

**REGIONAL SCHOOL DISTRICT 17**  
**EMPLOYMENT CONTRACT**  
**ADMINISTRATIVE ASSISTANT TO CENTRAL OFFICE LEADERS**  
**OPERATIONS, FACILITIES, AND CURRICULUM**

This agreement, made as of the 23RD day of August, 2019, by and between the Regional School District 17 Board of Education and Karen Vecchito (hereinafter referred to as "Administrative Assistant to Central Office Leaders" or "Administrative Assistant") 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 to Central Office Leaders, whichever comes first.

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

1. **EMPLOYMENT:** The Board hereby employs Karen Vecchito as the Administrative Assistant to Central Office Leaders and she hereby accepts employment on the following terms and conditions:
2. **TERM:** The Administrative Assistant to Central Office Leaders shall be employed commencing on August 26th, 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 shall be paid based upon an annual salary of \$50,000.00, (based upon an hourly rate of \$25.64). 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 to Central Office Leaders 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 to Central Office Leaders shall perform faithfully under full confidentiality and to the best of her ability, the duties of the Administrative Assistant. Other duties may be assigned by the Superintendent of Schools and/or Central Office Leaders.
6. **BENEFITS:** The Administrative Assistant to Central Office Leaders 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 to Central Office Leaders shall work a 12-month year defined as 260 days.
8. **RELATIONSHIP BETWEEN THE CENTRAL OFFICE LEADERS AND ADMINISTRATIVE ASSISTANT:** At the discretion of Central Office Leaders and/or the Superintendent, the Administrative Assistant shall meet with Central Office Leaders 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 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 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 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:	<i>[Signature]</i>	8.23.19
	Superintendent of Schools (For the Board)	Date
	<i>[Signature]</i>	8/23/19
	The Administrative Assistant to C.O. Leaders	Date

**“A”**

**REGIONAL SCHOOL DISTRICT 17**

**ADMINISTRATIVE ASSISTANT TO THE ASSISTANT SUPERINTENDENT**

**BENEFITS PACKAGE**

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

1. **Holidays:** The Administrative Assistant to Central Office Leaders is entitled to the following holidays:

July 4th	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 to participate in group hospital, surgical, and health plans through payroll deduction will be made by the Administrative Assistant through the Business Office of Regional School District 17. The District will pay eighty percent (79%) of the cost of the current or subsequently modified health plan generally offered to school employees and the Administrative Assistant will pay twenty percent (21%) of the premium of such plan and will pay co-pays commensurate with the CT Partnership 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 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.
5. **Worker’s Compensation:** The Board shall provide The Administrative Assistant 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 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 to Central Office Leaders 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 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 employment of the Administrative Assistant.
  - f. Fifteen (15) 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 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 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.