

MIDDLETOWN TOWNSHIP BOARD OF EDUCATION
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TERMS & CONDITIONS OF EMPLOYMENT
SECURITY GUARDS

These Terms and Conditions of Employment shall govern the employment of Middletown Board of Education employees under the job title of **Security Guard**.

1. Work Year: Ten-month work year in accordance with the ten-month employee calendar adopted by the Board of Education.
2. Summer Work: Security Guards will work from July 1 up until the date prior to the return date of Certificated Staff.
3. Sick Days:
 - a. Ten (10) sick days annually, prorated for any partial year of employment, the unused portion of which shall accumulate.
 - b. Unit members may be allowed a maximum of five (5) school days in any one (1) year with full pay because of illness within the immediate family to be subtracted from their sick leave days (*these are not five (5) additional days*).
 - c. Unit members who retire after completing a minimum of fifteen (15) years of service to Middletown Township Board of Education shall receive reimbursement for accumulated, unused sick leave at the rate of \$40.00 per day for maximum of \$4,500.00.
4. Personal Days: Three (3) personal days annually, prorated for any partial year of employment, for urgent personal need or urgent personal business, shall be allowed with full pay. Except for cases of emergency, application to the Superintendent through the Principal for such personal leave shall be made at least two (2) days (48 hours) prior to the commencement of such leave. Such days may not be used on days immediately before or after school holidays or vacations. Unused personal days shall be added to the employee's accumulated sick leave at the end of the school year.
5. Bereavement Days: Absence due to death in the employee's immediate family shall be allowed, with pay, for the period not to exceed five (5) workdays in each such case. Immediate family is defined as mother, father, civil union partner, grandparents, mother-in-law, father-in-law, son, daughter, son-in-law, daughter-in-law, grandchild, sister, brother, husband or wife, sister-in-law or brother-in-law. Immediate family will also include any member of the family living in the same household. Such leave shall be continuous, not counting weekend days, and shall commence one (1) day after the date of death. Employees may also be granted one day's absence in the event of the death of a relative of the employee outside the employee's immediate family as defined herein, at the discretion of the Superintendent.

Weekends, including long weekends of three (3) or four (4) days, do not count as any of the five (5) school days. During the extended break such as winter, spring, or fall, (1 week or more), the following shall apply:

- a. If the five (5) school days of bereavement leave begins before the break, but ends during the break, no additional days shall be granted after the break. Weekends do not count as any of the five (5) school days of the bereavement leave.
- b. If the death occurs at the beginning of the break, the counting of the five (5) days shall begin during the break (starting the day after the death). If the five (5) days of the bereavement leave end before the break ends or on the last day of the break, no additional leave shall be granted after the break. Weekends do not count as any of the five (5) school days of bereavement leave.
- c. If the death occurs toward the end of the break, the counting of the five (5) days shall begin during the break (starting the day after the death) and any remaining days extending beyond the break shall be granted. Weekends do not count as any of the five (5) school days of bereavement leave.

Security Guards are not entitled to bereavement days during summer work assignments when they work on an as needed basis.

6. Hourly Rate of Pay: As approved by the Board upon recommendation of the Superintendent of Schools.

Adopted by the Middletown Township Board of Education

Date: