

ROXBURY SCHOOL DISTRICT

UNAFFILIATED HOURLY 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 part-time positions which shall be defined as:

1. Security Guard (10-month)
2. Security Guard (12-month)
3. Cafeteria / Lunchroom Aide (10-month)
4. Transportation / Bus Aide (10-month)

ARTICLE II - WORK YEAR

- A. All positions identified in Article I are required to work according to the district calendar on days when students are present. 12-month security guards will also work a summer schedule.
- B. 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 shall not exceed five (5) hours, unless otherwise agreed upon with his/her supervisor or the superintendent.
- B. Employees are required to work on all days that students are present, except as provided otherwise in this document.
- C. Employees identified in Article I are not eligible for overtime and/or compensatory time, except with prior approval from the Superintendent or designee.
- D. 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.

ARTICLE IV - LEAVE POLICY

A. Sick Leave

1. Each 10-month employee shall be entitled to ten (10) sick leave days per year. 12-month employees will be entitled to 2 additional days of sick leave. New employees shall be

granted one (1) sick leave day per month of active employment during their first 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 10-month employees shall be entitled to three (3) non-consecutive days per year with pay for absences due to personal emergencies; 12-month employees shall be entitled to four (4) non-consecutive days per year. 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 a maximum of three (3) unused personal emergency days to their sick leave bank yearly.
3. Three (3) days leave shall be available to attend funeral services for each death in the immediate family. Immediate family is defined as spouse, parent, grandparent, parent-in-law, sibling, child, grandchild, or a significant other who resides in the employee's household. Employees are not permitted to transfer or accumulate such bereavement leave.

C. Unpaid Leave

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

ARTICLE V - INSURANCE PROTECTION

- A. Employees identified in Article I shall not be eligible for enrollment in the district group health plans.
- B. Employees must work thirty (30) or more hours per week to be eligible for full insurance benefits.
- C. 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 VI - 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 not exceed \$500 per employee per year.

ARTICLE VII - SALARY

- A. Employees identified in Article I shall be offered a salary as determined by the Superintendent upon hire. The hourly rates indicated below are subject to annual review and revision upon the Superintendent's recommendation to the Board. On July 1 of each contract year, employees shall be actively employed for more than one-half of the prior 10-month or 12-month contractual period in order to receive the annual salary increment listed below:

2027 - 2028	Cafeteria / Lunchroom Aide	Transportation / Bus Aide	Security Guard (Armed)
All	\$17.95	\$18.30	\$29.10

** Hourly rate increments effective July 1 will be determined annually by the Superintendent.

^ Any new employee hired before February 1 is credited a full year of service on July 1.

ARTICLE VIII - SEVERABILITY

- A. The individual duration of employment and terms of severability will be outlined in individual staff member contracts. In addition, these Terms and Conditions of Employment do not represent a contract for an individual or group of employees. All staff positions identified in Article I are employed as per 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 IX - 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 attendance balances for carryover, will be memorialized with the Director of Human Resources.