

**RESOLUTION PROVIDING SALARY AND FRINGE BENEFITS  
CENTRAL OFFICE PERSONNEL  
(12 MONTH EMPLOYEES)  
July 1, 2015- June 30, 2016**

Supervisor of Maintenance and Grounds

Assistant Supervisor of Maintenance and Grounds

Director of Special Services

Director of Special Projects

Supervisor of Transportation

Assistant Supervisor of Transportation

Supervisor of Security – ten month employee

Director of Personnel

Driver/Dispatcher

Confidential Administrative Assistants

Administrative Assistants

Assistant Board Secretary

Part-Time Staff Accountant

Bookkeeper

District Network Manager

Network Engineer

Information Technology Engineer

Assistant Information Technology Technician

Facilities 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, as listed, excluding Confidential Administrative Assistants, Assistant Information Techs, Bookkeeper and Driver/Dispatcher:
1. One (1) to ten (10) years of continual service with the Township of Union Board of Education – Twenty (20) working days.
  2. Eleven (11) years or more of continual service with the Township of Union Board of Education – Twenty-five (25) working days.
  3. A Confidential Administrative Assistant having worked for the Board for a continuous period of no more than one (1) year, as of June 30<sup>th</sup> 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.
  4. One (1) year to less than six (6) years, ten (10) working days.
  5. Six (6) years to less than twelve (12) years, fifteen (15) working days.
  6. Twelve (12) years to less than eighteen (18) years, twenty (20) working days.
  7. 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 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. Supervisor of Security is a ten (10) 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 per day capped at 232 days
  - Director of Special Projects - \$115 per day capped at \$15,000 (130 days)
  - Director of Personnel - \$115 per day capped at \$15,000 (114 days)
  - Supervisor of Maintenance and Grounds - \$115 per day capped at 102 days.  
\*Thereafter, \$85 per day. Total combined cap at \$15,000
  - Assistant Board Secretary - \$115 per day capped at 232 days accumulated prior to July 1, 2015. Any days earned thereafter have a combined total cap of \$15,000.
  - Supervisor 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 capped at 280 days
  - 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 Tech - \$85 per day capped at \$15,000
- Confidential Administrative Assistant - \$85 per day capped at \$15,000

#### Accumulated Sick/Personal Days at Retirement (continued)

\*K. P. capped at 228 days at \$85 per day. Grandfathered

- Administrative Assistant - \$85 per day capped at \$15,000
- Bookkeeper - \$85 per day capped at \$15,000
- Driver/Dispatcher - \$85 per day capped at \$15,000
- Facilities Coordinator - \$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. All Central Office employees covered by this Resolution shall have the option of Direct 10 or Direct 15. All new hires shall have the option of the EPO Plan but shall be eligible to Direct 10 or 15 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 Personnel
- Director of Special Projects

### 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, 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. Consideration will be at the discretion of the Superintendent.

Central Office Employees

Employee Name	Job Title	2014-2015 Salary	2015-2016 Salary
Ardito, N.	Supervisor of Security (10 month)	\$64,954	\$66,253
Benaquista, G.	Director of Personnel	\$130,000	\$132,600
Bubnowski, J.	Confidential Adm. Assistant	\$67,922	\$69,280
Calderone, G.	Supervisor of Transportation	\$93,636	\$95,509
Cappiello, D.	Confidential Adm. Assistant	\$70,000	\$71,400
<b>Carlin, D.</b>	<b>Adm. Assistant</b>		<b>\$57,121</b>
Cirella, A.	Facilities Coordinator	\$65,000	\$66,300
Conti, C.	Director of Special Services	\$140,555	\$143,366
<b>Eposito, E.</b>	<b>Adm. Assistant</b>		<b>\$57,121</b>
<b>Frain, G.</b>	<b>Adm. Assistant</b>		<b>\$57,318</b>
Hart, A	<b>Director of Special Project...</b>	\$135,252	\$137,957
<b>Hubbard, D.</b>	<b>Adm. Assistant</b>		<b>\$59,071</b>
Kruppa, C.	Part-Time Staff Accountant	52,000 (prorated)	\$53,040
<b>Kruse, T.</b>	<b>Bookkeeper</b>		<b>\$56,563</b>
Loessel, B	Assistant Super. Build. & Grounds	\$85,000	\$86,700
Lombardi, A.	Confidential Adm. Assistant	\$69,941	\$71,340
Manocho, F.	Assistant Board Secretary	\$84,905	\$86,603
Marsillo, A	Asst. Super. of Transportation	\$76,469	\$77,998
Melchionna, A	Part-Time Staff Accountant	52,000 (prorated)	\$53,040
O'Brien, J.	Bookkeeper	\$54,086	<b>\$56,563</b>
<b>Ordonez C.</b>	<b>Asst. IT Technician</b>	<b>\$38,352</b>	<b>\$44,119</b>
Peins, J.	Network Engineer	\$85,109	\$86,811
Pisciotta, L.	Confidential Adm. Assistant	\$67,922	\$69,280
Polinger, K.	Confidential Adm. Assistant	\$68,881	\$70,259
Restivo, R.	Information Tech. Manager	\$85,109	\$86,811
Sienkiewski R.	Information Tech. Engineer	\$76,123	\$77,645
<b>Stollar, P.</b>	<b>Adm. Assistant</b>		<b>\$62,469</b>
Vicidomini, J.	Confidential Adm. Assistant	\$67,922	\$69,280
Wagner, D.	Driver/Dispatcher	26.52/hour	27.05/hour
Wiggins, T.	Super. of Buildings and Grounds	\$111,435	\$113,664
Wolkstein, S.	Asst. IT Technician	\$36,302	\$37,028