

GUIDELINES FOR ADMINISTRATIVE TECHNOLOGY
COORDINATORS AND TECHNICIANS
Effective Date January 1, 2022

Staff Covered

Computer Technology Coordinators, Technicians

The Staff shall perform any and all duties as assigned by the Director of Technology or Supervisor of Technology 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 for Computer Technology Coordinator will be commensurate with experience and industry standards. There is no class/step category.

Starting salary for Technicians will be commensurate with experience and in line with industry standards.

Office hours may vary, work day is eight hours and may be covered between the hours of 7:00 AM-5:00 PM, including one hour for lunch. Hours will be set by the building Director of Technology, the immediate Supervisor or Superintendent, when necessary or beneficial to have hours other than the above. Duties will be performed in the district unless approved by the immediate Supervisor and Superintendent.

If a work day is missed, (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 Credit for Absence form must be filled out and signed by your Immediate Supervisor and Superintendent. Advanced notice is required for personal and vacation days.

Stipend for CCNA (Network Engineer) certification is \$1,000 must be current within three years of stipend year.

Insurance

Technology Coordinators may be provided by the Board with health, prescription and dental coverage as provided to the teaching staff.

Technology Technicians may be provided with 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 of health benefits in an amount equivalent to the net cost of single benefits under the Education Health Plan.

Sick Leave

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

Twelve month employees will receive twelve (12) sick leave days per year. Ten month employees will receive (10) ten 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. 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 are eligible for 3 personal days per year and will accumulate unused personal days as sick leave days. (Current language does not provide accumulation to sick as in all other contracts)

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 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 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 immediate Supervisor and Superintendent. 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, prior approval 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, subject to project schedules. Advanced notice will be provided.

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.

Drug Testing

As per Board Policy, drug testing can be required at any time as per request by an Administrator.