

Policy

COMPENSATION AND RELATED BENEFITS

Ten Month Non-Certified Employees

The Alloway Township Board of Education shall offer all full-time 10- month non-certified personnel the following benefits, in addition to their salary. Full-time employees are defined as those employees working at least 30 hours per week:

- A. Two personal days, within the school year, non-cumulative, will be given an employee for a valid reason and when scheduled in advance with the superintendent.
- B. The board shall provide health benefits for all full-time non-certified employees and dependents, and a prescription plan.
 - 1. Those employees newly hired after June 30, 2015 shall be insured only individually, with employee contributions in accordance with the provisions of PL 2011, Chapter 78. Such employees may elect to pay 100% of the cost of dependent coverage;
 - 2. Those employees hired prior to June 30, 2015 shall be eligible for parent/child, husband/wife (couple), or family coverage;
 - 3. The employee contributions for individual coverage shall be in accordance with the provisions of P.L. 2011, Chapter 78. dependent coverage shall be 25% of the cost of dependent care coverage for both health and prescription;
- C. Any employee may elect to receive \$2,760.00 as payment for declining health care coverage, upon furnishing proof that they are covered under another health care plan. This stipend shall be paid in 20 equal semi-monthly installments;
- D. Employees who decline health care coverage shall be re-enrolled immediately in the health care plan of the employee's choice, as long as it is a plan provided by the board, upon loss of this duplicate coverage, if one of the seven (7) life changing conditions as specified below occurs:
 - 1. Death of spouse;
 - 2. Divorce;
 - 3. Change in number of dependents;
 - 4. A termination of employment;
 - 5. A reduction in hours of employment;
 - 6. Reduction of health insurance by spouse's employer to eliminate dependent coverage;
 - 7. Cancellation of health insurance benefits by spouse;
- E. Ten paid sick days per year which are cumulative;
- F. The work year will consist of all days, September 1st – June 30th with the exception of legal holidays, weekends, personal days or other days as authorized by the board of education;
- G. Reimbursement for undergraduate or graduate level college courses up to 75% of the Rowan University undergraduate rate up to 6 credits per year. The total cost to the Board for tuition reimbursement for any one year for all employees in this category shall have a total district cap of \$4,000 per year for all 10-month and 12-month support staff members;
- H. Payment for unused sick leave upon retirement at \$30.00 per day up to a maximum of \$5,000.00;

COMPENSATION AND RELATED BENEFITS (continued)

- I. Reimbursement under a Section 125 Plan to offset expenses as directed by the employee, for example, dental/optical. For non-certified employees, this reimbursement shall be at an amount determined annually by the board of education;
- J. Bereavement leave: support personnel shall be allowed five (5) consecutive working days leave of absence due to the death of a parent, husband, wife, son or daughter, three (3) working days for brother, sister, brother-in-law, sister-in-law, father-in-law, mother-in-law, daughter-in-law, son-in-law, grandfather and/or grandmother, and grandchild. Bereavement days must be taken within thirty (30) calendar days from the date of death of the relative.

Twelve Month Non-Certified Employees

The Alloway Township Board of Education shall offer all full-time 12- month non-certified personnel the following benefits, in addition to their salary. Full-time employees are defined as those employees working at least 30 hours per week:

- A. Two weeks paid vacation following the first year of continuous employment. This will be followed by three weeks' vacation after the fifth year and four weeks following the tenth year of employment;
- B. Two personal days, within the school year, non-cumulative, will be given an employee for a valid reason and when scheduled in advance with the superintendent;
- C. The board shall provide health benefits for all full-time non-certified employees and dependents, and a prescription plan:
 - 1. Those employees newly hired after June 30, 2015 shall be insured only individually, with employee contributions in accordance with the provisions of PL 2011, Chapter 78. Such Employees may elect to pay 100% of the cost of dependent coverage;
 - 2. Those employees hired prior to June 30, 2015 shall be eligible for parent/child, husband/wife (couple), or family coverage;
 - 3. The employee contributions for individual coverage shall be in accordance with the provisions of P.L. 2011, Chapter 78. Dependent coverage shall be 25% of the cost of dependent care coverage for both health and prescription;
- D. Any employee may elect to receive \$2,760.00 as payment for declining health care coverage, upon furnishing proof that they are covered under another health care plan. This stipend shall be paid 24 equal semi-monthly installments;
- E. Employees who decline health care coverage shall be re-enrolled immediately in the health care plan of the employee's choice, as long as it is a plan provided by the board, upon loss of this duplicate coverage, if one of the seven (7) life changing conditions as specified below occurs:
 - 1. Death of spouse;
 - 2. Divorce;
 - 3. Change in number of dependents;
 - 4. A termination of employment;
 - 5. A reduction in hours of employment;
 - 6. Reduction of health insurance by spouse's employer to eliminate dependent coverage;
 - 7. Cancellation of health insurance benefits by spouse;
- F. Twelve paid sick days per year which are cumulative;
- G. The work year will consist of all days, July 1st – June 30th with the exception of legal holidays, weekends, personal days or other days as authorized by the board of education;
- H. Term of employment – the term of employment is from July 1st – June 30th;

COMPENSATION AND RELATED BENEFITS (continued)

- I. Pay schedule – employees shall be paid in twenty-four equal semi-monthly installments on the 15th and the 30th of each month. When payday falls on or during a school holiday, vacation or weekend, employees shall receive their paychecks on the last previous working day;
- J. Daily salary calculations – one day’s salary for twelve-month employees shall be calculated at 1/260th of the annual salary;
- K. Hourly salary calculations – hourly calculations for twelve-month employees shall be calculated at 1/260th of annual salary divided by the number of hours in the scheduled workday;
- L. Reimbursement for undergraduate or graduate level college courses up to 75% of the Rowan University undergraduate rate up to 6 credits per year. The total cost to the board for tuition reimbursement for any one year for all employees in this category shall have a total district cap of \$4,000 per year for all 10-month and 12-month support staff members;
- M. Payment for unused sick leave upon retirement at \$30.00 per day up to a maximum of \$5,000.00;
- N. Reimbursement under a Section 125 Plan to offset expenses as directed by the employee, for example, dental/optical. For non-certified employees, this reimbursement shall be at an amount determined annually by the board of education;
- O. Bereavement leave: support personnel shall be allowed five (5) consecutive working days leave of absence due to the death of a parent, husband, wife, son or daughter, three (3) working days for brother, sister, brother-in-law, sister-in-law, father-in-law, mother-in-law, daughter-in-law, son-in-law, grandfather and/or grandmother, and grandchild. Bereavement days must be taken within thirty (30) calendar days from the date of death of the relative

Adopted: April 23, 1996
 Revised: October 28, 2003, September 26, 2006, July 26, 2011, August 19, 2014,
 June 23, 2015, June 27, 2017
 NJSBA Review/Update: December 2019
 Readopted:

Key Words

Benefits, Vacation Days, Personal Days, Sick Days

Legal References: N.J.S.A. 18A:6-6 No sex discrimination
N.J.S.A. 18A:6-66 Rights and benefits of personnel (educational services commission)
N.J.S.A. 18A:16-2 through -5 Physical examinations; requirement ...
N.J.S.A. 18A:27-4 Power of boards of education to make rules governing employment of teacher, etc.; employment thereunder
N.J.S.A. 18A:30-1 Definition of sick leave
N.J.S.A. 18A:30-2 Sick leave allowable
N.J.S.A. 18A:30-6 Prolonged absence beyond sick leave period
N.J.A.C. 6A:32-6.1 et seq. School Employee Physical Examinations

Possible

Cross References: *4151/4251 Attendance patterns
 *4151.1/4251.1 Personal illness and injury

*Indicates policy is included in the Critical Policy Reference Manual.