

**Employment Contract 2018-2019**  
**Between**  
**Haddonfield Board of Education**  
**And**  
**Stephen Burns**

The Board of Education of the Haddonfield School District in the County of Camden with offices at 1 Lincoln Ave, Haddonfield NJ hereinafter "Board," and Stephen Burns, hereinafter "School Business Administrator/Board Secretary", hereby enter into this Employment Contract ("Employment Contract") for a one-year term beginning July 1, 2018, and terminating June 30, 2019.

**1. COMPENSATION**

The Board hereby employs the School Business Administrator/Board Secretary at an annual salary of \$130,000. This annual salary will be paid in equal installments in accordance with the Board's regular payroll schedule and it will be prorated for any period of employment constituting less than one year.

**2. SALARY DEDUCTIONS**

Salary deductions shall include compulsory federal and state taxes and those required by the Teachers Pension and Annuity Fund. Board agrees to make additional salary deductions at the request of the School Business Administrator/Board Secretary as with all other employees.

**3. WORKDAY**

The work day for the School Business Administrator/Board Secretary shall be similar to other Administrative personnel except that it is understood that the School Business Administrator/Board Secretary is employed for specific tasks and is expected to work beyond the regular workday in order to accomplish such tasks when necessary. Such employment shall be considered part of the contract and no additional remuneration shall be provided.

**4. PERFORMANCE**

The School Business Administrator/Board Secretary agrees to faithfully perform the duties of the position as set forth in the job description for the position, and in accordance with all applicable laws, regulations, policies and directives.

**5. VACATION**

- (a) The School Business Administrator/Board Secretary shall be entitled to 20 vacation days on July 1 of each school year.

- (b) If the School Business Administrator/Board Secretary is unable to use his/her vacation leave in a given year due to business demands, 5 unused vacation leave may be carried over into the next year. Accordingly, if vacation days carried over are not used in the subsequent year, unused days will be forfeited.
- (c) In determining vacation entitlement, Saturdays, Sundays, and legal holidays shall not be counted.
- (d) In the event that the School Business Administrator/Board Secretary retires or resigns during the performance of this Employment Contract, vacation days shall be paid on a pro-rated basis and not to exceed 25 days.

## 6. HOLIDAYS

The School Business Administrator/Board Secretary shall be entitled to time off with pay on the holidays specified by the school calendar and the following holidays during summer break:

- Fourth of July
- Labor Day

## 7. PERSONAL LEAVE

The School Business Administrator/Board Secretary shall be entitled to 3 days of personal leave with pay in each school year for the conduct of personal business that the School Business Administrator/Board Secretary is unable to conduct outside of the usual work day. Unused personal leave shall convert and accumulate to sick leave and be governed by Section #8.

## 8. SICK LEAVE

- (a) Sick leave is defined to mean the absence from the School Business Administrator/Board Secretary post of duty because of personal disability due to illness, injury, other medical/dental reasons, or because the School Business Administrator/Board Secretary has been excluded from school by the school's medical authorities on account of a contagious disease or because of being quarantined for such a disease.
- (b) The School Business Administrator/Board Secretary shall be entitled to 12 sick days per year with pay.
- (c) Unused sick days shall be cumulative and without limit. However, payment for unused sick leave shall not exceed \$15,000.
- (d) Upon retirement and in accordance with the rules and regulations of the Teachers' Pension and Annuity Fund, and *N.J.S.A. 18A:30-3.5*, the Board shall provide compensation for accumulated sick leave days at the rate of \$75 per day.

**9. INSURANCE**

The School Business Administrator/Board Secretary shall be entitled to the following insurance benefits at the cost of the Board:

- (a) The School Business Administrator shall contribute toward the cost of health insurance premiums in accordance with N.J.A.C. 6A:23A-3.1(e) 4. In no case shall the School Business Administrator pay less than 1.5% of base salary in accordance with N.J.S.A. 18A:16-17 (P.L. 1979. C 391). The School Business Administrator shall pay through payroll deductions contributions toward cost of health and prescription (revise as applicable to coverages requiring employee contributions) coverage at a rate of (35%) of the premiums for the family coverage chosen throughout the term of this Contract.
- (b) An income protection plan shall be purchased in the School Business Administrator/Board Secretary's name and consistent with the other district administrators or superintendent of schools. This benefit does not supplement or duplicate other benefits that are otherwise available to the employee by operation of law or existing group plan [N.J.A.C. 6A:23A-3.1(e) 6], or does not reimburse or pay for employee contributions that are either required by law or by a contract in effect in the district with other employees. [N.J.A.C. 6A:23A-3.1(e) 4]

**10. AUTOMOBILE EXPENSES/TRAVEL**

The Board agrees to reimburse the School Business Administrator/Board Secretary for the personal use of his/her vehicle at the current reimbursement rate as determined by current state travel regulations.

**11. TERMINATION**

This employment contract may be terminated by:

- 1. Mutual agreement of parties;
- 2. Unilateral termination by the Business Administrator upon sixty (60) calendar days written notice; or,
- 3. Termination by the Board upon sixty calendar days written notice.
- 4. The School Business Administrator/Board Secretary does not relinquish tenure rights to other positions obtained previously.

**12. PROFESSIONAL ASSOCIATIONS**

The Board agrees to pay dues and fees on behalf of the School Business Administrator/Board Secretary to ASBO International, NJASBO, SBO County Association,

and any other organizations agreed to by the Board and School Business Administrator/Board Secretary.

### **13. PROFESSIONAL DEVELOPMENT**

The School Business Administrator/Board Secretary shall be entitled to attend the Annual Conference of the New Jersey Association of School Business Officials, the NJ School Board Workshop Conference and the Annual ASBO International Conference and any other conference approved by the Superintendent and Board. In addition, the board agrees that the School Business Administrator/Board Secretary may attend professional development programs sponsored by NJASBO, NJASA, NJSBA and any other professional associations agreed to by the Superintendent or Board. All fees and related travel costs shall be reimbursed by the Board consistent with Board policy, state law, state regulations and applicable OMB Circulars.

### **14. OUTSIDE ACTIVITIES**

The School Business Administrator/Board Secretary shall devote his/her time, attention and energy to the business of the school district. However, he/she may serve as a consultant to other districts or educational agencies, lecture, engage in writing activities and speaking engagements, and engage in other activities, which are of short-term duration, at his/her discretion. Such activities which require the School Business Administrator/Board Secretary to be absent from the school district for more than one full working day shall be reported to the Superintendent.

### **15. TUITION REIMBURSEMENT**

In an effort to encourage the School Business Administrator/Board Secretary to take courses that will improve his/her effectiveness and value to the District, the Board agrees to pay one hundred percent (100%) of the School Business Administrator/Board Secretary's tuition charges and other course related fees for any coursework that the School Business Administrator/Board Secretary elects to take, provided that the coursework relates to the School Business Administrator/Board Secretary's position and responsibilities and that same is approved in advance by the Chief School Administrator. Coursework must culminate in a graduate degree conferred by a duly accredited institution of higher education. NJAC 6A:23A-3.1(e) 15.

### **16. TECHNOLOGY**

The Board shall provide the School Business Administrator with a cell phone for business purposes. The Board shall allow reasonable personal use of the computer/tablet.

### **17. PAYMENT IN THE EVENT OF CONSOLIDATION OR A SHARED SERVICES AGREEMENT**

