

## **CONTRACT FOR EMPLOYMENT**

This contract is made this 1st day of November, 2015 between the Little Compton School Committee, hereinafter referred to as the "Committee", and Carolyn Sedgwick hereinafter referred to as the "Administrative Asst. to the Superintendent/Director of HR".

In consideration of the promises herein contained, the parties hereto mutually agree as follows:

**EMPLOYMENT:** The Committee hereby agrees to employ Carolyn Sedgwick as Administrative Asst. to the Superintendent/Director of HR of Little Compton Schools and the Administrative Asst. to the Superintendent/Director of HR hereby agrees to accept employment on the following terms and conditions:

**1. COMPENSATION:** In consideration of the duties to be performed by the Administrative Asst. to the Superintendent/Director of HR pursuant to this Agreement, and in addition to further monetary or other benefits referred to in this Agreement, the Committee shall pay to or on behalf of the Administrative Asst. to the Superintendent/Director of HR an annual salary as follows:

July 1, 2015 \$56,286

July 1, 2016 \$57,412

July 1, 2017 \$58,560

Payment shall be made in twenty-six (26) equal installments. The Committee shall withhold from the Administrative Asst. to the Superintendent/Director of HR's salary all sums required by federal, state, and local laws and all other sums as the Administrative Asst. to the Superintendent/Director of HR and Committee may agree upon.

**2. TERM OF AGREEMENT:** The term of this contract shall commence on October 26, 2015 and continue through June 30, 2018. During this contract period, the Administrative Asst. to the Superintendent/Director of HR is responsible for all Administrative matters of the superintendent as well as all Human Resource matters of the School Department whenever such needs may arise.

**3. WORK YEAR:** The Administrative Asst. to the Superintendent/Director of HR shall work a 12 month year with four (4) weeks annual vacation and shall observe such holidays as are recognized by the Committee for the collective bargaining Support Staff. The Administrative Asst. to the Superintendent/Director of HR will attend all School Committee meetings and such meetings as required by the Superintendent, including meetings of Town Boards and Committees as needed.

**4. DUTIES:** The Administrative Asst. to the Superintendent/Director of HR of Schools is engaged by the Little Compton School Committee as the Administrative Asst. to the Superintendent/Director of HR of Schools and shall faithfully perform the duties as are

outlined in the job description created for this position and is part of this contract by reference.

5. FRINGE BENEFITS: The Committee agrees to pay medical and dental insurance to the Business Administrator and, if received, the Administrative Asst. to the Superintendent/Director of HR shall pay 16% of the plan for 2015-16, and will be determined for future years. The Administrative Asst. to the Superintendent/Director of HR shall be offered a buy-back in lieu of health care coverage at the rate of \$2,000 for each year of this agreement payable on or about the last payroll each June.

a. SICK LEAVE: Fifteen (15) days of sick leave per year will be granted to the Administrative Asst. to the Superintendent/Director of HR at the beginning of each fiscal year with a maximum accumulation of two hundred (200) days.

b. PERSONAL LEAVE: The Administrative Asst. to the Superintendent/Director of HR shall be granted annually two (2) days of personal leave. Such days shall not accrue from year to year.

c. FUNERAL LEAVE: Funeral leave shall be available to the Administrative Asst. to the Superintendent/Director of HR up to five (5) days of leave during each year of this contract in the event of the death of any member of his immediate family. One day funeral leave shall be available for all other family members of the Administrative Asst. to the Superintendent/Director of HR. Bereavement days shall not accumulate from year to year.

d. JURY DUTY: The Committee agrees to provide to the Administrative Asst. to the Superintendent/Director of HR the difference between the daily rate of pay and the amount received for jury service in the event the Administrative Asst. to the Superintendent/Director of HR is required to serve jury duty.

e. The Administrative Asst. to the Superintendent/Director of HR shall be offered substantially the same benefits as are afforded other members of the certified staff.

f. LIFE INSURANCE: The Committee will provide to the Administrative Asst. to the Superintendent/Director of HR a term life insurance policy in the amount of fifty thousand dollars (\$50,000).

#### 6. PROFESSIONAL DEVELOPMENT, MEETINGS & CONFERENCES:

The Administrative Asst. to the Superintendent/Director of HR shall be reimbursed for out-of-pocket expenses incurred during the performance of her professional duties, to include meetings, conferences, professional dues, subscriptions and/or tuition costs, as directed or agreed to by the Committee and subject to budget considerations.

#### 7. TERMINATION:

a. Prior to the expiration of this contract, the Committee may terminate this contract for good cause, provided that such cause is expressed in writing to the Administrative Asst.

to the Superintendent/Director of HR and provided that she has been given an opportunity to meet with the Committee and to rebut such cause.

b. During this Agreement's term, the Administrative Asst. to the Superintendent/Director of HR may voluntarily leave the employment of the Committee, provided that the Administrative Asst. to the Superintendent/Director of HR serves the Committee with written notice at least one (1) month in advance. Said written notice shall be sent to the Superintendent of Schools by certified mail, return receipt requested at the time said notice is sent. The Committee is under no obligation to provide severance pay or to continue any other payments under this Agreement beyond the date of the Administrative Asst. to the Superintendent/Director of HR departure.

8. ENTIRE AGREEMENT: This contract and the attached Contract Addendum signed by the parties embodies the entire agreement between the Committee and the Administrative Asst. to the Superintendent/Director of HR, and there are no inducements, promises, terms, conditions, or obligations made or entered into by either party other than those contained herein. The contract may not be changed except by a writing signed by the party against whom enforcement thereof is sought. A waiver by either party or a breach of any provision of this Agreement shall not operate or be construed to be a waiver of any subsequent breach.

9. INVALIDITY: If any portion of this Agreement is found to be invalid, it shall not affect the remainder of said Agreement, but said remainder shall be binding and effective against all parties.

Administrative Asst. to the Superintendent/Director of HR

SUPERINTENDENT OF SCHOOLS

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

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

WITNESS: \_\_\_\_\_