

MIDDLETOWN TOWNSHIP BOARD OF EDUCATION

834 Leonardville Road, Leonardo, New Jersey 07737

Telephone: (732) 671-3850

www.middletonk12.org

**TERMS & CONDITIONS OF EMPLOYMENT
NON-AFFILIATED POSITIONS**

1. These Terms and Conditions of Employment shall govern the employment of Middletown Board of Education employees in the following categories/job titles:

Non-Bargaining Unit Administrator Titles:Assistant School Business Administrator/Board Secretary
District Director**Non-Bargaining Unit Support Staff Titles:**

All other Non-Bargaining Unit members are Support Staff

2. Work Year: Twelve-month work year in accordance with the twelve-month employee calendar adopted by the Board of Education.
3. Sick Days:
 - a. Twelve (12) sick days annually, prorated for any partial year of employment, the unused portion of which shall accumulate.
 - b. Payment for Unused Sick Days:
 - i. Payment only available for employees with fifteen (15) years of service to Middletown Board of Education;
 - ii. \$80.00 per day
 - iii. Maximum payment of \$15,000 for Administrators commencing work in any included title prior to January 1, 2003; \$12,500 for Administrators commencing work in any included title on or after January 1, 2003; \$10,000 for support employees.
4. Personal Days: Three (3) personal days annually, prorated for any partial year of employment, the unused portion of which shall accumulate as sick days.
5. Vacation:
 - a. Twenty (20) vacation days annually, which shall be allocated effective July 1 and prorated for any partial year of employment.
 - b. No employee may have more than forty vacation days total (including carry-over). This limit shall apply as of August 25 of each year. Vacation days may be carried over for one (1) year with the permission of the Superintendent, pursuant to N.J.S.A. 18A:30-9. Any vacation days carried over with the consent of the Superintendent and not used by the following August 25 shall be lost.
 - c. Any employee separating from service shall be entitled to payment for unused vacation days for the year in which he/she separates from service, and may be entitled to such payment for unused vacation and the immediate preceding year with the approval of the Superintendent of Schools. Any payment for unused vacation time shall be at the rate of 1/260 of the employee's final annual salary.

6. Up to five (5) school days shall be granted in the event of death or serious illness of the administrator's spouse, civil union partner, child, parent, grandchild, brother, sister, son-in-law, daughter-in-law, sister-in-law, brother-in-law, grandparent, father-in-law, mother-in-law, and any other member of the immediate household. Such leave shall be continuous, not counting weekend days, and shall commence one (1) day after the date of death. 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, summer 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 give (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.

In the event of the death of an administrator, supervisor, teacher or student in the Middletown Township Public School District, the Superintendent shall grant an appropriate number of employees sufficient time off to attend the funeral.

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.

7. Employee Contribution for Cost of Health Benefits: All employees shall contribute to their health insurance coverage, based upon the total premium for all coverage selected, in the amount required by Chapter 78 full implementation/Tier IV.. Any employee electing coverage provided pursuant to P.L. 2020, c. 44 shall contribute to the cost of benefits in the amount required by P.L. 2020, c. 44.
8. Tuition Reimbursement and Doctoral Degrees: Tenured administrators (in their current position) shall be eligible for tuition reimbursement for coursework taken at an accredited college or university with a brick and mortar campus as part of a program leading to degrees and credentials in areas of instruction or the administration of instruction BEYOND the Master's degree necessary for existing Administrative Certificates. The total amount of annual reimbursements to all administrators covered by these terms and conditions shall be limited to \$20,000.00 per school year.

The tuition reimbursement allotted for each school year will be divided equally in the Fall and the Spring semesters (i.e. \$10,000.00 in the Fall semester and \$10,000.00 in the Spring semester). In the event that the approved tuition reimbursement exceeds the allotted amount in any semester, the payments will be divided equally per credit to the applying administrators. In the event that the tuition reimbursement for the Fall semester does not

reach the allotted amount for that semester, the unused amount will be added to the allotted amount for the Spring semester.

Such reimbursement shall be subject to the provisions of N.J.S.A. 18A:6-8.5 and the prior written approval of the Superintendent of Schools, which shall not be unreasonably withheld. An administrator who leaves the school district within two (2) years following the completion of any course shall refund the entire cost of tuition to the school district. An administrator who leaves more than two (2) years, but less than four (4) years following the completion of any course shall refund 50% of the cost of tuition to the school district.

9. Insurance Coverage:

- a. Any employee commencing employment before July 1, 2020, shall be provided hospital, insurance benefits which the District provides to its employees, generally. These employees may also obtain coverage pursuant to P.L. 2020, c.44.
- b. Any employee commencing employment on or after July 1, 2020 shall obtain insurance coverage provided pursuant to P.L. 2020, c. 44 and shall contribute to the cost of insurance in the amount required by P.L. 2020, c. 44.
- c. Any employee who elects to obtain insurance coverage provided pursuant to P.L. 2020, c. 44 and shall contribute to the cost of insurance in the amount required by P.L. 2020, c. 44.

10. Salaries: As approved by Board upon recommendation of the Superintendent of Schools.

Adopted by the
Middletown Township
Board of Education

Date: 5/11/22