

**Lee H. Kellogg School
FALLS VILLAGE, CT**

EMPLOYMENT AGREEMENT

This agreement is made by and between Mrs. Laurie Wadsworth and the Canaan Board of Education, otherwise known as the "Board."

WHEREAS, Laurie Wadsworth accepts the position of Executive Secretary / Secretary to the Board of Education and agrees to perform Executive Secretary / Secretary to the Board of Education services for Lee H. Kellogg School and the members of the Canaan Board of Education on the terms and conditions specified in this Agreement; and

WHEREAS, Laurie Wadsworth is qualified to perform the services contained in this Agreement and included in the attached job description.

NOW, THEREFORE the parties agree as follows:

1. Term of Employment

This agreement will become effective on July 1, 2023, and will continue until June 30, 2025. By specific action and with the consent of Mrs. Wadsworth, the Board shall review the agreement annually, no later than April 1st of each year.

2. Services To Be Performed

Laurie Wadsworth agrees to provide Secretarial services to Lee H. Kellogg School and Canaan Board of Education, according to the Executive Secretary / Secretary to the Board of Education job description provided by Lee H. Kellogg School.

3. Compensation

- Laurie Wadsworth will be compensated \$31.00 per hour for the 2023/2024 school year.
 - For the second year of the contract term (2024/2025), the Executive Secretary/Secretary to the Board of Education's salary shall be such amount as Mrs. Wadsworth and the Board mutually agree upon (but, in any event, not less than the salary paid during the first year of the agreement).
- Overtime will be paid in accordance with state law, plus the following exceptions.
 - The building principal or their designee must approve overtime.
 - One and one-half (1 ½) times the hourly rate shall be paid for authorized work on Sundays and holidays.
 - The Board may require the employee to receive compensatory time off instead of overtime.

4. Work Hours/Year

The typical work year shall be based on eight (8) hours per day for 225 workdays. The work hours shall generally be between the hours of 8:15 a.m. - 4:15 p.m. and include evening Board of Education meetings.

5. Paid Time Off

- Personal Illness/Family Illness Days - The regular sick leave allotment shall be seventeen (17) days to include sick leave and family illness leave. Up to ten days (10) days may be used for family illness. Personal illness/family illness shall be granted at the beginning of the contract date. Any unused leave may be accumulated to a maximum of one hundred fifteen (115) days. Any unused leave may be carried over.
- Personal Business Days - The Executive Secretary may be absent for a total of three (3) days per fiscal year for personal business granted with the approval of the Building Principal. Personal business is a business of a personal nature, which cannot be conducted outside the workday. Personal business days are non-accumulative.
- Bereavement Leave - In the event of a death in the Executive Secretary's immediate family, she shall be granted up to five (5) consecutive days' absence with pay.
 - Immediate family means husband, wife, children, and other members of the same household; father, mother, brothers, sisters, father-in-law, mother-in-law, sister-in-law and brother-in-law, and grandchildren.
- Holidays - The Executive Secretary/Secretary to the Board of Education shall receive the following paid holidays: New Year's Day, Martin Luther King Day, President's Day, Good Friday, Memorial Day, Labor Day, Columbus Day, Thanksgiving Day, Day After Thanksgiving, Christmas Eve, and Christmas Day.
- Personal Leave of Absence - The Executive Secretary/Secretary to the Board of Education may be granted a personal leave of absence without the board's pay for thirty (30) days renewable up to ninety (90) days.
- Jury Duty - Absence for jury duty shall be granted when the Executive Secretary/Secretary to the Board of Education is required to serve. The same guidelines will be followed under the Canaan School Employees, Local 1303-343 (CBA).

6. Benefits

- The Board shall provide health insurance and dental insurance coverage for the Executive Secretary/Secretary to the Board of Education and her family during the term of this contract under the same group insurance plans offered to non-certified staff under the Canaan School Employees, Local 1303-343 (CBA). The cost share of the premiums will coincide with the CBA as outlined in Article 17.
- The Board shall maintain a \$50,000 life insurance policy for the term of employment.
- According to the plan outline, the board shall contribute to the Town of Canaan Pension Plan and Trust Money Purchase on the Executive Secretary's behalf at her eligibility. The Board's contribution to the sheltered tax annuity shall be separate from the Executive Secretary / Secretary to the Board of Education's base annual salary as set forth above.

7. Travel

The Board agrees to reimburse Laurie Wadsworth for using her automobile for in-district, and out-of-district transportation in the performance of job functions at the current I.R.S. rate for miles

traveled upon submission of the mileage requisition. This excludes regular home/workplace commutation.

8. Evaluation

The Principal shall evaluate the performance of the Executive Secretary / Secretary to the Board of Education at the end of each school year and shall prepare a report regarding her performance.

This employment agreement is expected to cover the period defined in the Term of Employment section above unless either party terminates it earlier by mutual understanding. If Laurie Wadsworth wishes to unilaterally terminate this agreement, the Board requests 30 days' notice be given.

This agreement constitutes the entire agreement between the Board and Laurie Wadsworth, supersedes prior written or oral agreements or understandings, and may be modified only by a written agreement executed by both the Board and Laurie Wadsworth.

Laurie Wadsworth, Executive Secretary / Secretary to the Board of Education

Date

Lisa Carter, Superintendent of Schools

Date

Patricia Mechare, Chairman, Canaan Board of Education

Date