

**MONMOUTH BEACH BOARD OF EDUCATION  
HEAD CUSTODIAN  
EMPLOYMENT CONTRACT**

The Monmouth Beach Board of Education, (hereinafter referred to as the Board) and Robert Seidel (hereinafter referred to as the Head Custodian) hereby enter into this employment contract.

1. Term  
The Board hereby employs the Custodian for a term commencing July 1, 2021 and ending June 30, 2022.
2. Compensation
  - a. The annual prorated salary of \$62,037 will be paid in 24 equal installments in accordance with the Board's regular payroll schedule.
3. Duties
  - a. Closes the building each day. Determines, before leaving, that all doors and windows are secured, and all lights, except those left on for safety reasons, are turned off.
  - b. Keeps building and premises, including sidewalks, driveways, and play areas neat and clean at all times.
  - c. Operates heat, ventilation, and air conditioning systems to provide temperatures appropriate to the season and to ensure economical use of fuel, water, and electricity
  - d. Checks daily to ensure that all exit doors are open and all panic bolts are working properly during the hours of building occupancy.
  - e. Displays the U.S. flag during school hours on days when school is in session.
  - f. Cleans and dusts classrooms, offices, library and faculty room daily; empties waste baskets in these areas.
  - g. Cleans corridors after each school day, and during the day when their condition requires it.
  - h. Cleans and sanitizes bathroom fixtures and floors daily, and replenishes paper and soap supplies as needed.
  - i. Cleans and sanitizes all drinking fountains daily.
  - j. Cleans cafeteria dining areas after use.
  - k. Shovels, plows, salts, and/or sweeps sidewalks, steps, driveways and parking areas as necessary.
  - l. Obeys all fire/safety and environmental laws and regulations relating to the plant operation.
  - m. Keeps the grounds free from rubbish and debris.
  - n. Cleans chalkboards daily.
  - o. Moves furniture or equipment within the building as required for various activities and as directed by the head custodian or principal.
  - p. Complies with all laws and procedures for the storage and disposal of trash, waste, and debris.
  - q. Conducts an ongoing program of general maintenance, upkeep and repair, making minor repairs and reporting major repair needs promptly to the head custodian.

- r. Cleans all windows on both the inside and outside as scheduled.
  - s. Keeps all floors in a clean and attractive condition and in a good state of preservation.
  - t. Performs grounds keeping chores including grass-cutting, tree-trimming, leaf raking and removal of litter, to maintain the grounds in a safe and attractive condition.
  - u. Performs related duties as assigned.
4. Evaluation  
The Superintendent and Business Administrator shall evaluate the performance of the Custodian at least once a year in accordance with the provisions of the applicable New Jersey statutes and regulations. Each evaluation shall be in writing and a copy shall be provided to the Custodian
5. Work Day
- a. The workday for the Custodian is eight hours per day, 40 hours per week
  - b. Working Hours, cleaning scheduled and lunch arrangements shall be adapted to the requirements of the school.
6. Vacation
- a. The Custodian shall be entitled to two weeks of vacation with pay per school year. The two weeks shall be taken upon completion of a full school year. (12 months of service). Such vacation shall be approved by the Superintendent
  - b. After five consecutive years, the Custodian shall be entitled to three full calendar weeks vacation. Such vacation shall be approved by the Superintendent
  - c. After ten consecutive years, the Custodian shall be entitled to four full calendar weeks vacation. Such vacation shall be approved by the Superintendent
7. Holidays  
The Custodian shall be entitled to such other days off with pay as follows:  
New Years Eve 2 day  
New Years Day,  
Good Friday,  
Memorial Day,  
Independence Day,  
Labor Day,  
Thanksgiving and Friday after  
Christmas Eve 2 day  
Christmas Day  
In addition, to the nine paid days, upon approval of the Superintendent, two, 3 day weekends will be included during

The Christmas Vacation  
The Spring Vacation

8. Personal Leave

a. The Custodian shall be entitled to two (2) personal days per school year. Unused personal days shall be accumulated.

b. Upon retirement only, the Board shall provide compensation for accumulated personal days at the rate of \$35 per day up to a maximum of 180 days

9. Sick Leave

a. Sick leave is hereby defined to mean the absence from position of Custodian because of personal disability due to illness, injury or because or has been excluded from school by the school=s medical authorities on account of contagious disease or of being quarantine or such disease

b. The Custodian shall be entitled to twelve sick days per year with pay. Unused sick days shall be accumulated up to 180 days

c. Upon retirement only, the Board shall provide compensation for accumulated sick leave days at the rate of \$35 per day up to 180 days.

E. Unused sick leave shall not be applied to extended vacations, leave with out pay or terminal pay.

10. Bereavement/Family Illness Leaves:

The Custodian may be granted a maximum of five (5) days leave because of death in his immediate family (immediate family is defined as husband, wife, mother, father, children, brother, sister, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandparents, and other blood relatives of the Custodian residing in the Custodian's home and totally dependent on the Custodian for support.) . Upon the death of a Spouse's Grandparent, Brother-in-law, Sister-in-law, Aunt or Uncle, the employee may have one (1) day to attend funeral services.

11. Insurance

Effective Jan 1, 2019 Horizon Direct 15 will be offered as the base health care plan. Employees participating in the base plan shall contribute their share of the premium based on the percentages of the MBTA table provided. Those who forgo the base plan and elect to continue to participate in the Direct 10 health benefit plan shall pay the difference from Direct 15 to Direct 10. Subject to Paragraph E. hereinafter, the Board shall pay its share of the premium in effect on July 1 2011 and increases for the duration of the agreement for each tenured teacher and in cases where appropriate for family plan coverage under the plan known as School Employees Health Benefits Plan (SEHBP).

The employee shall pay a portion of their health care benefit through the withholding of the contribution from their pay, salary or other compensation in the amount and manner prescribed by law.

The Board agrees to provide family eye care equal to or better than what is currently in place.

Dental coverage will be the responsibility of the employee.

Employees may opt out of the District's health insurance plan upon proof of coverage under another plan. The employee will be compensated at 30% of the premium waived based upon the level of benefit dropped by the employee. The opt out period must be for the full year (July 1 through June 30) and arrangements will be in place for employees to opt back in based upon unforeseen life changes. In such case, the prorated amount of the savings shall be paid to the employee based upon the amount of time he/she was not covered under the Board's plan.

The payment for this plan will be as follows: one-half (1/2) in February and one-half (1/2) in June of the employee's opt-out year.

The election of opting out or opting back into health insurance must be requested in writing each school year. The Business Administrator shall develop forms and timelines for submission of this procedure.

12. Termination

The Custodian shall provide the district with not less than 15 days notice of intent to resign and 6 months notice to retire. Notice shall be in writing to both the Board President and Superintendent.

The Board has the right to terminate this contract with 15 days notice.

13. Miscellaneous Provisions

a. This employment contract embodies the entire agreement between the parties hereto and cannot be varied except by written agreement of the undersigned parties.

b. If, during the term of this employment contract, it is found that a specific clause herein is illegal under federal or state law, then the remainder of the contract shall not be affected and shall remain in full force and effect.

c. All custodians shall obtain and keep in effect a firemen's Black Seal license for the operation of the boiler and related equipment

In witness whereof, the parties have hereunto set their hands and seal this 1st day of July 2021.

**MONMOUTH BEACH BOARD OF EDUCATION**

ATTEST:

\_\_\_\_\_  
Karen Dolan, Board President

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Peter E. Genovese III, RSBO, QPA  
School Business Administrator

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Robert W. Seidel, Custodian

**MONMOUTH BEACH BOARD OF EDUCATION  
CUSTODIAL  
EMPLOYMENT CONTRACT**

The Monmouth Beach Board of Education, (hereinafter referred to as the Board) and Joseph Morizio (hereinafter referred to as the Custodian) hereby enter into this employment contract.

1. Term  
The Board hereby employs the Custodian for a term commencing July 1, 2021 and ending June 30, 2022.
2. Compensation  
The annual salary of \$44,730 will be paid in 24 equal installments in accordance with the Board's regular payroll schedule.
3. Duties
  - a. Closes the building each day. Determines, before leaving, that all doors and windows are secured, and all lights, except those left on for safety reasons, are turned off.
  - b. Keeps building and premises, including sidewalks, driveways, and play areas neat and clean at all times.
  - c. Operates heat, ventilation, and air conditioning systems to provide temperatures appropriate to the season and to ensure economical use of fuel, water, and electricity
  - d. Checks daily to ensure that all exit doors are open and all panic bolts are working properly during the hours of building occupancy.
  - e. Displays the U.S. flag during school hours on days when school is in session.
  - f. Cleans and dusts classrooms, offices, library and faculty room daily; empties waste baskets in these areas.
  - g. Cleans corridors after each school day, and during the day when their condition requires it.
  - h. Cleans and sanitizes bathroom fixtures and floors daily, and replenishes paper and soap supplies as needed.
  - i. Cleans and sanitizes all drinking fountains daily.
  - j. Cleans cafeteria dining areas after use.
  - k. Shovels, plows, salts, and/or sweeps sidewalks, steps, driveways and parking areas as necessary.
  - l. Obeys all fire/safety and environmental laws and regulations relating to the plant operation.
  - m. Keeps the grounds free from rubbish and debris.
  - n. Cleans chalkboards daily.
  - o. Moves furniture or equipment within the building as required for various activities and as directed by the head custodian or principal.
  - p. Complies with all laws and procedures for the storage and disposal of trash, waste, and debris.
  - q. Conducts an ongoing program of general maintenance, upkeep and repair, making

- minor repairs and reporting major repair needs promptly to the head custodian.
  - r. Cleans all windows on both the inside and outside as scheduled.
  - s. Keeps all floors in a clean and attractive condition and in a good state of preservation.
  - t. Performs grounds keeping chores including grass-cutting, tree-trimming, leaf raking and removal of litter, to maintain the grounds in a safe and attractive condition.
  - u.
  - v. Performs related duties as assigned.
4. Evaluation  
The Superintendent and Business Administrator shall evaluate the performance of the Custodian at least once a year in accordance with the provisions of the applicable New Jersey statues and regulations. Each evaluation shall be in writing and a copy shall be provided to the Custodian
5. Work Day  
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In witness whereof, the parties have hereunto set their hands and seal this 1st day July 2021.

**MONMOUTH BEACH BOARD OF EDUCATION**

ATTEST:

\_\_\_\_\_  
Karen Dolan, Board President

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Peter E. Genovese III, RSPO, QPA  
School Business Administrator

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Joseph Morizio, Custodian