

**Employment Contract**  
**for the Best Program Coordinator**

This Employment Contract is made and entered into on this of June 25, 2015, by and between the Brick Township Board of Education, with offices located at 101 Hendrickson Ave., Brick, New Jersey 08724 (hereinafter referred to as the "Board").

and

Ellen Tyndell, (hereinafter referred to as the "Best Program Coordinator")

**WHEREAS**, Board of Education desires to provide the Best Program Coordinator with a written Employment Contract in order to describe, specifically, the relationship between the Board of Education and the Best Program Coordinator, and to serve as the basis of effective communication between them as they fulfill their respective governance and employment functions in the operation of the Brick Township Public Schools,

**NOW, THEREFORE**, the Board and the Best Program Coordinator, for the consideration herein specified, agree as follows;

**TERM**

Whereas, the Board, in consideration of the promises herein contained of the Best Program Coordinator, hereby employs, and the Best Program Coordinator hereby accepts employment as the Best Program Coordinator for the Brick Township Board of Education, for a term commencing July 1, 2015 and running through the date of June 30, 2016.

## **DUTIES AND RESPONSIBILITIES**

The duties to be performed by the Best Program Coordinator shall be as set forth per the Board of Education and applicable New Jersey Statutes and Administrative Code, relevant sections of policies and administrative regulations heretofore or hereafter adopted by Board and other appropriate duties as Board may from time-to-time require.

The Best Program Coordinator shall devote his/her time, attention and energy to the business of the school district. All duties assigned to the Best Program Coordinator should be consistent with the professional role and responsibility of the Best Program Coordinator, and shall be set by Board policy and in the appropriate job description which may be modified from time to time, consistent with the intent set forth above.

## **WORK WEEK**

The normal work day and work week shall be eight (8) hours per day, Monday through Friday, with a daily lunch of one hour (included in the work day). Summer hours shall be in effect from the first full five day work week in July (excluding holidays) through the last full five day work week in August. The summer time workday shall be eight and one half (8.5) hours per day, Monday through Thursday, with a daily lunch of one half hour (included in the work day).

## **COMPENSATION**

The Best Program Coordinator shall not be reduced in compensation, including salary and benefits. Any increase in compensation during the term of this contract shall be considered an amendment to this contract. Any additional compensation that the Board agrees to give to the Best Program Coordinator, over and above the compensation set forth and agreed upon between the parties, shall become part of this Employment Contract, but it shall not be deemed that the Board and the Best Program Coordinator have entered into a new Employment Contract.

Any amendments to this Contract shall be in writing, approved by the Board and signed by representatives of the Board and by the Superintendent.

- A. Salary: The salary rate shall be paid to the Best Program Coordinator in accordance with the schedule of salary payments of the Board. The Board shall pay the Best Program Coordinator an annual salary rate of Fifty Six Thousand One Hundred Dollars (\$56,100.00) for the period of July 1, 2015 through June 30, 2016.
- B. Cell Phone: The Best Program Coordinator at his/her own cost and expense, shall be required to have and maintain a cellular telephone for business purposes.
- C. Vacation/Holidays: The Best Program Coordinator shall be granted fifteen (15) paid vacation days annually. A maximum of ten (10) unused vacation days may be carried over from one year to the next with prior approval from the Superintendent. The Best Program Coordinator shall not take vacation days, without prior approval of the Superintendent. The Human Resources office shall be responsible for maintaining written documentation of the Best Program Coordinator earned and accrued vacation days. In the event the Best Program Coordinator retires or resigns during the year, vacation days earned shall be pro-rated for that year. In the event of death of the Best Program Coordinator all accumulated earned and accrued vacation days shall be paid to the estate of the Best Program Coordinator at the then current per-diem rate of pay. The per-diem rate of pay shall be  $\frac{1}{260}^{\text{th}}$ . The Best Program Coordinator shall be entitled to all holidays in the school calendar. If the Best Program Coordinator is required to work on a given holiday, she shall be entitled to take another day off during the contract term, without loss of pay. During summer hours vacation days utilized will be charged as one day.
- D. Sick Leave: The Best Program Coordinator shall be allowed twelve (12) days sick leave annually. The unused portion of said days, at the end of any year, shall be accumulated in

accordance with state law. Upon retirement from service with the Brick Township School District, the Board will pay the Best Program Coordinator for all unused, accrued sick leave time in the district at an amount not to exceed one half the per diem rate of pay earned by the Best Program Coordinator at her then-current annual salary based upon one day for every two days earned to a maximum reimbursement not to exceed \$3,101.00 (the amount accumulated as of June 30, 2012). Additional sick time will accumulate for use in time of need without any additional pay out other than the amount listed above as of 6/30/12. During summer hours sick days utilized will be charged as one day.

- E. Personal Leave: The Best Program Coordinator shall be allowed three (3) personal leave days annually, with any unused portion at the end of any year, being converted to sick days.
- F. Bereavement Leave: The Best Program Coordinator may be allowed a maximum four (4) school days absence in one year with full pay for each death in the immediate family. The immediate family shall be a spouse, civil union partner, a parent, a child, a step child, a sister, a brother, a brother in-law, a sister in-law, mother-in-law, father-in-law, a grandparent, grandchild. These days must be used within four weeks after the death of a family member. Proper documentation must be provided to Human Resources. In the case of the death of a relative of the second degree, absence of one (1) full day may be allowed with full pay. Such relatives shall be an aunt, an uncle, a nephew, a niece, or a first cousin.
- G. Benefits: The Board of Education shall pay the premium of insurance protection for the Best Program Coordinator and her family, which insurance shall include health care insurance, dental insurance and a prescription plan. The employee electing coverage, will contribute in accordance with the same guidelines as the BTEA contract toward the cost of the insurance protection elected. The contribution shall be withheld from the respective employee's paycheck on a prorated basis. The Board reserves the right to select the

insurance carrier(s). All insurance plans mentioned in this Article shall be continued by the Board while the Best Program Coordinator is utilizing FMLA/NJFLA. The prescription plan provided by the Board shall be a co-pay prescription plan, equal to the guidelines set forth in the BTEA contract.

The Board shall provide a payroll deduction for voluntary disability insurance with carriers as selected by the Board. Upon the permanent separation from employment the Board's health-care plans shall cease immediately following the Best Program Coordinator last day of the month. If the Best Program Coordinator elects to participate in COBRA he/she shall contribute toward the cost of the insurance as dictated by State law. If the Board elects to move out of the Horizon Blue Cross/Blue Shield Health Benefits Plan, coverage's provided (health care, dental and prescription plan) shall be consistent with the coverage's provided in the BTEA's contract.

- H. Membership Dues: The Board shall pay the Best Program Coordinator membership dues up to two hundred and fifty dollars (\$250) annually for membership in one organization with the approval of the Superintendent and pursuant to applicable state laws.
- I. Automobile Use Reimbursement: When automobile use is necessary only for travel outside of the District on District business, the Board shall reimburse the Best Program Coordinator for all tolls, parking fees and mileage expenses at the rates established by applicable State law as may be amended from time to time.
- J. Conferences/Workshops: The Best Program Coordinator shall be entitled to attend conferences and/or workshops related to his/her responsibilities with the recommendation of the Superintendent and prior approval of the Board. All expense reimbursements shall comply with N.J.S.A. 18A:11-12 and applicable Board policies.

K. Deferred Compensation: The Best Program Coordinator is authorized to establish and contribute to a deferred compensation/tax shelter program in accordance with N.J.S.A. 18A:66-127 through N.J.S.A. 18A:66-129.

## **TERMINATION OF EMPLOYMENT CONTRACT**

This Contract shall terminate, the Best Program Coordinator employment shall cease, and no salary shall be paid, under any one of the following circumstances:

- a) Mutual agreement of the parties;
- b) Unilateral termination by either party, with or without cause, by giving thirty (30) calendar days advance written notice of termination to the other party at the address set forth above;
- c) Fraudulent misrepresentation by the Best Program Coordinator of employment history, educational and professional credentials, or criminal background;
- d) Incapacity of the Best Program Coordinator to perform all the responsibilities of a full-time Best Program Coordinator.

## **COMPLETE AGREEMENT**

This Employment Contract embodies the entire agreement between the parties hereto and cannot be changed except by written agreement of the undersigned parties.

## **CONFLICTS**

In the event of any conflict between the terms, conditions and provisions of this Employment Contract and the provisions of the Board's policies or any permissive Federal or State law, then, unless otherwise prohibited by law, the terms of this Employment Contract shall take precedence

over the contrary provisions of the Board's policies or any other such statutes, regulations or rulings.

### **SAVINGS CLAUSE**

If, during the term of this Employment Contract, it is found that a specific clause of the Contract is illegal under Federal or State law, the remainder of this Employment Contract shall remain in force.

### **RELEASE OF PERSONNEL INFORMATION**

The Board acknowledges and agrees that the New Jersey Open Public Records Act and case law interpreting that Act govern disclosure of personnel records to members of the public. All other information, except as otherwise provided by law, is deemed confidential and shall not be released to the public absent the written consent of the Best Program Coordinator, or by a lawful order of a court of competent jurisdiction.

### **PERSONNEL RECORDS**

The Best Program Coordinator shall have the right, upon request, to review the contents of his/her personnel file and to receive copies at the expense of the employee any documents contained therein. She shall be entitled to have a representative accompany him/her during such review. No derogatory documents will be placed in the employees file without prior notice and knowledge of the employee. The Best Program Coordinator shall also have the right to submit a written response or rebuttal to such material.



**WHEREAS**, the Best Program Coordinator has approved of the terms and conditions of this Employment Contract; and,

**IN WITNESS WHEREOF**, the parties have set their hands and seals to this Employment Contract effective on the 25<sup>th</sup> day of June and in the year 2015 as first above written.

\_\_\_\_\_  
Ellen Tyndell  
Best Program Coordinator

Date: \_\_\_\_\_

**BRICK TOWNSHIP BOARD OF  
EDUCATION**

\_\_\_\_\_  
Sharon Cantillo  
President

Date: \_\_\_\_\_

**WITNESS**

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James W. Edwards, Jr., CPA  
Business Administrator/Board Secretary