

REGIONAL SCHOOL DISTRICT 17
EMPLOYMENT CONTRACT
ADMINISTRATIVE ASSISTANT FOR PAYROLL

This agreement, made as of the 30th day of August 2019, by and between the Regional School District 17 Board of Education and Gail Griffin (hereinafter referred to as “Administrative Assistant for Payroll”) specifies the terms of employment, along with the attached document marked “A” regarding compensation and benefit entitlements.

This agreement will continue in full force and effect until June 30, 2020, or until a successor is executed by the School District and the Administrative Assistant for Payroll, whichever comes first.

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

1. **EMPLOYMENT:** The Board hereby employs Gail Griffin as the Administrative Assistant for Payroll and she hereby accepts employment on the following terms and conditions:
2. **TERM:** The Administrative Assistant for Payroll shall be employed commencing on July 1, 2019, and terminating on June 30, 2020. Any extension or renewal of this contract shall be in accordance with the provisions set forth by the Regional School District 17 Board of Education.
3. **COMPENSATION:** The Administrative Assistant for Payroll shall be paid an annual salary of \$50,225.00 (based upon an hourly rate of \$25.76) effective 7/1/19 through 6/30/20. The salary is payable in equal installments once every two weeks or as denoted in the payroll schedule for the District.
4. **TERMINATION:** In the event that said Administrative Assistant for Payroll desires to terminate this contract before the term of this Agreement shall have expired, she may do so by giving at least a 60-day notice of her intention to the Board of Education. The Board of Education shall give at least a 60-day notice of its intention not to renew this contract.
5. **DUTIES:** The Administrative Assistant for Payroll shall perform faithfully under full confidentiality and to the best of her ability, the duties of the Administrative Assistant for Payroll, as outlined in the approved job description. Other duties may be assigned by the Director of Fiscal Operations or the Superintendent of Schools.
6. **BENEFITS:** The Administrative Assistant for Payroll shall be entitled to other employment benefits, which are incorporated into this Agreement by reference thereto, and submitted with this Agreement and marked “A”.
7. **WORK YEAR:** The Administrative Assistant for Payroll shall work a 12-month year defined as 260 days.

- 8. RELATIONSHIP BETWEEN THE DIRECTOR OF FISCAL OPERATIONS AND ADMINISTRATIVE ASSISTANT FOR PAYROLL:** At the discretion of the Director of Fiscal Operations, The Administrative Assistant for Payroll shall meet with the Director of Fiscal Operations at least twice each year for the purpose of discussing the Administrative Assistant's performance as well as the working relationship.
- 9. REIMBURSEMENT FOR EXPENSES:** The Board shall reimburse the Administrative Assistant for Payroll for all budgeted expenses reasonably incurred in the performance of her duties under this contract. Some examples of such expenses are; costs of transportation and attendance at appropriate local, state and national meetings and conferences and legal fees incurred as a result of any action brought against her which arises out of employment and with the exemption of intentional torts and criminal actions.
- 10. SEPARATION:** If The Administrative Assistant for Payroll leaves employment in the District during the contract period, days worked will be paid at a per diem rate. Monies owed to The Administrative Assistant for Payroll or the School District will be reimbursed within 30 days of the last worked day.
- 11. GENERAL PROVISIONS:** If any part of this agreement is invalid, it shall not affect the remainder of said agreement, but said remainder shall be binding and effective against all parties.

This contract contains the entire agreement between the parties. It may not be amended orally, but may be amended only by an agreement in writing signed by both parties. Commencing upon signing, it supersedes all prior agreements between the parties.

This Agreement shall be executed in two counterparts, each of which shall be deemed to be an original, and both of which taken together shall be deemed one and the same instrument.

IN WITNESS THEREOF, the parties have hereunto signed this Agreement and a duplicate.

By:

Neeraj 8.30.19
 Superintendent of Schools (For the Board) Date

Yvonne 8/30/19
 The Administrative Assistant for Payroll Date

“A”

REGIONAL SCHOOL DISTRICT 17

ADMINISTRATIVE ASSISTANT FOR PAYROLL

BENEFITS PACKAGE

The following is a list of the benefits provided to The Administrative Assistant for Payroll by the Regional School District 17 Board of Education:

1. **Holidays:** The Administrative Assistant for Payroll is entitled to the following holidays:

July 4 th	Thanksgiving Day	Martin Luther King’s Birthday
Labor Day	Day after Thanksgiving	Presidents’ Day
Columbus Day	Christmas Eve Day &	Good Friday
Veterans’ Day	Christmas Day	Memorial Day
	New Year’s Day	

2. **Medical Insurance:** All arrangements for The Administrative Assistant for Payroll to participate in group hospital, surgical, and health plans through payroll deduction will be made by The Administrative Assistant for Payroll through the Business Office of Regional School District 17. The District will pay seventy-nine percent (79%) of the cost of the current or subsequently modified health plan generally offered to school employees and The Administrative Assistant for Payroll will pay twenty-one percent (21%) of the premium of such plan and will pay co-pays commensurate with the Unaffiliated employee’s health plan. Deductions will be made in equal installments from each paycheck during the year. The Board has the discretion to change insurance carriers or programs at any time provided that the replacement carrier(s) coverage is comparable but not necessarily the same as the existing coverage in benefits and function.
3. **Life Insurance:** The Administrative Assistant for Payroll will participate in a \$50,000 term life insurance plan paid for by the district.
4. **Pension:** The Board of Education shall contribute five (5%) percent of an eligible employee’s base salary into the pension plan. Participation in the pension plan will begin after the completion of one year of service.
5. **Worker’s Compensation:** The Board shall provide The Administrative Assistant for Payroll with sixty (60) days of salary, less any funds received from Workers’ Compensation, for absence due to an accident arising out of such employment with such absence not chargeable to sick leave accumulation. After 60 days, The Administrative Assistant for Payroll will continue to receive sick pay, less Worker’s Compensation, for absence due to an accident arising out of such employment with such absence charged to sick leave in the same proportion that sick pay benefits received from the Board represent to the total amount of benefits received from both the Board and Worker’s Compensation.
6. **Absence/Leaves:** The Administrative Assistant for Payroll shall be entitled to the following absences/leaves:

- a. A maximum of three (3) days of paid absence will be allowed for religious observances

during the fiscal year.

- b. The Board agrees to remunerate the difference between The Administrative Assistant for Payroll wages, on a per diem basis, and any compensation received for time spent on Jury Duty.
 - c. Two (2) personal days may be taken per fiscal year. Personal days may be taken only to take care of personal, business, or legal matters which could not ordinarily be accomplished during non-working hours, but not to extend holidays or school vacations. Prior approval to take a personal day must be obtained from the Superintendent at least twenty-four (24) hours before the day is actually taken.
 - d. Five (5) calendar days leave of absence may be taken at one time in the event of death in the immediate family. Immediate family will be considered to be spouse, sons, daughters, step-children, adopted and foster relations, father, and mother. Five (5) calendar days of leave may be taken for the death of brothers, sisters, brother-in-law, sister-in-law, mother-in-law, father-in-law, grandchildren, and grandparents.
 - e. Fifteen (15) sick days per year. Up to ten (10) of the fifteen (15) day annual entitlement may be used for the care of a sick immediate family member. Immediate family member shall be defined as spouse, sons, daughters, step-children, adopted and foster children, father and mother. The accumulation of unused sick leave days shall not exceed 220 days. In no event shall the Board be obligated to pay for sick time accrued at the time of the termination of The Administrative Assistant for Payroll's employment.
 - f. Twenty (20) vacation days per fiscal year exclusive of legal holidays. Vacation days may not be carried over between fiscal years or accumulated without expressed, written authorization of the Superintendent of Schools.
7. **Retirement Savings:** The Administrative Assistant for Payroll shall be eligible to contribute to an annuity or a tax sheltered plan (TSA) chosen by her. The amount of the contribution shall be deducted from the salary compensation. The Administrative Assistant for Payroll shall have the right to increase or decrease the amount contributed to either an annuity or tax sheltered plan at any time over the life of this contract, subject to the terms of the annuity or TSA provider.