EMPLOYMENT CONTRACT
Part Time Assistant Transportation Supervisor

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 Pamela Nicholais, hereinafter "Employee" on the following terms and conditions:

1. Employment

The Board hereby employs the Employee to perform the duties of Part Time Assistant Transportation Supervisor 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 a twelve month position to begin on September 29, 2026 to June 30, 2027. The position is subject to annual reappointment.

3. Salary

The Board hereby employs the Part Time Assistant Transportation Supervisor at an annual salary of $55,000.00 (pro-rated) 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

The Part Time Assistant Transportation Supervisor shall devote their time, attention and energy to the business of the school district. The work day for the Part Time Assistant Transportation Supervisor shall be similar to other administrative personnel.

5. Benefits

A. Vacation Days

The Part Time Assistant Transportation Supervisor shall be entitled to 10 (ten) days of vacation time per contract year.

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.

B. 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 two (2) family illness days to care for spouse, children, parents and spouse's parents in each contract year. Family illness days may not carry over from year to year.

C. 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 their final not to exceed $15,000. To be eligible the Employee must report their retirement in writing to the Board by December 1st of the last year of employment of their intent to retire.

D. Personal Days
The Part Time Assistant Transportation Supervisor shall be granted up to two (2) days of absence for an emergency or personal days without deduction of salary during any one school year. They shall accumulate 2 personal days per year if such days are not otherwise used. Such accumulation shall be added to the employee's sick leave accumulation. The Superintendent will be notified as soon as possible when a day is being used for an emergency.

E. 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.

F. Mileage
If Administrator is on official school business out of the district during or after regular school hours, said Administrator shall be reimbursed, if required, for travel expenses as per the state travel reimbursement guidelines contained in the New Jersey Office of Management and Budget (NJOMB).

G. Holidays
The Part Time Assistant Transportation Supervisor shall be entitled to the same holidays as other administrative personnel during the year.

H. 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.

I. 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 their Tuition Reimbursement by their own accord, the Employee is responsible for paying back a pro-rated portion of such expense at a decreasing rate of 1/3 of the total cost each year.

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:

Pamela Nicholais, Part Time Assistant Transportation Supervisor — Date: 9/29/2026

Board President — Date: 9/29/26

Attest _____
School Business Administrator/Board Secretary — Date: 9/29/26