

EMPLOYMENT AGREEMENT made this 12th day of June, 2018, by and between ISHA MORGENSTERN, Business Office Operations Supervisor, and the BOARD OF EDUCATION of the PORT JEFFERSON UNION FREE SCHOOL DISTRICT (herein referred to as the "Board") with offices for the transaction of business located at 550 Scraggy Hill Road, Port Jefferson, New York,

**WHEREAS**, the Board has been advised that it is legally permissible for the Board to contractually obligate itself to provide the terms and conditions of employment herein more particularly described; and

**WHEREAS**, both parties acknowledge that the termination of the employment of the Business Office Operations Supervisor, her employment status as a probationary administrator and whether she will be granted tenure at the conclusion of her probationary period are subject solely to the procedures set forth at length in various provisions of the Education Law of the State of New York and nothing herein contained shall be deemed to have modified the foregoing in any respect; and

**WHEREAS**, the Business Office Operations Supervisor further acknowledges that nothing contained in this Agreement modifies or prevents the Board from abolishing or reducing the position of Business Office Operations Supervisor referred to herein for fiscal or operational reasons.

**NOW, THEREFORE**, based upon the mutual covenants and understanding between the parties, it is understood and agreed:

**1. GENERAL PROVISIONS:**

The Business Officer Operations Supervisor's salary and fringe benefits for each year of the Agreement shall not be diminished from that paid the previous year. The annual salary of the Business Officer Operations Supervisor shall be Ninety Six Thousand Sixty Nine Dollars (\$96,069) for the period of July 1, 2018 through June 30, 2019. Increases in compensation and modification to fringe benefits shall be determined as follows:

- a. On or about June 15, 2019, the Board shall meet to discuss the Superintendent's recommendation, if any, as to the appropriate salary increase and/or benefit modification(s) to be made to the salary and benefits provided in this Agreement. The decision of the Board shall be communicated to the Superintendent, and thereafter by the Superintendent to the Business Officer Operations Supervisor prior to June 30, 2018.
- b. The Business Office Operations Supervisor shall be paid in equal installments bi-weekly;
- c. Any increase in the Business Office Operations Supervisor's salary or benefits shall be in the form of an amendment to this Agreement; and it shall not be considered that the Board and the Business Office Operations Supervisor have

entered into a new agreement, unless expressly stated in writing signed by both parties hereto;

- d. It is understood that the salary and benefits outlined in this Agreement shall continue without modification unless modified by mutual agreement;

**2. LONGEVITY INCREMENT:**

The Business Office Operations Supervisor shall be granted longevity increments, as part of her salary, once she has completed three (3) years of administrative service with the Port Jefferson Union Free School District. The longevity increments are as follows: a longevity increment of \$1,000 shall be added to the Business Office Operations Supervisor's scheduled base salary after completion of her third year of service; an additional \$1,000 shall be added to the Business Office Operations Supervisor's scheduled base salary upon completion of her sixth year of service; an additional \$1,000 shall be added to the Business Office Operations Supervisor's scheduled base salary after the completion of her ninth year of service; an additional \$1,000 shall be added to the Business Office Operations Supervisor's base salary after the completion of her twelfth year of service; and an additional \$1,000 shall be added to the Business Office Operations Supervisor's base salary after the completion of her fifteenth year of service.

**3. BENEFITS AND WORKING CONDITIONS:**

- a. Work Year: 12 months, exclusive of vacation leave and holidays, as detailed below
- b. Vacation Leave: 30 days annually selected by the Business Officer Operations Supervisor, with the approval of the Deputy Superintendent. Up to 14 unused vacation days can be cashed in at the end of the year at the rate of 1/240<sup>th</sup> of the then current rate of pay. Requests to cash in days must be received in writing by the Business Office on or before June 1 and are only done at the end of the school year. Any remaining accrued days can be carried over up to 30 vacation days. The Business Office Operations Supervisor may cash in up to 30 vacation days at the time of termination of employment contingent upon three years of service to the District. Vacation days may not be taken the week following the last instructional day for students, or the two weeks immediately prior to the first day of instruction for students. The Superintendent of Schools has the sole authority to waive this provision if written application is made.
- c. Holidays: 16 paid holidays annually selected by the Business Office Operations Supervisor with the approval of the Superintendent.
- d. Sick Days: 15 days annually (one half of accumulated days paid at 1/220<sup>th</sup> upon termination of employment contingent upon three years of service to the District).
- e. Bereavement Leave: up to 5 days annually for death in immediate family.

- f. Personal Leave: up to 5 days annually (unused days may be accumulated as sick leave).
- g. Jury Duty: The Business Office Operations Supervisor shall receive full pay during periods of jury service.
- h. Health Insurance: [Individual or family coverage] District shall pay 82% of premium costs (continued into retirement after 5 years of service); if coverage is waived, the Business Office Operations Supervisor will receive one half of the District's premium costs at the end of the school year capped at the declination rates in effect for the 2013-14 school year which are \$3,925.77 for individual medical coverage, \$8,671.92 for family medical coverage, \$322.98 for individual dental coverage, \$887.40 for family dental coverage, \$79.38 for individual excess medical and vision coverage and \$195.36 for family excess medical and vision coverage.
- i. Dental/Vision Insurance: Individual or family coverage provided by the District.
- j. Life Insurance: A \$300,000 term policy provided by the District.
- k. Professional Memberships: Membership in appropriate School Business Associations paid by the District, as approved by the Deputy Superintendent.
- l. Professional Conferences: Attendance at appropriate School Business conferences paid by the District, as approved by the Deputy Superintendent.
- m. Expense Reimbursement: Reimbursement will be provided by the District for reasonable expenses occurred in the discharge of the Business Office Operations Supervisor, as approved by the Deputy Superintendent, based on an itemized account and documentation of such expenses.
- n. Tax-Sheltered Annuity Benefits: The Business Office Operations Supervisor, at her option, shall be entitled to the benefits of such employee tax-sheltered annuity as may be available by law and in accord with the School District policy and practices for instructional personnel. The District shall pay into a tax-deferred annuity fund (or other such plan or program of a tax-deferred nature selected by the Business Office Operations Supervisor in the annual amount of One Thousand (\$1,000) Dollars.

4. **WRITTEN AGREEMENT:**

This agreement shall continue in full force and effect during the term of employment of the Business Office Operations Supervisor unless otherwise terminated, modified or extended in accordance with the provisions of Paragraph "1" hereof, or by an agreement in writing between the parties.

5. **SEVERABILITY:**

If any provision of this Agreement is determined to be contrary to law, it is understood and agreed that such provision shall be deemed deleted and the balance of the Agreement without such deleted provision, if otherwise lawful, shall remain in full force and effect. If any such deleted provision involves compensation or a money benefit, the undersigned parties agree to negotiate as part of the Agreement in place of such deleted provision a substitute of comparable value thereto, and in the event of an impasse exceeding forty-five (45) days, either party hereto may submit the issue for final disposition, to arbitration by the American Arbitration Association pursuant to its rules, which Association shall be empowered to make an award of comparable value or compensation as reasonably implements the intent of the parties under the deleted provision.


6. **EFFECTIVE DATE:**


This Agreement shall be effective on July 1, 2018.

7. **ENTIRE AGREEMENT:**

This Agreement constitutes the full and complete agreement between the Board and the Business Office Operations Supervisor and may not be altered, changed, added to, deleted from, or modified except through the mutual written consent of the parties.

**PORT JEFFERSON UFSD**

  
Kathleen Brennan, President  
Board of Education

  
Isha S. Morgenstern