



**EAST HAMPTON PUBLIC SCHOOLS
ADMINISTRATIVE OFFICES**

94 Main Street
East Hampton, Connecticut 06424-1119
TELEPHONE (860) 365-4000
FAX (860) 365-4004

Business Manager Employment Agreement
Karen H. Asetta

The East Hampton Board of Education in accordance with the action of the Board taken IN June 2017 agrees to employ Karen Asetta as School Business Manager subject to the terms and conditions set forth below:

Position School Business Manager

Duties: Under the direction and supervision of the Superintendent of Schools, the School Business Manager shall be responsible for all aspects of the business operations in the East Hampton Public Schools and shall perform such duties as determined by the Superintendent of Schools.

Term The term of this Agreement is one year, from July 1, 2017 to June 30, 2018.

Salary \$125,941 in equal periodic payments for the period July 1, 2017 to June 30, 2018.

Benefits

- Health Coverage – CT Partnership 2.0, 18% of the premium cost paid by the employee and Dental with 12% of the cost paid by the employee
- Other Insurance or Benefits – Life Insurance rounded to the nearest \$500 of salary doubled.
- Participation in the Town of East Hampton Retirement Income Plan
- Other allowances:
 - \$50 Automobile allowance (per month)
 - \$11,976 403(b) annuity contribution, separate and apart from base salary

Absence and Leave Provisions

Vacation:

Vacation Days – 25 days annually with a maximum of 10 days carried over to the following fiscal year. The Business Manager shall be compensated at her per diem rate for any unused vacation days remaining at June 30, 2018 that exceed the year end limit of 10. Requests for vacation must be made to and approved by the Superintendent. Prorated unused vacation time will be paid upon retirement or resignation with ninety day advance notice to the Board. Prorated unused vacation time will be paid to the employee's estate should death occur.

Sick Leave:

Sick leave of 18 days granted annually. These may be used in full or half-day increments. Sick leave is intended for the personal illness or physical incapacity of the employee with the exception that up to five (5) of the fifteen (18) sick leave days each year may be used to care for a family member who is ill and with whom the employee resides. Once 190 days are accumulated and the Business Manager is eligible for an additional 18 days, the additional days above 190 shall be accumulated in a special "bank". Days accumulated in the special bank shall be paid at the rate of \$30 per day at the time of the resignation, retirement, or death of the Business Manager. In the event of the death, the value will be paid to the employee's estate. Upon resignation due to disability or retirement after 10 years of service in East Hampton and the Business Manager provides the Superintendent with 90 days' notice, the School Business Manager shall receive severance pay of 25% of the accumulated unused sick leave at a per diem rate of the base salary divided by 260.

Personal Leave:

Five (5) non-cumulative days of personal leave per year shall be granted to the Business Manager. Such leave days may be taken with the approval of the Superintendent to attend to private personal business that cannot otherwise be transacted during the regular day or other compelling matters as determined by the Superintendent.

Holidays:

Paid holidays as follows:

New Year's Day and Eve, Martin Luther King Day, Lincoln's Birthday (Superintendent designated if School in session), President's Day, Good Friday, Memorial Day, Independence Day Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve Day, Christmas Day, Day after Christmas (if Christmas is on a Thursday)

Termination

1. The parties may, by mutual consent, terminate this Agreement at any time during the term of the Agreement.
2. The Board may terminate this Agreement during its term for good cause.

Connecticut State Department of Education Certification At all times during the term of this Agreement, the Business Manager shall possess and maintain Connecticut State Department of Education certification as a School Business Official (085 Certification).

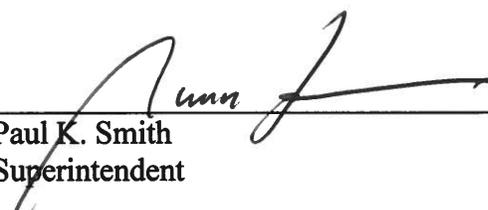
General Provisions

1. **Severability:** If any part of this Agreement is determined by a court of final authority to be invalid, that portion shall be severed from the Agreement, and the remainder of the Agreement shall remain in full force and effect.

2. **Amendment:** This Agreement contains the entire agreement of the parties. It may not be amended orally but may be amended only by an agreement in writing, signed by both parties.

3. **Governing Law:** This Agreement shall be governed and interpreted under the laws of the State of Connecticut.

In witness whereof, the parties hereto have caused these presents to be executed by their proper officer, hereunto duly authorized, and their seals affixed hereto.



Paul K. Smith
Superintendent

Date: 8/14/2017



Karen H. Asetta

Date: 8/14/2017

Addendum:

Personal Leave

In addition to the five personal leave days, previously noted, an administrator may be allowed 5 special leave days for necessary, private personal business that cannot be transacted outside the regular work day, or for observance of religious holidays. Special leave may only be granted if the following conditions are met:

1. The Superintendent must have received the employee's request in writing at least twenty-four hours in advance, if possible;
2. No other administrator in the school system has submitted a written request for special leave on any of the days requested;
3. Such special leave does not fall on a school day immediately before or after a weekend, personal vacation, or school holiday.

Upon recommendation of the Superintendent, and with the approval of the Board, an administrator may be granted a leave of absence with or without pay for a period of time determined by the Board. Each such situation shall be viewed as unique and shall have no precedent setting impact on any other request for any personal leave. Any approved absence without pay shall result in a deduction of 1/260 of the annual salary for each day for a 12 month administrator.

Catastrophic Illness or Physical Disability

In the event of absence due to catastrophic illness or physical disability of a tenured administrator beyond the granted sick leave allotment, the Board shall make the requisite payments to maintain in full force all existing insurance programs for this administrator for the remainder of the fiscal year in which his/her sick leave is exhausted and shall provide said administrator with the opportunity to continue at his/her own expense this policy at the premium amount. This paragraph does not apply to terminated or retired employees.