GLEN COVE PUBLIC SCHOOLS

Glen Cove, New York 11542

TERMS AND CONDITIONS OF EMPLOYMENT

The Board of Education of the Glen Cove Public Schools agrees to employ Daniel Novak as the Director of Facilities III whose duties are in the position job description as classified by Civil Service. The agreement between the parties contains the following provisions:

1. The Director of Facilities III is a competitive job classification governed by the Rules and Regulations of the Civil Service Commission. Either party may terminate the employment relationship at any time in conformity with proper legal procedures.

2. The terms and conditions herein shall commence on May 28, 2025, and shall be in effect for each year Daniel Novak serves in the job classification of Director of Facilities III.

3. The salary of Daniel Novak shall be:

    a. 2024-2025: $145,000 (Prorated)
    b. 2025-2026: $145,000
    c. 2026-2027: $148,625
    d. 2027-2028: $152,340

4. The following benefits will be provided to Daniel Novak:

    a. Health Insurance- Employee shall contribute 23% toward the health insurance coverage for either individual or family coverage. If the employee voluntarily declines health insurance coverage, the employee will receive $4,000 declination of family coverage, $2,000 for declination of individual coverage.

    b. Dental Insurance- The district agrees to pay $62.00 per month for either individual or family coverage in the Guardian Dental Plan.

    c. Effective July 1, 2025, the Employee shall be granted fifteen (15) vacation days annually. Said days shall be deemed accrued at the rate of one and one-quarter (1-1/4) of a day for each month of employment. Unused vacation days may accumulate, with a maximum of five (5) unused days to carry over from one year to the next. There shall be no limit on the total number of vacation days the Employee may accrue over time. The Employee shall be compensated annually, at the end of the year, for the cash value of up to ten (10) unused vacation days, at a per diem rate calculated as 1/260 of the Employee's then-current annual salary.

d. Five (5) bereavement days for immediate family (includes spouse, child, sibling, parent, or proven close relative) will be available and are not accruable.

e. Effective July 1, 2025, fifteen (15) sick days and two (2) personal days will be earned per year and any unused sick days will be cumulative up to sixty (60) days. Personal days are not accruable.

f. Any terminal pay will be contingent upon Daniel Novak's accrual of sick days in the position of Director of Facilities III. After five (5) years of employment in this job classification, upon written notice from Daniel Novak to the Board of Education that they will cease employment with the district, Daniel Novak will be entitled to receive terminal pay equal to sixty percent (60%) of their total accumulated unused sick days accrued under provisions of Article 4e above. The dollar value of such days will be calculated at the rate of 1/260 of Daniel Novak's then current annual salary. For the purposes of this benefit, in the last year of employment, sick days will be prorated. An equivalent death benefit shall be paid to their estate if Daniel Novak dies while in the employ of the district.

Agreed to this 23rd day of April, 2025.

Signature: _____ Date: 5/5/25
Daniel Novak

Signature: _____ Date: 4/23/25
Maria Venuto, President
Board of Education