



TOWNSHIP OF OCEAN SCHOOL DISTRICT
INDIVIDUAL EMPLOYMENT CONTRACT

Between:

TOWNSHIP OF OCEAN BOARD OF EDUCATION
163 MONMOUTH ROAD
OAKHURST, NJ 07755

hereinafter referred to as "Employer" and/or "Board"

AND:

Geoffrey Hastings

hereinafter, referred to as "Employee".

1. **EMPLOYMENT.** The Employer hereby employs the Employee and the Employee hereby accepts employment upon the terms and conditions hereinafter set forth, and agrees to observe, uphold, and abide by the laws of the United States, the State of New Jersey, and the policies and regulations of the Township of Ocean School District, and adhere to the job description. Employee may engage in outside activities, paid or unpaid, so long as they do not conflict with the interests of the school district or divert attention away from regular full-time duties.
2. **POSITION.** Employee is hired for the position of **SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY**. The attached job description (policy 1320) shall be a part of this contract.
3. **TERM.** This contract shall commence on **July 1, 2024** and shall expire on **June 30, 2025**. The Board shall not hereby waive any of its rights as granted or established by law, code or policy. Employee holds and will continue to hold a valid certificate/license appropriate to the position covered by this Agreement. In the event said certificate/license is revoked for any reason this Agreement shall automatically terminate.
4. **JOB RESPONSIBILITIES.**
 - 4.1 Employee shall perform all responsibilities according to the job description approved by the Board and signed by the employee. Annually, at renewal time, the Board reserves the right to revise the job description according to its discretion, after receiving input from the Superintendent of Schools or designee.
 - 4.2 The workday shall be similar to other administrative personnel except that it is understood that

the employee is employed for specific tasks and is expected to work beyond the regular workday in order to accomplish such tasks when necessary. Such employment shall be considered part of the contract and no additional remuneration shall be provided.

5. **EVALUATION.** The evaluation of the employee shall be performed by the Superintendent or designee in accordance with the Board's policies, applicable New Jersey Statutes and applicable rules and regulations of the State Department of Education and/or the Public Employee Relations Commission.

6. **TERMINATION.**

- 6.1 For so long as the employee is non-tenured, either party may terminate this contract without cause by giving the other party 60 days written notice of termination.
- 6.2 Once the employee obtains tenure, termination may only result in accordance with the provisions of the New Jersey Statutes and prevailing case law.
- 6.3 The employee may tender a resignation at any time during the term of this contract provided the employer is given at least 60 days written notice of the employee's intention to do so.
- 6.4 The employee shall have the right, after the attainment of age 55 and in accordance with state law and regulations, to retire. The employee shall provide the employer with at least 60 days notice of his intention to retire.
- 6.5 If (his) (her) certification is revoked during the life of this contract, the contract becomes null and void upon certificate being revoked.

7. **BASE SALARY.** Salary shall be paid in semi-monthly installments consistent with all employee groups in the district. Annual salary is to be as follows:

2024 – 2025 \$ 194,063

8. **HEALTH BENEFITS/LIFE INSURANCE BENEFIT/SICK LEAVE/VACATION/TEMPORARY LEAVES/EXTENDED LEAVES.**

8.1 MEDICAL: The Board of Education shall provide the employee (with family coverage) the State Employees Health Benefits Plan. In the event that the Board decides to switch carriers for health insurance in the future, the coverage level enjoyed by the this employee on June 10, 2008, will be the coverage that the Board will be required to maintain under the new carrier.

PRESCRIPTION: The Board of Education shall provide the employee (with family coverage) a mandatory generic prescription health insurance coverage plan. The co- pay is **\$5.00** generic mail-in, **\$15.00** brand name mail-in, **\$3.00** for all generic claims over the counter and **\$10.00** for all brand names over the counter with **\$0.00** per family deductible. The Board reserves the right to change the current carrier for a comparable program from another provider. When the physician indicates, "Dispense as Written", a covered person will not be responsible for the cost difference between a brand drug and its generic alternative. In the event that the board switches from the SEHBP to another carrier the prescription co-pays and deductible shall revert to the plan in effect as of June 10, 2008.

DENTAL: The Board of Education shall provide the employee (with family coverage)

a dental health insurance plan with an 80/20 co-payment plan. The individual per person maximum coverage is \$1,350 per annum Orthodontic and prosthodontic procedures are a 50/50 co-payment plan with a \$1,150 lifetime maximum per individual. Dependent children coverage will conform to current medical and prescription ages. The Board reserves the right to change the current carrier for a comparable program from another provider.

VISION: The vision care credit, administered through the District's section 125 administrator will be \$150.00 and will be available July 1st of each fiscal year.

Pursuant to law, the **School Business Administrator/Board Secretary** shall contribute an amount established by P.L. 2011, Chapter 78 toward payment of premiums

8.2 SICK LEAVE: Employee is allowed 12 sick days per year pro-rated. Unused sick days will accumulate without limit. Up to 275 unused sick days shall be reimbursed, upon retirement, at ¼ of the per diem rate calculated as 1/260th of annual contracted salary with a maximum of \$15,000.

8.3 VACATION LEAVE: Employee will be granted 20 vacation days prorated for each year worked. No more than 20 vacation days can accrue and roll forward. Vacation days are available at the beginning of each school year or the first day of employment. At the time of retirement or termination by either party, accumulated vacation leave will be paid at the per diem rate calculated as 1/260th of annual contracted salary. In the event of employee's death, payment for his/her unused accumulated vacation leave days will be made to his/her designated beneficiary and in the absence of a designated beneficiary to his estate. The employee will designate his/her beneficiary in writing and provide same to the Board Secretary. The employee shall have the right to change the beneficiary at his/her discretion.

8.4 PERSONAL DAYS: Employee is allowed three Personal days per year. Unused personal days will convert to sick days at the end of the school year.

8.5 DISABILITY INSURANCE: The employee shall be provided with group long-term disability insurance.

9. PROFESSIONAL DEVELOPMENT AND ASSOCIATIONS.

9.1 The Board shall pay dues for the employee to the following National, State, and County organizations:

Association of School Business Officials Association of
School Administrators

9.2 The Board shall reimburse Employee for expenses related to the annual fall and spring conventions of the NJ School Boards Association, New Jersey and International Association of School Business Administrators. Attendance at any convention is with the approval of the Superintendent.

9.3 The Board shall reimburse Employee for expenses related to conferences and workshops approved and reviewed by the Superintendent as being a benefit to the district.

9.4 All reimbursement will be in accordance of the prevailing OMB circular and state regulations.

10. TUITION REIMBURSEMENT.

10.1 The application for graduate level courses is to be made in writing to the superintendent before any course work is undertaken. The course(s) cannot produce minimum credential for any position, must relate directly to the present assignment and is (are) deemed to be of potential benefit to the district.

10.2 Reimbursement for approved courses will be authorized when the employee presents a transcript indicating a minimum performance standard of B or its equivalent.

10.3 All coursework must be taken at accredited institutions as recognized by the U.S. Department of Education.

10.4 If the conditions above are met the Board shall reimburse up to \$8,000 per year for eligible course work.

11. PROFESSIONAL LIABILITY. The Board agrees that it shall defend, hold harmless, and indemnify the employee from any and all demands, claims, suits, actions, and legal proceedings brought against the employee in his individual capacity or in his official capacity as agent and/or employee of the Board, provided the incident arose while the employee was acting within the scope of his employment; and as such liability coverage is within the authority of the Board to provide under State law.

12. MISCELLANEOUS.

If during the term of this contract, it is found that a specific clause of the contract is illegal as a result of the passage of a federal or state law or as a result of a court decision, the remainder of the contract not affected by such ruling shall remain in force.

13. PROVISIONS. The provisions of this contract shall continue in effect beyond the termination date as the policy of the Board, unless and until any provisions are modified by formal action of the Board.

IN WITNESS WHEREOF, the parties hereunto set their hands and seals this day and date above written.

DATE

Denise Parlamas,
President
Township of Ocean Board of Education

DATE

Geoffrey Hastings
Business Administrator/Board
Secretary

DATE

Elliot Kass
Assistant Board Secretary