

REGIONAL SCHOOL DISTRICT 17

EMPLOYMENT CONTRACT

ADMINISTRATIVE ASSISTANT TO THE SUPERINTENDENT

This agreement, made as of the 1st day of July 2017, by and between the Regional School District 17 Board of Education and Pamela Hensel (hereinafter referred to as "The Administrative Assistant to the Superintendent") 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, 2018 or until a successor is executed by the School District and the Administrative Assistant to the Superintendent, whichever comes first.

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

1. **EMPLOYMENT:** The Board hereby employs Pamela Hensel as the Administrative Assistant to the Superintendent and she hereby accepts employment on the following terms and conditions:
2. **TERM:** The Administrative Assistant to the Superintendent shall be employed under the provisions of this agreement for the time period July 1, 2017 through June 30, 2018. 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 Superintendent shall be paid an annual salary of \$70,047.14. The salary is payable in equal installments once every two weeks or as denoted in the payroll schedule for the District. Any future salary increases in any future contract shall be determined by the Board of Education in consultation with the Superintendent of Schools and shall be based on the evaluation of the performance of the Administrative Assistant to the Superintendent.
4. **TERMINATION:** In the event that said Administrative Assistant to the Superintendent 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 Superintendent shall perform faithfully, to the best of her ability, the duties of the Administrative Assistant to the Superintendent, as outlined in the approved job description. Other duties may be assigned by the Superintendent of Schools.
6. **BENEFITS:** The Administrative Assistant to the Superintendent 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 Superintendent shall work a 12-month year defined as 260 days.
8. **RELATIONSHIP BETWEEN THE ADMINISTRATIVE ASSISTANT TO THE SUPERINTENDENT:** The Administrative Assistant to the Superintendent shall meet with the Superintendent at least twice each year for the purpose of discussing with the Superintendent her performance as well as the working relationship between The Administrative Assistant to the Superintendent and the Superintendent.

9. EVALUATION: The Superintendent of Schools shall evaluate and assess, in writing, the performance of The Administrative Assistant to the Superintendent at least annually during the term of this agreement. Said evaluation and assessment shall be reasonably related to the goals and objectives of the district for the year in question, the job requirements as delineated in the approved job description for the position, and any reasonable requests made by the Superintendent and/or the Board of Education.

10. TERMINATION: The parties may, by mutual consent, terminate the contract at any time. The Administrative Assistant to the Superintendent shall be entitled to terminate the contract upon written notice of ninety (90) days, except that the ninety (90) days notice is not required if termination is part of an action to implement a new contract in which case verbal notice by The Administrative Assistant to the Superintendent, duly witnessed and recorded in the minutes, is acceptable.

The Board may terminate this contract of employment during its term for one or more of the following reasons:

1. Inefficiency or incompetence;
2. Insubordination against reasonable rules of the Board of Education;
3. Moral misconduct;
4. Disability as shown by competent medical evidence
5. Other due and sufficient cause.

In the event the Board seeks to terminate the contract for one of the above reasons, it shall provide The Administrative Assistant to the Superintendent written notice that termination of her contract is under consideration. Upon The Administrative Assistant to the Superintendent's written request, the Board shall provide The Administrative Assistant to the Superintendent with a written statement of reasons within seven days of receipt of such notice.

Within fifteen (15) days of receipt from the Board of Education of written notice that contract termination is under consideration, The Administrative Assistant to the Superintendent may file with the Board a written request for a hearing before the Board, which shall be held within twenty (20) days of receipt of such request. The Board shall render its decision within fifteen (15) days of such hearing and shall send a copy of its decision setting forth reasons and evidence relied on to The Administrative Assistant to the Superintendent. The Board's decision shall be based on the evidence presented at the hearing.

Such hearing may be in executive or public session, at the option of the Administrative Assistant to the Superintendent. The Administrative Assistant to the Superintendent shall have the right to her own counsel, at her own expense.

Any time limits established herein may be waived by mutual agreement of the parties.

12. SEPARATION: If The Administrative Assistant to the Superintendent 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 to the Superintendent or the School District will be reimbursed within 30 days of the last worked day.

13. 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

“A”

REGIONAL SCHOOL DISTRICT 17

ADMINISTRATIVE ASSISTANT TO THE SUPERINTENDENT

BENEFITS PACKAGE

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

- 1. Holidays:** The Administrative Assistant to the Superintendent is entitled to the following 13 holidays:

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

- 2. Medical Insurance:** All arrangements for The Administrative Assistant to the Superintendent to participate in group hospital, surgical, and health plans through payroll deduction will be made by The Administrative Assistant to the Superintendent through the Business Office of Regional School District 17. The District will pay eighty-two percent (82%) of the cost of the current or subsequently modified health plan generally offered to school employees and The Administrative Assistant to the Superintendent will pay eighteen percent (18%) 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 to the Superintendent will participate in a \$50,000 term life insurance plan paid for by the district.
- 4. Pension / Retirement Savings:** The Board of Education shall contribute five (5%) percent of an eligible employee’s base salary into the pension plan (or a plan indentified by The Administrative Assistant to the Superintendent). Participation in the pension plan will begin one year after the employee has been retained as a permanent employee.

The Administrative Assistant to the Superintendent 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 Superintendent 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.

- 5. Worker’s Compensation:** The Board shall provide The Administrative Assistant to the Superintendent 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 Superintendent 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 the Superintendent shall be entitled to the following absences/leaves:
- a. Vacation – twenty-two (22) days annually, 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.
 - b. A maximum of three (3) days of paid absence will be allowed for religious observances during the fiscal year.
 - c. The Board agrees to remunerate the difference between The Administrative Assistant to the Superintendent wages, on a per diem basis, and any compensation received for time spent on Jury Duty
 - d. 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.
 - e. 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.
 - f. Eighteen (18) sick days per year. Up to fifteen (15) 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 Superintendent's employment.