

TERMS AND CONDITIONS OF EMPLOYMENT
Director of Equity and Human Resources
Hyde Park Central School District
2022-2023

1) PERFORMANCE EVALUATION

- a) A formal performance evaluation process for the Director of Equity & Human Resources shall be implemented, with tasks and performance standards identified annually. The process will allow for joint identification of the performance plan by the Superintendent and Director of Equity & Human Resources.
- b) An evaluation of the Director of Equity & Human Resources by the Superintendent shall be completed at least once annually, prior to the award of any merit increases.

The Superintendent may evaluate the Director of Equity & Human Resources as often as deemed appropriate and necessary.

2) COMPENSATION

- a) The Director of Equity & Human Resources shall be eligible for merit increases based on performance and evaluation.
- b) In no case shall the compensation be less than the prior year.
- c) A one-time salary adjustment of \$2,000 shall be paid if the Director of Equity & Human Resources earns a doctoral degree in a work related field while employed by the District, as determined by the Superintendent.
- d) Merit increases may be granted to the Director of Equity & Human Resources no later than June 30 of each year, based upon the successful completion of goals, as determined jointly between the superintendent and Director of Equity & Human Resources, and as articulated within the performance evaluation process. Any such increases will take effect July 1 of the new fiscal year.

3) LEAVES

a) Sick Leave

- i) Sick leave shall be granted for personal illness, illness in the immediate family, personal injury or physical disability at the rate of twenty (20) days per year.
- ii) Sick leave days may be accumulated to a total of one hundred ninety (190) working days.
- iii) Upon retirement of the Director of Equity & Human Resources, one day's pay (based upon 1/260th of the base salary earned in the final year of service)

for every two (2) days of unused sick leave shall be paid, up to a maximum of \$6,000.

- iv) The Superintendent may grant an additional thirty (30) days of sick leave over and above the annual sick leave allowance and any accumulated days for an extended absence due to personal sickness, personal injury or physical disability.

b) Critical Illness or Death Leave

The Director of Equity & Human Resources shall be allowed paid leave for death or critical illness (i.e., serious, uncertain as to outcome) as follows:

- i) Leave for critical illness or death in the Director of Equity & Human Resources' immediate family shall not exceed five (5) days per year without Superintendent's authorization;
- ii) Leave for critical illness or death in the immediate family of the employee's spouse shall not exceed five (5) days per year without the approval of the Superintendent.
- iii) Immediate family shall be defined as father, mother, child, parent surrogate, grandparent, grandchild, spouse/partner, sister, brother, or member of the immediate household.

c) Child Care

- i) The Director of Equity & Human Resources may apply for childcare leave without pay. Such leave may be granted for a maximum period of up to two (2) years while employed in the Hyde Park Central School District. This provision shall not be read to impair the Director of Equity & Human Resources' rights, if any, under FMLA.
- ii) For a Director of Equity & Human Resources on probationary appointment status who is granted unpaid child care leave, the time that the Director of Equity & Human Resources is on child care leave shall not be counted toward the period of probation. The School Business Administrator shall return to a position within the same position upon return from the leave.

d) Adoptive Leave

- i) A Director of Equity & Human Resources adopting a child may receive similar child care leave without pay if requested within thirty (30) days after the assignment of the child.

e) Vacation Leave

- i) The Director of Equity & Human Resources shall be allowed twenty-five (25) paid vacation days in the first year of employment. As of July 1 of the second year of employment, twenty-five (25) vacation days will be granted annually.
- ii) A minimum of ten (10) days shall be taken annually or forfeited.
- iii) A maximum of ten (10) unused vacation days may be bought back by the District 1:1, at 1/260 of the Director of Equity & Human Resources' current annual salary.
- iv) A maximum of fifty (50) days may be accumulated. In the event the employee leaves the District, the value of any vacation days not taken, up to a maximum of fifty (50) days, shall be paid at 1/260th of employee's salary upon separation.

f) Discretionary Days

- i) The Director of Equity & Human Resources shall be granted five (5) discretionary days per year. Any unused discretionary days may be converted to sick days on July 1 of each year.

4) INSURANCES AND BENEFITS

- a) The District shall contribute 85% of the cost of individual coverage and 85% toward the cost of family coverage or two-person (if offered) in the District's health insurance plan or health maintenance organization.
- b) The District shall contribute funds to provide for participation by the Director of Equity & Human Resources in the District Welfare Fund. If not available, the District shall provide comparable alternative dental insurance and vision care coverage.
- c) The District shall provide a \$200,000 term life insurance and \$100,000 accidental death/dismemberment insurance policy.

- d) In the event of the Director of Equity & Human Resources' death, any unused vacation leave and other accrued benefits shall be payable to the estate of the deceased as earned salary, said unused leave converted to its cash equivalent.
- e) Upon completion of one full year of service with the District as Director of Equity & Human Resources, the District will match 50% of the Director of Equity & Human Resources' contribution, with the overall annual District contribution not to exceed 2% of salary, toward the 403b plan of the Director of Equity & Human Resources' choosing.
- f) Upon retirement under the provisions of the NYS & Local Retirement System, with at least five (5) years of continuous service with the Hyde Park Central School District immediately preceding retirement, the Director of Equity & Human Resources shall be authorized and allowed to carry into retirement the health insurance coverage previously provided by the District at the same percent of employee contribution made by the Director of Equity & Human Resources in her/his final year of employment with the District.

5) PROFESSIONAL DEVELOPMENT

- a) Professional development opportunities shall be made available to the Director of Equity & Human Resources within reasonable financial limits and upon pre-approval by the superintendent.
- b) **Course Work**

With the prior approval of the Superintendent, and upon the submission of an official transcript to the Superintendent indicating successful completion of previously approved graduate courses, the Director of Equity & Human Resources shall be reimbursed for seventy-five percent (75%) of the tuition costs of up to twelve (12) graduate credits per year. This provision shall apply to coursework related to Human Resources, provided the course is beneficial to the school system and approved in advance by the Superintendent. Additionally, approval and reimbursement of such course/program shall impose a two-year requirement of the Director of Equity & Human Resources to remain in the district's employ following completion, unless severance is mutually agreed upon.

6) PROVISIONS OF TERMS & CONDITIONS OF EMPLOYMENT

- a) The provisions of this document shall take effect July 1, 2021. These terms and conditions of employment shall remain in effect unless modified by a subsequent Board resolution.