

ROXBURY SCHOOL DISTRICT

UNAFFILIATED SALARIED EMPLOYEES

Terms and Conditions of Employment,
Employee Benefits and Guidelines

Effective July 1, 2026 - June 30, 2027

BOE Approved: July 13, 2026

***Referenced in Board Policy [4120](#)- Employment of Support Staff*

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ARTICLE I - APPLICABILITY

A. This document describes the terms and conditions of employment by the Roxbury Board of Education ("Board") for the following positions which shall be defined as:

1. Middle Managers/Coordinators

- i. Community Relations/Community School Coordinator
- ii. Director of Transportation
- iii. Director of Buildings and Grounds
- iv. Director of Security
- v. Director of Special Projects
- vi. Payroll Coordinator
- vii. Transportation Coordinator
- viii. Fleet Manager
- ix. Technology Supervisor

2. Confidential Secretaries/Support

- i. Secretary to the Superintendent
- ii. Secretary to the Business Administrator/Board Secretary
- iii. Secretary to Human Resources Director/Benefits Coordinator

3. Information Specialists

- i. Network Administrator
- ii. Systems Administrator
- iii. Data Specialist

4. District Support

- i. Dispatcher
- ii. Computer Technician
- iii. Innovative Technician

ARTICLE II - WORK YEAR

- A. All positions identified in Article I are required to work on a 12-month basis. B. The following holidays will be granted with pay providing they do not interfere with the school calendar. In the event the listed days interfere with the school calendar, adjustments will be made by the Superintendent.

1.

Independence Day	New Year's Eve Day
Labor Day	New Year's Day
Thanksgiving Day	Martin Luther King's Birthday
Day after Thanksgiving Day	President's Day
Christmas Eve Day	Good Friday
Christmas Day	Memorial Day
Scheduled Jewish Holidays on District Calendar	

2. If any of the above holidays falls on a non-scheduled workday, the holiday will be taken the day preceding or the first working day following the holiday, at the discretion of the Superintendent.
3. In addition to the above holidays, employees will have three (3) floating holidays available to be scheduled with his/her supervisor or the Superintendent. These days are non-cumulative if unused and may not be carried forward.
4. Employees will not be required to report to work on days when the District Central Office or the school building to which the employee is assigned is closed by direction of the superintendent (or his/her designee) due to emergency conditions.

ARTICLE III - WORK DAY

- A. The work day will consist of 8 hours (i.e.: 8:30 AM until 4:30 PM) inclusive of a 60-minute lunch break, unless otherwise agreed upon with his/her supervisor or the superintendent.
- B. Employees are required to work on all days that the District Central Office is open for business, except as provided otherwise in this document.
- C. Employees identified in Article I.A.1 are not eligible for overtime or compensatory time.
- D. Employees identified in Article I.A.2, I.A.3, and I.A.4 are eligible for overtime and/or compensatory time, but only with prior approval from the Superintendent or designee.

- E. In the event that compensatory time is approved to be earned, it must be used prior to the conclusion of the school year with which it is earned and is not eligible for accrual. The usage of this time must be approved by the Superintendent no later than forty-eight (48) hours in advance.
- F. Effective July 1, 2022, employees identified in Article I.A.2 are eligible for two (2) virtual work days to be scheduled with his/her supervisor or the Superintendent. These days are non-cumulative if unused and may not be carried forward.

ARTICLE IV - VACATION POLICY

- A. Effective July 1, 2019, any employees hired after June 1, 2019, named in these Terms and Conditions, will be granted twenty (20) vacation days, all of which shall be available to the employee at the start. If the employee does not complete the term of this contract, the number of vacation days shall be prorated at 1.66 days per month for the completed months of service. If the employee utilizes days in excess of this rate, compensation for those days shall be deducted from the employee's last check.
- B. Effective July 1, 2019, employees hired prior to June 1, 2019 named in these Terms and Conditions, will earn vacation at a rate of 1.66 days per month actually worked for an annual maximum total of twenty (20) days. For purposes of accrual, in the first year of employment, an employee will earn vacation days for the months worked to be used in the next school year. These days will become available for use on July 1 of the next school year.
- C. After ten (10) years of continuous employment in the positions named in these Terms and Conditions, vacation is earned at a rate of 1.83 days per month actually worked for an annual maximum total of twenty-two (22) days.

Employees may be permitted to borrow against vacation days to be earned in the same fiscal year at the discretion and approval of the Superintendent. Any vacation taken, but not earned shall be repaid at the employee's then current per diem rate of pay upon termination of employment.

Employees will be permitted to carryover a maximum seven (7) unused vacation days from one fiscal year to the next, which are not cumulative annually.

Upon resignation, retirement, or death the individual or estate shall receive a lump sum payment of the per diem rate for unused vacation days not to exceed the total of annual vacation days set forth above plus a maximum of seven (7) carryover days.

ARTICLE V - LEAVE POLICY

A. Sick Leave

- 1. Each employee shall be entitled to twelve (12) sick leave days per year. Any unused sick leave days shall be cumulative and available for sick leave, if needed, in subsequent

years.

B. Temporary Leave of Absence with Pay

1. All employees shall be entitled to five (5) days per year with pay for absences due to personal emergencies. Application to the employee's supervisor or designee for personal leave shall be made at least two (2) days before taking such leave (except in cases of unforeseen emergencies). The following shall be considered as leave under this article: personal legal matters, severe illness in the family or immediate household, marriage of the employee or in the immediate family, religious holidays and other unforeseen emergencies.
2. Employees are permitted to transfer all unused personal emergency days to their sick leave bank yearly.
3. Three (3) days leave shall be available for the purpose of arranging or attending funeral services for each death in the immediate family or employee's household. Immediate family is defined as spouse, parent, grandparent, parent-in-law, sibling, sibling-in-law, child, grandchild, or a significant other who resides in the employee's household. Two (2) additional days of leave without deduction of pay shall be available for funeral arrangements or services for a parent, spouse, child or grandchild. Employees are not permitted to transfer or accumulate such bereavement leave to their sick bank.
4. Upon retirement or death after ten (10) years of service in the district, all employees identified in Article I, or the estate of said employee, shall receive a lump-sum payment at the employee's daily rate of pay for each unused day of accumulated sick leave earned while employed by the Board, up to a maximum payment of \$15,000.00, in accordance with New Jersey State Law (N.J.S.A. 18A:30-3.5), which establishes a maximum statutory payout of \$15,000 for unused sick leave.
5. The above provisions for payment for accumulated unused sick leave upon death do not apply to any employee hired after May 21, 2010, per NJ State law.

C. Unpaid Leave

1. All other unpaid leaves are governed in accordance with Board Policy, Board Regulations, NJ State, and Federal law.

ARTICLE VI - INSURANCE PROTECTION

- A. Employee contributions toward the cost of healthcare premiums will be at the percentage stipulated under the law P.L. 2011, Chapter 78 (Tier 4) or P.L. 2020, Chapter 44.
- B. Annually, the Board will offer employees one or more of the following insurance plans or equivalent with the availability of Single, Parent/Child, Employee/Spouse, and Family coverage:
 1. Preferred Provider Organization (PPO) Plan (PPO, Managed Choice, POS)

2. Exclusive Provider Organization (EPO) Plan (OMNIA, Savings Plus)
3. High Deductible Health Plans (HDHP) with a Health Savings Account (HSA)
4. For all employees hired on or after July 1, 2020, New Jersey Educator's Health Plan (NJEHP) or Garden State Plan (GSP). In accordance with P.L. 2020, Chapter 44, no other plan may be selected through December 31, 2027.

The Board reserves the right to change the insurance carriers and available plans.

- C. Contributions will be paid through payroll deduction in twenty four (24) equal payments during the fiscal year.
- D. Employees must work thirty (30) or more hours per week to be eligible for full insurance benefits.
- E. Employees who chose to waive medical insurance on an annual basis shall receive the following annual stipends paid 50% in December and 50% in June of each year.
 1. Single - \$5,000
 2. Employee and Spouse - \$5,700
 3. Parent and Child - \$5,300
 4. Family - \$6,000
- F. Waivers will only be accepted during open enrollment periods.
- G. The Board shall provide a dental plan to the employees and eligible dependents. Employees are responsible for their Chapter 78 contributions towards their dental plan. H. Upon hire, and if otherwise required annually due to job responsibilities, the Board shall provide a physical examination by a Board designated physician at no cost to the employee.

ARTICLE VII - PROFESSIONAL DEVELOPMENT

- A. Employees required to attend mandated training or workshops as identified by the employee's supervisor or superintendent will be at no cost to the employee. The cap for such professional development, unless otherwise approved by the superintendent, shall be \$500 per employee per year.

ARTICLE VIII - SALARY

- A. Salary is offered by the Superintendent upon hire. Annually, employees may discuss salary for the next school year with the Superintendent.

ARTICLE IX - MILEAGE

- A. Any employee who may be required to use his/her automobile in the performance of duties shall be reimbursed at the mileage rate established by the New Jersey Office of Management and Budget (OMB).

ARTICLE X - SEVERABILITY

- A. The individual duration of employment and terms of severability will be outlined in individual staff member contracts. In addition, this Terms and Conditions of Employment does not represent a contract for individuals or groups of employees. All staff positions identified in Article I are employed in accordance with the terms of their individual contracts. Nothing in this document implicitly or explicitly creates a promise of continued employment or obligation of any kind on the part of the District unless otherwise described by N.J.A.C. 18A: 60-1 et seq.

ARTICLE XI - TRANSITION PROTOCOL

- A. This document shall supersede and nullify all prior versions of Terms and Conditions of Employment as well as past practices.
- B. All accumulated sick and vacation time allowed for carryover, will be memorialized with the Director of Human Resources.