

EMPLOYMENT CONTRACT
EDUCATIONAL FACILITIES MANAGER

This Employment Contract is by and between the Board of Education of the Little Egg Harbor School District in the County of Ocean, with offices at 307 Frog Pond Road hereinafter "Board," and Seth Cole, hereinafter "Employee" on the following terms and conditions:

1. Employment

The Board hereby employs the Employee to perform the duties of Facilities Manager for the Board as prescribed by the laws of the State of New Jersey, the rules, regulations, policies and job description of said Board. The Employee shall devote himself on a full-time basis to faithfully perform these duties.

2. Term

The term of this Agreement is for twelve months prorated from July 1, 2026, to June 30, 2027. The position is subject to annual reappointment.

3. Salary

The Board hereby employs the Educational Facilities Manager/Building Manager at an annual salary of \$104,816.00 for the 2026-2027 school year, payable in equal semi-monthly installments under the same payment schedule of all twelve month employees. Salary deductions shall include compulsory federal and state taxes and those required by law and the Public Employees' Retirement System. The Board agrees to make additional salary deductions at the request of the employee.

4. Work Schedule

Working days are to be the same as the custodial/maintenance calendar. This is a salaried position and as such there may be times where the Employee is required to work beyond the normal working day to accomplish certain tasks-such employment shall be considered part of the Employee's contract and not subject to additional remuneration.

5. Benefits

A. Health Insurance Coverage

The Board shall provide Employee and their dependents health benefits package that will include dental, health, and prescription coverage. The Board has the right to change insurance carriers; however, any new carrier will offer a level of benefits that is equal to or better than Horizon Direct 15. Depending on the plan selected, employee shall pay the premium costs for all such coverage at the Tier 4 amount, set forth by P.L. 2011, Chapter 78, or the amount established under Chapter 44, and implementing regulation, from July 1, 2026 - June 30, 2027. The Board will pay the Employee \$3,000 or 25% of the insurance premium whichever is less, to waive insurance in accordance with the State of New Jersey laws and regulations.

B. Vacation Days

Employee shall be entitled to twenty (20) days per school year. Vacation days will be prorated for any period of employment constituting less than one year. Up to half of a year's vacation entitlement may be carried over into the next year for use

during that year and consistent with NJSA 18:A 30 – 9. In determining vacation entitlement, Saturdays, Sundays, and legal holidays shall not be counted. Upon retirement, the Employee may be reimbursed for any accrued vacation days at the per diem rate which shall be 1/240 of the Employee's annual salary.

- a. Up to one half of a year's vacation entitlement may be carried over into the next year for use during that year and consistent with NJSA 18:A 30-9.
- b. In determining vacation entitlement, Saturdays, Sundays, and legal holidays shall not be counted.
- c. Three vacation days will be made available for buyback at the then current per diem rate. If the Educational Facilities Manager has taken 10 to 14 vacation days over the course of the fiscal year, they then would be able to buy back one additional day at their per diem rate. If they have taken 15 or more vacation days over the course of the fiscal year, they would be able to buy back 2 additional days at their current per diem rate. A fiscal year is defined as July 1 - June 30.

C. Sick Leave

Employee shall be entitled to twelve (12) sick leave days. The Superintendent may request medical documentation for use of sick leave days. Sick leave days are for Employee's own personal illness or injury or if the Employee has been excluded from school by medical authorities or the County Health Department. Any unused sick leave days shall be accumulated from year to year with no maximum limit. Employee also receive four (4) family sick leave days to care for spouse, children, parents and spouse's parents in each contract year. Family sick leave days may not carry over from year to year.

D. Sick Leave Payment Upon Retirement

Upon retirement in accordance with the rules and regulations of the Employees Public Retirement System, and 18A:30-3.5, the Board shall provide compensation to Employee for fifty percent (50%) of unused accumulated sick leave at a per diem rate equal to one/two hundred fortieth (1/240) of Employee's salary in his final not to exceed \$15,000. To be eligible the Employee must report his retirement in writing to the Board by December 1st of the last year of employment of his intent to retire.

E. Personal Days

Employee shall be entitled to four (4) days of personal leave with pay in each school year for the conduct of personal business that the Employee is unable to conduct outside of the usual work day. Such personal days are not vacation days and are not to be used as part of a vacation. Personal days cannot be used before/after a holiday. Personal days must be submitted at least five (5) days in advance of their use to the Superintendent for approval, under emergency circumstances this timeline may be shortened at the Superintendent's discretion. Documentation may be requested by the Superintendent for the use of a personal day.

F. Temporary and Extended Leaves of Absence

Employee shall be provided temporary and extended leaves of absence in accordance with the law and Board Policy or in limited circumstances at the discretion of the Board.

G. Mileage

Employee shall be reimbursed mileage at the OMB rate in effect when travel is necessary to carry out duties assigned by the Supervisor and approved by the Superintendent and the Board.

H. Holidays

The Educational Facilities Manager/Building Manager calendar shall include the following paid holidays according to the Facilities Staff contract:

Independence Day	Labor Day	Thanksgiving Day
Day after Thanksgiving	Christmas Eve	Christmas Day
Day after Christmas	New Years Eve Day	New Years Day
Martin Luther King Day	Good Friday	Easter Monday
Memorial Day		

I. Professional Associations

The Board agrees to pay dues and fees on behalf of the Employee to New Jersey Association of Buildings and Grounds and any other organizations agreed to by the Board and with prior approval by the Superintendent.

J. Professional Development

The Board shall pay for the full cost of tuition for any seminars, training, and workshops which are required by the Superintendent or approved by the Superintendent for the Employee to take. Employee understands and agrees that he must obtain his Certification for Educational Facilities Manager within two years of his date of hire. If the Employee does not complete his Certification within two years this Contract will be terminated immediately without any notice. If Employee leaves the District within three years of receiving his Certification for Educational Facilities Manager by his own accord, the Employee is responsible for paying back a prorated portion of such expense at a decreasing rate of 1/3 of the total cost each year.

K. Tuition Reimbursement

The Employee will be eligible for graduate tuition reimbursement in cases where a "B" average is maintained and the course is relative to the Employee position and is pre-approved by the Superintendent. This will be reimbursed up to a maximum of \$2,000.00 per year. If Employee leaves the District within three years of receiving his Tuition Reimbursement by his own accord, the Employee is responsible for paying back a prorated portion of such expense at a decreasing rate of 1/3 of the total cost each year.

L. Cell Phone Reimbursement:

The Employee will be eligible for a District cell phone or up to \$1,200 yearly reimbursement for use of their personal phone. The District will not purchase or replace the employee's personal cell phone.

6. Evaluation

The Employee shall be evaluated in accordance with the law, however, nothing in this provision prevents the Superintendent and/or her designee from deciding to evaluate the Employee more frequently than the law requires.

7. **Termination**

The Board may terminate this Contract for any reason upon thirty (30) days written notice and as otherwise allowed by law.

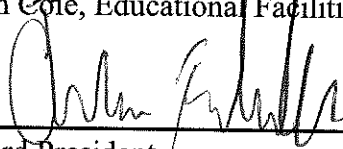
8. **Resignation**

Employee may resign from the Board with sixty (60) days written notice.

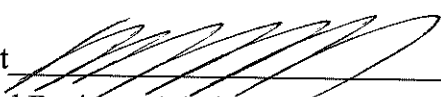
In Witness Whereof, the parties have hereunto set their hands and seals on the dates set forth below:


Seth Cole, Educational Facilities Manager/Building Manager

5/19/26
Date


Board President

5/12/26
Date

Attest 

School Business Administrator/Board Secretary

5/12/26
Date