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EMPLOYMENT AGREEMENT
BETWEEN THE
CROMWELL BOARD OF EDUCATION
and the
Administrative Assistant to the Superintendent of Schools

July 1, 2018 – June 30, 2020

EMPLOYMENT AGREEMENT

This Agreement is made on July 1, 2018 by and between the Board of Education of the Town of Cromwell, Connecticut (hereinafter referred to as "the Board") and Ms. Paula Nadeau, Administrative Assistant to the Superintendent of Schools.

WITNESSETH

WHEREAS, the parties wish to enter into a written agreement regarding the employment of Paula Nadeau.

NOW THEREFORE, the parties agree as follows:

1. EMPLOYMENT AND TERM. The Board hereby agrees to employ Paula Nadeau as the Administrative Assistant to the Superintendent of Schools in accordance with the terms of this Agreement, to perform the duties of the position under the direction and as specified by the Superintendent of Schools, for a term commencing on July 1, 2018 and terminating June 30, 2020. Prior to the expiration of this agreement before June 30, 2020, the Board will consider an extension. At no time shall the contract exceed two (2) years.
2. DUTIES. The Administrative Assistant to the Superintendent shall be employed under the direction and supervision of the Superintendent of Schools, and understands that this is a full-time, year-round position. Her duties and responsibilities shall include all those tasks associated with this position, plus any additional duties and responsibilities required by the Board or the Superintendent. The Board reserves the right to adjust compensation accordingly.
3. EVALUATION. The Administrative Assistant to the Superintendent of Schools shall be evaluated annually by the Superintendent of Schools. The written format for the evaluation and the evaluation itself shall be discussed and shared with the Administrative Assistant to the Superintendent of Schools.
4. TERMINATION

This Agreement shall be in force from the date of its approval and execution by both parties and shall be in effect through and including June 30, 2020, when it shall expire and be of no further force and effect. The Administrative Assistant to the Superintendent and the Board may, upon mutual agreement, extend this Agreement or replace it with a new Agreement. Notwithstanding the foregoing, this agreement and the employment relationship may be terminated at any time by the Board of Education for just cause. Nor shall anything in this agreement deprive the Superintendent of the authority to suspend or relieve the Administrative Assistant to the Superintendent from duty immediately when serious misconduct against her is alleged.
5. INSURANCE BENEFITS.
 - A. The Administrative Assistant to the Superintendent of Schools shall have the option of enrolling in the ConnectiCare High Deductible Health Plan with Health Savings Account.

The HDHP plan shall have the following elements:

Base Insurance Plan	PPO
Annual deductible	\$2,000 (s); \$4,000 (f)
Co-Insurance	0% after deductible.
Co-Insurance Maximum	\$0
Out of Pocket Maximum	\$2,500//\$5,000
Preventive Medicine	\$0
Prescription Drugs	0% after deductible

- B. The Administrative Assistant to the Superintendent of Schools shall make the following contribution toward the cost of the annual premium for the selected health insurance plan:

- (i) HDHP with HSA Plan
2018-2019 16.0%
2019-2020 17.0%

The contribution rate for participating members will be computed effective July 1 of each contract year.

The Board agrees to fund 50% of the applicable HSA deductible amount during the 2018-2020 work years. The Board's contributions toward the applicable HSA deductible amount will be deposited **on or about July 1st in 2018 and 2019**. The Board shall have no obligation to fund any portion of the HSA deductible amount upon retirement of the Administrative Assistant to the Superintendent or upon her separation from employment.

- C. The premium cost sharing for the dental insurance plan shall be the same as the premium cost share of the insurance plan.
- D. Group Life insurance coverage in the amount of two (2) times the Administrative Assistant to the Superintendent of School's annual salary.
- E. Insurance carriers may be changed at any time providing the overall level of benefits remains substantially equivalent.

- F. The Board shall make available to the Administrative Assistant to the Superintendent of Schools Internal Revenue Code Section 125 premium conversion plan for the payment of such premium expenses.
- G. The Administrative Assistant is eligible to participate in the Town of Cromwell Pension Plan.
- H. Retiree Insurance - The Administrative Assistant to the Superintendent (and her spouse/domestic partner) shall be permitted, at their own expense, to continue to participate in all of the Board's health and insurance programs for up to five (5) years after the Administrative Assistant's separation date. She will be eligible to buy into the above-described insurance plans at the same rate available to individuals who currently receive continuing health insurance coverage pursuant to the Board's COBRA plan.

6. LEAVES

A. Sick Leave.

The Administrative Assistant to the Superintendent of Schools shall be granted annually fifteen (15) days of such leave with full pay. Sick leave shall be accumulative to two hundred (220) days. If applicable, time accrued in another CBOE position will be transferred to this position.

With the first paycheck each school year, the Administrative Assistant to the Superintendent of Schools will be notified as to the current number of accumulated sick leave days.

In the event of serious illness and upon exhaustion of all accumulated sick leave, the Administrative Assistant to the Superintendent of Schools would be provided eleven (11) additional sick leave days, or seventy-five percent of the Administrative Assistant's normal sick leave benefit, whichever is greater.

Upon retirement or death of the Administrative Assistant to the Superintendent, if ten years of continuous service has been completed in Cromwell, she or the legal representatives of her estate, shall be compensated at the employee's applicable wage rate for twenty-five (25) percent of the total accrued and unused sick leave.

B. Personal Leave.

The Administrative Assistant to the Superintendent of Schools may receive full pay for a maximum of 5 days in any school year for absences caused by death in the immediate family (including attendance at the resulting funeral), care of ill members of the immediate family, religious holidays, compulsory legal matters, and for other reasons as approved by the Superintendent of Schools. The immediate family shall be defined to include parents, spouse, child siblings, spouse's parents, legal guardian and any relatives living in the employee's household. Under unusual circumstances, the Superintendent of Schools may, in a particular instance, extend the definition of immediate family to include relatives other than those numerated above or extend the maximum allowance of five (5) days per year.

To qualify for such leave, the Administrative Assistant to the Superintendent of Schools must request it through the Superintendent of Schools stating reasons and whenever possible must make the request at least twenty-four (24) hours in advance.

C. Conference Leave.

When it is evident that workshop or conference attendance or the observation of an activity outside the school district will contribute to the effectiveness of the Administrative Assistant to the Superintendent of Schools, the Superintendent may grant such leave or permission to attend or observe an activity without loss of pay, up to a maximum of three (3) days per year.

The Board agrees to reimburse the Administrative Assistant to the Superintendent of Schools for attending a conference or workshop approved by the Superintendent for necessary expenses including registration and cost of materials, up to a maximum of four hundred dollars (\$400) per year.

D. Unpaid Leave.

With the exhaustion of all provided leave time, the Administrative Assistant to the Superintendent of Schools may request a period of unpaid leave to be determined by the Superintendent.

E. Jury Duty.

Absence for jury duty shall be granted when the Administrative Assistant to the Superintendent of Schools is required to serve. The Administrative Assistant to the Superintendent of Schools will be compensated the difference between the amount she receives for jury duty and the amount she would normally earn for a regular workday. The Administrative Assistant to the Superintendent of Schools must notify the Superintendent immediately upon receipt of jury notice.

6. Travel.

- A. The Board shall reimburse the Administrative Assistant to the Superintendent of Schools for business travel at the IRS approved rate.

7. Work Year/Vacation.

- A. Time and one-half shall be paid for all work performed in excess of forty (40) hours in any one work week and for all time worked on Saturday. Double time shall be paid for all work performed on Sunday. No overtime shall be worked unless approved in advance by the Superintendent or her designee.

Upon completion of service with the Cromwell School System, the Administrative Assistant to the Superintendent shall be paid for all unused accumulated vacation days at the current per diem rate, not to exceed thirty-five (35) days.

- B. In the event the Administrative Assistant to the Superintendent is called into work at a time not contiguous with her regular schedule, she will be paid for a

minimum of three (3) hours work. This provision shall not apply to hours worked that are contiguous to the employee's scheduled work time.

- C. The Superintendent shall determine the length of the Administrative Assistant's workday based on the needs of her office and in consideration of the interests of the Cromwell Public Schools. The past practice of reduced hours (6 hours per day) for summer and school vacations shall continue as determined by the Superintendent and the Administrative Assistant if the needs of the Cromwell Public Schools can still be met. The work year will be based on a minimum of 1825.5 hours annually as it has in past years.

- D. The following holidays shall be observed:

July 4th	New Year's Day
Labor Day	Martin Luther King Day
Columbus Day	President's Day
Good Friday	Memorial Day
Thanksgiving Day and the Friday following	Two Floating Holiday
Christmas Day or working day following (if Christmas falls on weekend)	

- E. State Statute shall be used to determine which date the holidays listed above will be celebrated.
- F. When a holiday occurs during the Administrative Assistant's vacation, said holiday shall not be charged against her earned vacation time.
- G. The Administrative Assistant to the Superintendent of Schools shall be allowed to follow accepted office practices for school closings as established by the Superintendent of Schools.
- H. The work year shall be twelve (12) months with twenty five (25) days vacation each year.
- I. With approval of the Superintendent or her designee, vacation time may be accrued and carried over to the next year to a maximum of ten (10) days provided that at no point in time shall the Administrative Assistant's accumulated vacation days exceed thirty-five (35).

Upon completion of service with the Cromwell School System, the Administrative Assistant to the Superintendent shall be paid for all unused accumulated vacation days at the current per diem rate, not to exceed 35 days.

- J. Vacations must be approved, in advance, by the Superintendent or her designee.
- K. In the event of the death of the Administrative Assistant to the Superintendent, her accrued vacation time shall be payable to her estate.

8. GRIEVANCE.

Should an unresolved dispute arise between the Superintendent and the Administrative Assistant to the Superintendent of Schools, the Administrative Assistant to the

Superintendent of Schools may appeal the matter to the Board of Education for resolution.

9. SALARY SCHEDULE.

- A. Salaries under this Agreement shall be paid according to the salary schedule set forth in Appendix "A," which is attached hereto and which is a part of this Agreement.
- B. Wage payments for hours worked shall be made on a bi-weekly basis.

10. COMPLETE AGREEMENT. This Agreement constitutes the full and complete Agreement between the parties and the Administrative Assistant to the Superintendent of Schools, and the Board acknowledges that no other promises or commitments were made and not contracted in this Agreement unless they were reduced to writing and mutually signed by both parties.

11. DURATION. This Agreement shall be in force from the date of its approval and execution by both parties and shall be in effect through and including June 30, 2018, when it shall expire and have no further effect and force. The Administrative Assistant to the Superintendent of Schools and the Board may, upon mutual agreement, in writing, extend this Agreement or replace it with a new Agreement.

Administrative Assistant to the
Superintendent of Schools

Paula J. Nadeau

8/7/18
Date

Cromwell Board of Education

By [Signature]
Superintendent of Schools

8/8/18
Date

Appendix A
Administrative Assistant to the Superintendent of Schools

2018-2019		2019-2020	
3.0%		3.0%	
	\$41.56	\$42.80	

Based on
1825.5 hours
for the 2018-
2020 s/y.

2018-2019		2019-2020	
3.00%		3.00%	
	\$75,867	\$78,131	