

**REGIONAL SCHOOL DISTRICT 17
EMPLOYMENT CONTRACT**

ADMINISTRATIVE ASSISTANT TO THE DIRECTOR OF FISCAL OPERATIONS

This agreement, made as of the 1st day of July 2019, by and between the Regional School District 17 Board of Education and Maria Roche (hereinafter referred to as "Administrative Assistant to the Director of Fiscal Operations") 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 30th, 2020 or until a successor is executed by the School District and the Administrative Assistant to the Director of Fiscal Operations, whichever comes first.

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

1. **EMPLOYMENT:** The Board hereby employs Maria Roche as the Administrative Assistant to the Director of Fiscal Operations and she hereby accepts employment on the following terms and conditions:
2. **TERM:** The Administrative Assistant to the Director of Fiscal Operations 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 to the Director of Fiscal Operations shall be paid an annual salary of \$60,689.66 (based upon an hourly rate of \$31.12) 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 to the Director of Fiscal Operations desires to terminate this contract before the term of this Agreement shall have expired, she may do so by giving at least a 90-day notice of her intention to the Board of Education. The Board of Education shall give at least a 90-day notice of its intention not to renew this contract.
5. **DUTIES:** The Administrative Assistant to the Director of Fiscal Operations shall perform faithfully, to the best of her ability, the duties of the Administrative Assistant to the Director of Fiscal Operations, 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 to the Director of Fiscal Operations 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 the Director of Fiscal Operations shall work a 12-month year defined as 260 days.

“A”

REGIONAL SCHOOL DISTRICT 17

ADMINISTRATIVE ASSISTANT TO THE DIRECTOR OF FISCAL OPERATIONS

BENEFITS PACKAGE

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

1. **Holidays:** The Administrative Assistant to the Director of Fiscal Operations 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	

1. **Medical Insurance:** All arrangements for The Administrative Assistant to the Director of Fiscal Operations to participate in group hospital, surgical, and health plans through payroll deduction will be made by The Administrative Assistant to the Director of Fiscal Operations through the Business Office of Regional School District 17. The District will pay eighty percent (80%) of the cost of the current or subsequently modified health plan generally offered to school employees and The Administrative Assistant to the Director of Fiscal Operations will pay twenty percent (20%) 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.
2. **Life Insurance:** The Administrative Assistant to the Director of Fiscal Operations will participate in a \$50,000 term life insurance plan paid for by the district.
3. **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.
4. **Worker's Compensation:** The Board shall provide The Administrative Assistant to the Director of Fiscal Operations with one hundred twenty (120) 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 120 days, The Administrative Assistant to the Director of Fiscal Operations 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.
5. **Absence/Leaves:** The Administrative Assistant to the Director of Fiscal Operations 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 to the Director of Fiscal Operations 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 before or after 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. Eighteen (18) sick days per year. Up to thirteen (13) of the eighteen (18) 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 to the Director of Fiscal Operation'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.
6. **Retirement Savings:** The Administrative Assistant to the Director of Fiscal Operations 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 to the Director of Fiscal Operations 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.

