

CONTRACT FOR EMPLOYMENT

This contract is made this 2nd day of October, 2019 between the Little Compton School Committee, hereinafter referred to as the "Committee", and Meriah Dufur, hereinafter referred to as the "School Committee Confidential Secretary" or "Confidential Secretary."

The Committee hereby agrees to employ Meriah Dufur as School Committee Confidential Secretary of the Little Compton School Department and Meriah Dufur accepts employment on the following terms and conditions.

The parties hereto mutually agree as follows:

Section 1. RATE OF PAY

If the Confidential Secretary continues in the employ of the Committee, the Committee shall pay an hourly rate as follows:

Commencing October 1, 2019	\$25.00 per hour
Commencing July 1, 2020	\$25.50 per hour
Commencing July 1, 2021	\$26.01 per hour

Section 2. TERM OF AGREEMENT

This position will be an at will and extend until either party provides 10-day prior written notification of termination.

Section 3. TIME TO BE WORKED AND DUTIES

The Confidential Secretary shall perform the duties as provided herein and as outlined in the job description (Attachment A).

The Confidential Secretary's job duties will require attendance work outside of the normal school day or on weekends or at night-time (e.g. attendance at various municipal and committee meetings, and/or school department related activities as directed by the Superintendent or the Chair of the School Committee). Also, the Superintendent may direct the Confidential Secretary to attend administrative meetings or perform other duties during the school day.

Additionally, the Confidential Secretary shall perform such other duties assigned from time to time by and under the direction of the Chair of the School Committee, the School Committee as a whole and the Superintendent.

The parties acknowledge and agree that given the type of work performed and the timing of such work, work shifts may be less than three (3) hours in total and consequently, the three hour minimum normally under R.I. Gen laws 28-12-3.2 is not applicable and further that there will be no minimum shift period or payment.

Section 4. FRINGE BENEFITS

There is no benefits entitlement for this position other than employee discretionary participation in various programs offered, including but not limited to the wellness initiatives and the 403b Plan.

Section 5. PERFORMANCE EVALUATION

Each year, the School Committee Secretary shall receive a copy of the Evaluation Instrument by which he/she will be evaluated, along with the schedule for the evaluation process. The Evaluation Instrument is attached to this agreement as Attachment B.

Section 6. TERMINATION

The Committee or the Confidential Secretary may, upon ten (10) days prior notice terminate this agreement for any lawful reason or no reason, without penalty or prejudice.


In this event, the Committee shall pay to the Confidential Secretary all remuneration and benefits accrued but unpaid during the period of employment as of the time of such termination.

Section 7. AMENDMENTS

This Agreement may be modified or amended only by written mutual agreement of the Confidential Secretary and the Committee, executed in the same manner as this Agreement.

Section 8. ENTIRE AGREEMENT

This contract is the entire agreement between the parties.


Meriah Dufur,
Confidential Secretary


Witness

Little Compton School
Committee

10-11-19

Ramon Melendez

By its Chair

Date: 10/11/19

A. Sedgwick

Witness

Date: 10-11-19

**SECRETARIAL/CLERICAL EMPLOYEES
PERFORMANCE APPRAISAL**

Employee Name _____ Job Grade _____

Position Title _____ Dept./Division _____

Start Date _____ Date Appraisal Completed _____ Date of Previous Appraisal _____

GUIDE TO COMPLETION

PART A: Contains a number of factors, which will assist in appraising overall performance objectively and establishing levels of proven performance.

PART B: Assists in analyzing steps to be taken by both the supervisor and incumbent to sustain or improve performance in the future.

PART C: Assists in career mobility and training consideration.

PART A

The following are not necessarily in order of importance/significance (more than one area can be checked if applicable):

1. **QUALITY OF WORK:** Is it usable as presented?

Employee	Supervisor	
<input type="checkbox"/>	<input type="checkbox"/>	Always above average
<input type="checkbox"/>	<input type="checkbox"/>	Can be accepted without checking
<input type="checkbox"/>	<input type="checkbox"/>	Usually acceptable
<input type="checkbox"/>	<input type="checkbox"/>	Frequently requires work to be redone

2. **QUANTITY OF WORK:** Productivity:

<input type="checkbox"/>	<input type="checkbox"/>	Normally performs special assignments in addition to regular work
<input type="checkbox"/>	<input type="checkbox"/>	Regular duties completed in time to allow for some special assignments
<input type="checkbox"/>	<input type="checkbox"/>	Meets expectations as outlined in the job description
<input type="checkbox"/>	<input type="checkbox"/>	Requires improvement

3. **ABILITY TO MEET DEADLINES:** Normal workload:

<input type="checkbox"/>	<input type="checkbox"/>	Can cope even with peak loads
<input type="checkbox"/>	<input type="checkbox"/>	Usually ready in advance
<input type="checkbox"/>	<input type="checkbox"/>	Normally on time
<input type="checkbox"/>	<input type="checkbox"/>	Frequently late

4. **ACCEPTING RESPONSIBILITY:** In addition to those assigned with position:

<input type="checkbox"/>	<input type="checkbox"/>	Normally does more than the minimum job requirements
<input type="checkbox"/>	<input type="checkbox"/>	Often able to undertake and complete new types of assignments
<input type="checkbox"/>	<input type="checkbox"/>	Able to handle additional tasks from time to time
<input type="checkbox"/>	<input type="checkbox"/>	Performs regular duties adequately
<input type="checkbox"/>	<input type="checkbox"/>	Performs responsibilities inadequately

5. **PREVENTING OR COPING WITH PROBLEMS:** Independent action in dealing with variety and complexity of duties:

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Sound judgment—able to analyze problems and cope with situations on own ingenuity |
| <input type="checkbox"/> | <input type="checkbox"/> | Alert—uses routine discretion in minor matters |
| <input type="checkbox"/> | <input type="checkbox"/> | Anticipates problems, but requires discretion from supervisor for action |
| <input type="checkbox"/> | <input type="checkbox"/> | Lacks foresight—usually caught unaware |
- ORGANIZATIONAL SKILLS:** Getting plans into effect:

- | | | |
|--------------------------|--------------------------|--|
| Employee | Supervisor | |
| <input type="checkbox"/> | <input type="checkbox"/> | Capable of taking responsibility for organizing projects |
| <input type="checkbox"/> | <input type="checkbox"/> | Executes plans well on own |
| <input type="checkbox"/> | <input type="checkbox"/> | Some skill, but requires coaching from supervisor |
| <input type="checkbox"/> | <input type="checkbox"/> | Does not put plans into effect |

6. **INNOVATION AND CREATIVITY:** To perform in addition to routine job assignments:

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Often suggests approaches and implements methods |
| <input type="checkbox"/> | <input type="checkbox"/> | Improves methods of work routine and completes tasks requiring imagination |
| <input type="checkbox"/> | <input type="checkbox"/> | Sometimes shows imagination in work methods |
| <input type="checkbox"/> | <input type="checkbox"/> | Handles only routine tasks in an established manner |

7. **INITIATIVE:** Self-starter, goes ahead (implements) on own:

- | | | |
|--------------------------|-------------------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Prefers to act on own and does so effectively/ineffectively |
| <input type="checkbox"/> | <input type="checkbox"/> | Constructively independent |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Takes action when need is evident |
| <input type="checkbox"/> | <input type="checkbox"/> | Hesitates to take action |
| <input type="checkbox"/> | <input type="checkbox"/> | No evidence—must be told |

8. **RELIABILITY:** Ability to work without supervision:

- | | | |
|--------------------------|-------------------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Can be relied upon to carry out responsibilities even under difficult circumstances |
| <input type="checkbox"/> | <input type="checkbox"/> | Keeps head even in a crisis |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Works well on own |
| <input type="checkbox"/> | <input type="checkbox"/> | Requires occasional checking |
| <input type="checkbox"/> | <input type="checkbox"/> | Must be constantly supervised |

9. **WORK HABITS:** Punctuality, Attendance:

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Always dependable—willing to go the extra mile |
| <input type="checkbox"/> | <input type="checkbox"/> | Generally displays dependability |
| <input type="checkbox"/> | <input type="checkbox"/> | Occasionally demonstrates poor work habits |
| <input type="checkbox"/> | <input type="checkbox"/> | Frequently demonstrates poor work habits |

10. **JOB KNOWLEDGE:** Familiar with rules, regulations, guidelines/policies, legislation:

- | | | |
|--------------------------|-------------------------------------|---|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Thoroughly familiar and knows some of next higher job |
| <input type="checkbox"/> | <input type="checkbox"/> | Very familiar—seeks help with non-routine matters |
| <input type="checkbox"/> | <input type="checkbox"/> | Adequate knowledge |
| <input type="checkbox"/> | <input type="checkbox"/> | Insufficient knowledge |

SUPERVISOR SUMMARY COMMENTS

Please use the space below to comment in your words on the performance of the employee, specifically in respect to results and progress since last review.

OVERALL PERFORMANCE RATING

- Supervisor to check one: Exceeds expected output.
 Meets job expectations.
 Areas for improvement are identified.
 Unsatisfactory—falls short of minimum performance expectations.

PART B

Comment on each of the following characteristics as they relate to on-the-job performance (please include examples). Also identify the significance of each of these characteristics.

Employee Supervisor Level of significance (H = High, M = Medium, L = Low)

 1. INTERPERSONAL SKILLS: Ability to relate to others, particularly in obtaining and giving cooperation; effective team member.

 2. COMMUNICATION: Ability to express ideas clearly and ensure understanding; ability to listen and learn from others; ability to recognize and use informal channels of communication.

 3. SELF-IMPROVEMENT: Effort to acquire and utilize new or additional skills, to seek additional responsibilities.

 4. PERSEVERANCE: Ability to complete a task despite difficulties and adjusted priorities.

Employee Supervisor Level of significance (H = High, M = Medium, L = Low)

		5. EFFICIENCY: Effective time management skills.

		6. COMMITMENT: Positive, enthusiastic/optimistic approach. Takes pride in working toward organizational objectives.

ADDITIONAL CRITERIA AND COMMENTS:

You may wish the space below to identify any additional points that you consider appropriate. (e.g., What are his/her greater strengths? What areas require improvement?).

PART C

The space below is provided for a record of the results of the appraisal discussion i. e., what plans were made, and what specific action is to be taken by both parties.

1. DEVELOPMENT PLAN FOR IMPROVEMENT

Objectives <small>(Actions to be taken by employee)</small>	Supervisor's Commitment to Action <small>(e.g., training)</small>	Budget Approved	Target Date for Completion
		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

2. JOB INTERESTS

Employee's interests

Supervisor's comments

2. COMMENTS REGARDING THIS APPRAISAL MEETING (e.g., thoroughness, adequate time and location, and openness).

Employee

Supervisor

SIGNATURES

**Secretary/Clerical
Personnel and Date**

**Immediate Supervisor
and Date**