

Policy

COMPENSATION AND RELATED BENEFITS

Definition

Support staff shall be defined as:

- A. School secretary;
- B. Head custodian;
- C. Custodian;
- D. Instructional aide;
- E. Business office assistant (clerk).

At the discretion of the business administrator, salaries of support staff members employed on a part time basis may be annualized based upon their hourly rates, number of hours per day, and number of days worked. Annualized salaries will be paid in equal, semi-monthly installments in accordance with the District's payroll schedule.

Part-time support staff members will receive vacation, personal and sick days pro-rated in accordance with their FTE position.

Support staff members who begin employment after the first work day will receive vacation, personal and sick days pro-rated in accordance with their start date.

Unless otherwise specified in the support staff member's employment contract, the following shall apply:

Work Day and Work Year

A. Twelve (12) month employees:

- 1. The in-school work year for support staff members employed on a twelve (12) month basis shall be July 1 – June 30;
- 2. Full time-employment for support staff members employed on a twelve (12) month basis is eight(8) hours per day, five (5) days per week;
- 3. Work hours shall be determined by the supervising administrator to ensure a smooth and regular operation of the school district.

B. Ten (10) month employees:

- 1. The in-school work year for support staff members employed on a ten (10) month basis shall be determined by the school calendar;
- 2. The periods of work and hours shall be determined by the supervising administrator to ensure a smooth and regular operation of the school district.

Insurance Protection

The Board shall provide regularly employed support staff members who work 30 hours or more per week and their eligible dependents with health insurance consistent with other employees in the District. Instructional aides will be offered single coverage only. Other employee categories are eligible for dependent coverage. The support staff member shall pay the contribution required as a specified percentage of the costs of coverage for health care benefits for his/her salary range, but not less than 1.5% of his/her base salary, as required by N.J.S.A.

COMPENSATION AND RELATED BENEFITS (continued)

18A:16-17 which shall be deducted from his/her salary and paid, in equal installments, in accordance with the payroll schedule for other professional staff.

In the event that the support staff member instead agrees to "opt-out" of health insurance benefits, however, no such deduction shall be made, and instead, the support staff member will receive compensation of twenty-five percent (25%) of the amount saved by the Board resulting from the support staff member's waiver of coverage or the amount determined annually by the Board of Education, whichever is less. Such compensation shall be paid twice each school year, with the final paycheck in January and the final paycheck in June.

Vacation Time (for twelve (12) month employees only)

Twelve (12) month employees only shall be entitled to ten (10) days of paid vacation annually, available on July 1 of each year. Periods of more than five (5) consecutive days will require prior approval of the superintendent. Approval must be requested at least five (5) business days before the requested start date of vacation time. After the completion of five (5) years of employment with the district, fifteen (15) days of vacation in each year will be granted and after the completion of ten (10) years of employment with the district, twenty (20) days of vacation in each year will be granted.

The employee is encouraged to utilize allotted vacation days. However, in the event that the employee does not take vacation that accrues in a given year because of business demands or work load, he/she shall be permitted to carry over a maximum of five (5) days to the succeeding school year. All days carried over must be used in the next year or those days not taken will be forfeited.

In the event that the support staff member's Employment Agreement is terminated prior to its expiration, unused vacation time (for the year of termination only) shall be paid on a pro-rated basis of the number of days accrued per month. In the event this Employment Agreement is not renewed, earned but unused vacation time will be paid at the support staff member's daily rate of pay on the last day of employment. A day's pay shall be defined as 1/260 of the support staff member's annual salary. However, at the Board's discretion, should termination or non-renewal occur, the Board reserves the right to require the support staff member to use the full vacation entitlement.

Holiday Schedule

- A. Support staff members shall be entitled to the following paid holidays provided the schools are closed on these days. If schools are open on any of the days listed below, a floating holiday will be offered in its place.
 - 1. New Year's Eve;
 - 2. New Year's Day;
 - 3. Martin Luther King's Birthday;
 - 4. Presidents Day;
 - 5. Memorial Day;
 - 6. Independence Day;
 - 7. Labor Day;
 - 8. Thanksgiving and the day after;
 - 9. Christmas Eve;
 - 10. Christmas Day.
- B. The board shall approve the annual holidays as part of the school calendar;
- C. Scheduled holidays that fall on weekend days may be rescheduled during the school week if time is available in the school schedule;
- D. In the event of excessive school closings due to weather or other emergency situations, the board may cancel scheduled holiday leave to compensate for time lost and prevent the extension of the school year.

COMPENSATION AND RELATED BENEFITS (continued)

Personal Days

Support staff shall receive two personal days per year (July 1 to June 30). Personal time shall not be accruable.

Sick Days and Family Days

Support staff shall receive 12 sick days per year for 12 month employees, 10 days per year for 10 month employees. Sick days may be accrued without limit but have no value upon leaving the position.

Support staff shall also receive five additional family days per school year that may be used under the following conditions:

- A. In the event of the illness of the staff's spouse/civil union, or child(ren);
- B. In the event of death or serious illness of a staff's spouse/civil union, child(ren), parents, father-in-law, mother-in-law, brother, sister, or grandparents;
- C. To attend to medically related needs (e.g. doctor's appointment) for the staff, staff's spouse/civil union, or child(ren)

Unused family days shall not be accruable.

Additional unpaid time may be granted, on a case by case basis by the superintendent as stated in guidelines established by the Board of Education.

Adopted: March 1, 2011
NJSBA Review/Update: September 2016
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Key Words

Benefits, Vacation Days, Personal Days, Sick Days

<u>Legal References:</u>	<u>N.J.S.A.</u> 18A:6-6	No sex discrimination
	<u>N.J.S.A.</u> 18A:6-66	Rights and benefits of personnel (educational services commission)
	<u>N.J.S.A.</u> 18A:16-2 through -5	Physical examinations; requirement ...
	<u>N.J.S.A.</u> 18A:27-4	Power of boards of education to make rules governing employment of teacher, etc.; employment thereunder
	<u>N.J.S.A.</u> 18A:30-1	Definition of sick leave
	<u>N.J.S.A.</u> 18A:30-2	Sick leave allowable
	<u>N.J.S.A.</u> 18A:30-6	Prolonged absence beyond sick leave period
	<u>N.J.A.C.</u> 6A:32-6.1 <u>et seq.</u>	School Employee Physical Examinations

Possible

Cross References: *4151/4251 Attendance patterns
*4151.1/4251.1 Personal illness and injury

*Indicates policy is included in the Critical Policy Reference Manual.