

**GUIDELINES FOR ADMINISTRATIVE**  
**ASSISTANTS/SECRETARIAL/OFFICE PERSONNEL**  
**Effective Date January 1, 2022**

**Staff Covered**

Board Office (Accounts Payable, Accountant, Data Processing Specialist, Payroll/Benefits, Administrative Assistant), Superintendent's Secretary, Child Study Team Office Staff, Curriculum Secretary, High School Office Staff, Middle School Office Staff, Cold Springs Office Staff. (Staff)

The Staff shall perform any and all secretarial/clerical duties assigned by the building Principal or immediate Supervisor. Duties shall be performed in a professional and faithful manner and enforce the confidentiality of the district.

**Employment**

Staff will be paid at the salary set by the Board of Education. This salary will be paid in equal installments in accordance with the Board's regular payroll schedule. Salaries will be increased at a percentage of the individual salaries of each Staff member when approved by the Board.

**Compensation**

Starting salary range for any Main Office Secretarial Staff positions will be \$32,000 to \$35,000, commensurate with experience. There is no class/step category.

Starting salary for Business Office staff and Administrative Assistants will be commensurate with experience and in line with industry standards.

Office hours may vary, the work day is 8 hours, and most offices must be covered between the hours of 7:00 AM-4:00 PM, including one hour for lunch. Hours will be set by the building Principal, the immediate Supervisor or Administrator when necessary or beneficial to have hours other than the above. Duties will be performed in the office unless approved by the building Principal, the immediate Supervisor or Administrator.

If you miss a work day (Monday-Friday) it is to be reported as Sick, Compassionate Leave, Personal Business, Professional, Vacation, or Workmen's Comp day. Regardless of the reason a Request for Absence form must be filled out and signed by your Immediate Supervisor, Principal and Superintendent. Advanced notice is required for personal and vacation days. Frontline Absence management is the current tool for reporting absences.

Summer Schedules are subject to Superintendent approval.

**Overtime**

Overtime, for non administrative staff, is hours spent after the regular secretarial working day hours. All overtime requires approval by your immediate supervisor **prior to the time worked**. Overtime will be earned when you work one hour or more (minutes do not count), compensation will be at the rate of one hour time plus half.

**Insurance**

Staff hired prior to January 1, 2022, the Board shall provide the Staff with health, prescription and dental coverage as provided to the teaching staff.

Staff are eligible to receive a waiver the equivalent to the net cost of eligible health benefits under the Education Health Plan up to a maximum of 25% or \$5,000, prorated.

Staff hired after January 1, 2022 Single benefits shall be provided to the Staff with health, prescription, and dental coverages not to exceed the costs of Educator's Health plan, subject to Chapter 44 or Chapter 78 contributions, as applicable. Staff may purchase up to full family benefits.

Staff are eligible to receive a waiver the equivalent to the net cost of single benefits under the Education Health Plan up to a maximum of 25% or \$5,000, prorated.

### **Sick Leave**

Sick leave is hereby defined to mean the absence from your designated post due to disabling illness or injury to self.

The Staff hired prior to September 1, 1995 are entitled to fifteen (15) sick days per year. Twelve month employees hired after September 1, 1995 will receive twelve (12) sick leave days per year. These days, if unused in the year in which they are provided will accumulate without limitation.

A doctor's note is required if you are out of work (sick) for three or more consecutive days or before or after a holiday. However, a doctor's note can be required at any time that an Administrator sees fit.

Upon retirement, under the rules and regulations of the Public Employees Retirement System, the Board shall provide compensation for accumulated sick leave days at the rate of \$60 per diem, prorated for part time staff. Notification must be made to the Superintendent no later than December 1 of the year preceding the effective date of said retirement. Should the employee decease while employed, the beneficiary will receive the payment for all unused sick days.

### **Personal Leave**

Staff hired prior to September 1, 1995, shall be entitled to three (3) paid non-cumulative personal days per year for employees hired prior to September 1, 1995.

Employees hired after September 1, 1995 shall be entitled to three (3) paid personal days per year and may accumulate unused personal days as sick leave days.

### **Compassionate Leave**

The Staff shall be granted five (5) working days without deduction in salary, in the event of death in the immediate family. The immediate family is hereby intended to include father, mother, wife, husband, son, daughter, brother, sister, father-in-law, mother-in-law, grandparents, grandchild, step mother or step father, step brother or step sister, or relative residing in the same household.

Each employee of the Board of Education shall be granted without deduction in salary, in the event of the death in the extended family, a period of absence from duty not to exceed one day per event and not to exceed three (3) days in any school year and excluding extended inlaws. The extended family is hereby to include aunt, uncle, niece, nephew, or cousin.

### **Extended Leaves**

Staff who anticipate a period of disability requiring a leave of absence of ten days or more shall notify the Superintendent in writing as soon as the staff member knows about this need for leave. The leave will follow the provisions of Family Medical Leave Act for its own serious health issue and New Jersey Family Leave Act for the care of family members, as applicable.

### **Vacation**

Staff hired before January 1, 2022 will receive twenty (20) days vacation after one year of full-time employment. A total of five (5) days vacation may be carried over to the following year with approval of the building Principal, immediate Supervisor or your Administrator. If days are carried over to the following year they must be used between July 1 and August 31 of that year or they will be lost.

Staff hired after January 1, 2022 will receive ten (10) days vacation after one year of full-time employment. After full-time employment of 10 years, the Staff is entitled to fifteen (15) days vacation. After full-time employment of 20 years or more, the Staff is entitled to twenty (20) days vacation. A total of five (5) days vacation may be carried over to the following year with approval of the building Principal, immediate Supervisor or your Administrator. If days are carried over to the following year they must be used between July 1 and August 31 of that year or they will be lost.

When selecting vacation time, if there is more than one person choosing the same vacation, and if a conflict for department staffing, prior approval timing and seniority applies.

Upon retirement the Staff will be remunerated for unused vacation time at the current per diem rate for that employee.

### **Holidays**

The Staff will be entitled to holidays and other days off without loss of pay as set by the District calendar.

### **Termination**

Evaluations by the Administrator and documentation of major inefficiencies, poor attendance, and negligence of duties are cause for termination of the employee. Termination may occur after four (4) incidents documented in writing and written warnings along with a corrective action plan for each incident has been given to the employee by their immediate Administrator.

Staff are required to provide the Board no less than 60 days notice of resignation or retirement.

### **Professional Development**

Staff are required to complete mandated training as assigned. Staff are encouraged to attend additional professional development opportunities in their field. Prior approval from the Superintendent is required.