Cabrera

Administrative Assistant: Donna Carlin, Virginia Frain, Donna Hubbard, Tori Kruse, Maria Malang,
Sheryl Wolkstein

Full-Time Staff Accountants: Constance Krupa, Fernanda Manochio

Part-Time Staff Accountant: Antonella Melchionna

Bookkeeper: Jane Kalisch

Associate Director of Technology: Donna Restivo

IT Network Engineer: Jeffrey Peins

Information Technology Engineer: Eliseo Cruz

Assistant Information Technology Technician: Constanza Ordonez

Information Technology Support Specialist: Tre Pee, Marixa Perez

Food Service Coordinator: Laura DiGeso

Manager of Mental Health: Duteche Aine

Mental Health Clinician: Patricia Bridges

Mental Health Clinician: Yemisi Abiona

Mental Health Clinician: Caroline Arreaga

Part-Time Preschool Fiscal Specialist: Nancy Agnis

Personnel Specialist: Quinay Taggart

ARTICLE I EMPLOYMENT

The Board hereby agrees to employ the recognized employees as part of the Central Office agreement effective July 1, 2024, through June 30, 2028.

ARTICLE II EMPLOYEE HOURS

- A. Each employee shall record daily arrival and departure in the appropriate column for each employee's sign-in and sign-out roster unless otherwise authorized. Any employee arriving late shall record the actual time of his/her arrival on the sign-in roster.
- B. Employees may leave the building during their scheduled duty-free lunch periods on the condition that they give notice of their intention to do so, noting by signature, departure, and re-entering times on forms prepared and supplied by the Board.
- C. The workday shall consist of not more than eight (8) hours, including a one (1) hour duty-free lunch period.
- D. The workday should start at 8:00 a.m. and end at 4:00 p.m. unless otherwise approved by the Superintendent or his/her designee.
- E. ALL employees covered by this agreement shall start at 8:00 a.m. on early dismissal days unless otherwise approved by the Superintendent or designee.
- F. Eleven-month employees shall work 220 days.
- G. Twelve-month employees shall work 240 days.

ARTICLE III DUTIES

In consideration of the employment and salary benefits established herein, the Central Office employees hereby agree to the following:

- A. To faithfully perform the duties in accordance with the Laws of the State of New Jersey, Rules and Regulations adopted by the State Board of Education, existing Board policies, and those which are adopted by the Board from time to time. The specific job description adopted by the Board is applicable to the position.

ARTICLE IV VACATION, SICK, & PERSONAL DAYS

Vacation Days

- Recognizing that vacation periods 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).
 - After completing one year or more of continuous service with the Township of Union Board of Education, twenty-five (25) working days.
- All other Central Office Personnel adhere to the vacation list below:
 - When an employee is hired after July 1st, the number of vacation days issued will be one (1) vacation day per month until June 30th.
 - After the completion of one (1) year and a day up to ten (10) years, fifteen (15) vacation days.
 - Ten (10) years and a day or more, twenty-five (25) vacation days.
 - If an employee's employment anniversary is prior to July 1st of the year that the employee has ten (10) years of employment, the employee will not receive the additional vacation days until July 1st of the year the employee has reached ten (10) years of service.
- District Manager of Security adheres to an eleven (11) month schedule, follows a 11-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.
- The policy of the Board requires Central Office personnel to take 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 over 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 could not be utilized due to departmental needs.
- If any active employee deceases, but is otherwise eligible for vacation pay under the terms of this policy, payment shall be made to the employee's estate.
- Scheduling of vacation time will be approved by the Superintendent or his designee, and/or Board approval, where applicable.
- 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 twelve (12) sick days 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 eleven (11) sick days with full pay for eleven (11) workdays in any school year.
- C. Unused sick days shall accumulate yearly and may be used for sick leave purposes in subsequent years.
- D. For any Central Office personnel who remains on the job four (4) hours after the start of the business day and then leaves the office because of illness, credit for a full day's attendance will be given. Conversely, if the employee leaves for illness before such time, credit is not given for that day. Prior approval needs to be with the Superintendent or his designee.

Personal Days

- A. All full-time 12-Month Central Office Employees recognized in this agreement shall be afforded six (6) Personal 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, and 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.

Leave Time

- All leave time shall be taken and deducted in full or half days.

Contractual Days Off

- Employees shall be entitled to days off recognized in the twelve-month central office calendar.

Accumulated Unused Sick Days and Vacation Days at the Time of Retirement

- A. Pursuant to N.J.S.A. 18A:30-3.5 et seq., employees who were covered under this agreement with twenty (20) or more years of employment within the Township of Union School District shall receive, upon retirement in good standing, the following compensation:
 - All Directors & CITO -- \$125 per day for up to \$15,000 for accrued sick days
 - All Managers -- \$115 per day for up to \$15,000 for accrued sick days
 - All other employees recognized by this agreement shall receive \$85 per day for up to \$15,000 for accrued sick days:
 - For new hires after September 1, 2016, Central Office Employees with twenty (20) or more years of employment within the district shall, upon the resignation of employment for retirement, only receive up to \$15,000 for accrued sick days.
 - For employees hired before September 1, 2016, who have accrued sick time valued at more than \$15,000 (based on the rates outlined below) and have 20 or more years of employment with the District, the following grandfathered provision applies:

These employees were frozen at their total number of accrued sick days as of August 31, 2016, and the employee at the time of retirement who has equal to or greater than the number of sick days as of August 31, 2016, will be eligible for reimbursement upon resignation for retirement, at the following rates:

- All Directors -- \$125 per day,
- All Managers -- \$115 per day,
- All other staff covered by this agreement* -- \$85 per day,
 - *Part-Time Staff Accountant - \$85 per day; prorated based on FTE

If, at the time of retirement, an employee's accrued balance is **lower** than their 2016 frozen total, **the lower number will be used** to calculate reimbursement.

Employees **are not entitled to reimbursement based on a higher past balance** if they have used days since the freeze date.

- B. Upon retirement or resignation in good standing from employment, the Central Office employees shall be compensated for all accumulated and unused vacation days up to a maximum of twenty-five (25). Vacation days are compensated at the daily rate of pay at the time of severance, and said calculation shall be based upon a 240-day year (1/240th). Said days may be paid to the individual's estate or beneficiaries in the event of the individual's death prior to separation.
- C. 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.
- D. If any active employee decreases but is otherwise eligible for terminal pay on the basis of accumulated sick days under the terms of this resolution, payment shall be made to the employee's estate.
- E. All payments for an accumulated sick day at the time of retirement will be a post-retirement employer contribution, and all deferred compensation will be made to an appropriate 403(b) plan in accordance with mandated guidelines. The initial payment will be made within sixty (60) days of separation and will be the maximum level within sixty (60) days of the beginning of a new calendar year.

ARTICLE V HEALTH CARE BENEFITS

Health Insurance

Throughout the term of this Employment Contract, the Board shall provide the full-time Central Office employees with full family health insurance coverage (current BOE-approved health plan) and dental care (current BOE-approved health plan). Unless this benefit is waived by the employee, the Central Office employee shall reimburse the Board of Education, via payroll deduction, in accordance with P.L. 2011, C. 78, as amended. If this benefit is waived, the Central Office employee is not entitled to additional compensation. The Board may, at its option, switch from the carriers so long as the new benefit levels are substantially similar to the existing plans.

- A. Effective November 1, 2018, or as soon thereafter as is reasonably possible, the co-pay for medical insurance shall be \$15.00. All employees hired prior to July 1, 2020, shall be eligible for all Board-approved health plans. It is understood that changes in insurance carriers occur from time to time, and 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 the Garden State Health Plan, or they may choose to 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)

ARTICLE VI MISCELLANEOUS OTHER BENEFITS

Personal Automobile Use

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

- CITO
- Director(s)
- Manager(s)

Salary Increase

2024-2025 3.5% Increase
2025-2026 3.25% Increase
2026-2027 3.25% Increase
2027-2028 TBD Increase

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

* Director of Special Projects 2 year salary adjustment of an additional 2.025% year one 1.99% year two

* Director of Instructional Technology 3 year salary adjustment of an additional 5.65% each year

Salary Doctoral Degree Change Procedures

Administrators must get prior approval from the Superintendent or his designee to be eligible for the Doctoral Degree, which will become part of the employee's pensionable salary.

Administrators who receive an earned doctoral degree in education or related to education from an accredited university or college shall receive a salary in addition to the amount set forth as the appropriate salary plus the sum of two thousand dollars (\$2000.00)

Tuition Reimbursement

Central Office employees, under this contract, may request reimbursement for courses taken relevant to their current position or 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 before the courses start.

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 husband, wife, domestic partners, civil unions, parent, child, grandchild, 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.

Confidentiality Clause

All individuals covered by this agreement will annually sign a confidentiality agreement.

Duration of Agreement

This Agreement shall be effective July 1, 2024, and shall continue in effect until June 30, 2028.