

P-6

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

Supervisor of Buildings and Grounds  
Assistant Supervisor of Buildings and Grounds  
Director of Special Services  
Director of Information Technology  
Supervisor of Transportation  
Supervisor of Security – ten (10) month employees  
Assistant Supervisor of Transportation  
Human Resources Manager  
Driver/Dispatcher  
Confidential Administrative Assistants  
Staff Accountant  
Bookkeeper  
Information Technology Manager  
Information Technology Engineer  
Network Engineer  
Information Technology Technician  
Assistant Information Technology Technician

July 1, 2015 – June 30, 2016

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 (1) 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 and Driver/Dispatcher shall receive an annual vacation in accordance with the following schedule:

1. 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.
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) 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/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
  - Staff Accountant - \$115/day capped at 325 days
  - Supervisor of Security - \$115/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
  - Assist. 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
- 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 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 be entitled to a fully paid 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.
- B. Central Office employees (excluding Confidential Administrative Assistants, Assistant Information Techs, Bookkeeper and Driver/Dispatcher) shall be reimbursed an amount not to exceed Two Hundred Dollars (\$200) for each employment year, toward the cost of a complete physical examination performed by a licensed medical physician, on the condition that a copy of the paid bill is furnished to the Superintendent of Schools. This examination shall not be construed to be required by the Board.

### 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

### 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.

Central Office Employees

Employee Name	Job Title	2015-2016 Salary	2015-2016 Salary
Ardito, N.	Supervisor of Security (10 month)	\$64,954	\$66,253
Benaquista, G.	Director of Human Resources	\$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
Restivo, R.	Information Tech. Manager	\$85,109	\$86,811
<b>Eposito, E.</b>	<b>Adm. Assistant</b>		<b>\$57,121</b>
Hart, A	<b>Director of Communication and Grants</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>Adm. Assistant</b>		<b>\$56,563</b>
Loessel, B	Assistant Super. Build. & Grounds	\$85,000	\$86,700
Lombardi, A.	Confidential Adm. Assistant	\$69,941	\$71,340
Manochio, F.	<b>Staff Accountant</b>	\$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	\$55,168
<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
Sienkiewski R.	Information Tech. Engineer	\$76,123	\$77,645
<b>Stollar, P.</b>	<b>Adm. Assistant</b>		<b>\$62,469</b>
<b>TBA (for J. Hibbard)</b>	<b>Adm. Assistant</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