27-P-40T

FRINGE BENEFITS- 12 Month Personnel
(Noncertificated)

ACCOUNTING MANAGER
ASSISTANT BUSINESS ADMINISTRATOR
PURCHASING MANAGER

For the period July 1, 2026 - June 30, 2027

Work Schedule

Forty (40) hours per week, excluding lunch.

Hired into this position on or after 7/1/2006
Summer: Five (5) day work week.

Vacation

Fifteen (15) days – Ten (10) vacation days carry-over.

After four (4) years continuous district employment:
Twenty (20) days – Ten (10) vacation days carry-over.

After ten (10) years continuous district employment:
Twenty-five (25) days – One year's worth of vacation days carry-over.

All vacation leave, except for carryover days allowed, must be used within the fourteen (14) month period beginning each July 1 and ending August 31 of the following year.

Note:
Vacation subject to prior approval of immediate supervisor.
Vacation days are accrued each year and are pro-rated for staff employed less than a full year. During first year of employment, vacation days cannot be used until July 1st of the new school year.

Sick Leave

Twelve (12) days - cumulative

Note:
Pro-rated for staff employed for less than twelve (12) months.

One-half (1/2) accrued number of sick days times per diem salary at time of retirement to a maximum of $15,000

Annual Physical

Maximum of $300 for complete physical and/or optical examination not paid by insurance. Payment will be made only upon presentation of medical insurance reimbursement form *(Customer's Explanation of Benefits)* and a physician's receipt submitted no later than ninety (90) days following the date of the examination.

Continuing

Not to exceed $5,000 annually for approved courses. Eligibility is based

Education

upon course completion during the reimbursement period between July 1st and June 30th with an approved course Grade B or higher. The coursework may be undergraduate or graduate, but must be from an accredited college or university and must be acceptable for use in a degree program at that institution. Courses must be related to the employee's current or future district job responsibilities, or otherwise approved by the employee's immediate supervisor. All claims for tuition reimbursement must be approved by the Superintendent or his/her designee and submitted no later than ninety (90) days following the completion of the program for which tuition was paid.

Personal Leave

Four (4) days - non-cumulative
Note: Pro-rated for staff employed for less than twelve (12) months.

Service Adjustment

After ten (10) years	$ 500
After fifteen (15) years	$ 950 (additional)
After twenty (20) years	$1,400 (additional)

Emergency Leave

Death of relative immediate family - four (4) consecutive days.
Immediate family shall be defined as follows:

-husband or wife	-children
-mother or father	-brothers or sisters
-mother/father-in-law	-grandparents

-other relatives, if living in the same domicile at the time of death.

Death of a friend or other relative - one (1) day.
Maximum two (2) per year.

Early Release

Staff members who leave work due to illness or any personal emergency, will not be charged with sick days on the first two (2) occasions. Thereafter, however, staff members will be charged a full sick day regardless of the time they leave work.

Health Benefits
(Subject to change on an annual basis)

All employee contributions towards healthcare coverage will be paid through semi-monthly payroll deductions.

<u>Employees hired January 1, 1997 through June 30, 2008</u>:

A. Year one (1) of employment
   1. Medical - SEHBP
   2. Dental--orthodontic services
   3. Prescription

B. Year two (2) of employment
   Vision Care added.

<u>Employees hired on or after 7/1/2008:</u>

1. Medical - SEHBP
2. Prescription
3. Dental/Orthodontics: $1500 maximum per year/$2000 maximum lifetime.

Employees hired on or after 7/1/2026:
Medical and Prescription: SEHBP (only enrollment in NJEHP or GSHP is provided as employment benefit)

All employees, regardless of hire date:

Prescription benefits will be through the SEHBP depending on medical plan enrollment –

SEHBP stand-alone Prescription Drug Plan for NJ Direct 10 and NJ Direct 15 medical enrollment: $3/$10/$10 co-pay (retail; 30 days) and $5/$15/$15 co-pay (mail order; 90 days)

OR

Coverage through NJ Educators Health Plan or NJ Garden State Health Plan: $5/$10/ "member pays difference" co-pay (retail; 30 days) and $10/$20/"member pays difference" (mail order; 90 days)

Salary Advancement	Salary advancement is not automatic but subject to satisfactory annual evaluation and recommendation by the Superintendent of Schools or his/her designee.
Work Year/Calendar	Follow schedule of holidays for twelve (12) month personnel.
Notice of Termination	Thirty (30) days

Board approved: 11/03/2026