

**EMPLOYMENT AGREEMENT BETWEEN THE
VERNON BOARD OF EDUCATION
AND
RAYMOND ENGLE**

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This agreement is made this 30th day of November, 2017 by and between the Board of Education (hereinafter called the "Board" or "Employer") and Raymond Engle (hereinafter called employee or Director of Business and Finance).

I. EMPLOYMENT AND DURATION

A. The Board agrees to employ the Director of Business and Finance for a period commencing January 2, 2018 and ending January 1, 2019 in accordance with the laws of the State of Connecticut and policies, rules and regulations of the Board. The Board, shall, not less than six (6) months prior to the expiration date of this Agreement or a successor agreement, take action to consider the extension of the existing agreement.

B. If the Board does not exercise the option described in Paragraph A hereof, this Agreement shall remain in full force and effect according to its terms (1) until it expires, (2) until it is terminated in accordance with its provision, or (3) until a successor agreement is entered into by the parties.

II. CERTIFICATION AND RESPONSIBILITIES

A. Certification. The Director of Business and Finance shall apply for valid certification as required for a Director of Business and Finance (#085) by the Commissioner of Education and the State of Connecticut within the first ninety (90) days of employment. Once received, the Director of Business and Finance will maintain certification appropriate for the position. If certification expires, it shall be grounds for immediate dismissal.

B. Duties: The Director of Business and Finance shall perform all duties incident to the office of the position as described in the Board's policies, administrative regulations, and state and federal laws, and shall perform such other duties as the Superintendent may require from time to time including, but not limited to, planning, directing, coordinating and supervising the business office operations and staff, including the Director of Food Service, Director of Plant Operations, and Transportation Coordinator. The Director of Business and Finance shall report and be responsible to the Superintendent of Schools.

III. COMPENSATION

A. Salary: The annual salary for Director of Business and Finance for 2017-2018 school year will be \$123,000 (pro-rated). Any salary increase for subsequent years will be related to performance.

B. Stipends: Yearly travel allowance of \$1,750 per year for travel expenses incurred within the State of Connecticut. Travel expenses outside the State shall be reimbursed at the prevailing published IRS rates.

C. Benefits:

- Personal Leave: Up to 5 days per year non-cumulative for imperative personal business which cannot effectively be done outside of the work day.
- Sick Leave: 18 days per year cumulative to 150 days. Up to ten (10) days of sick leave each year may be used because of the sickness or illness of an immediate family member. Immediate family is defined as parents, spouse, children, stepchildren, and any relative who is domiciled in the employee's household

- Paid Holidays:

13 paid holidays:

New Year's Day

President's Day

Memorial Day

Labor Day

Veteran's Day

Day after Thanksgiving

Christmas Day

Martin Luther King Day

Good Friday

Independence Day

Columbus Day

Thanksgiving Day

Christmas Eve

- Vacation Days: The Director of Business & Finance shall be provided twenty-five (25) vacation days per year, exclusive of legal holidays, pro-rated for any partial year of employment. The Director of Business & Finance will be paid for unused vacation days at the time of termination, resignation, or retirement at the daily rate of 1/260 of the annual salary times the number of unused vacation days, per existing Board policy and pro-rated to the date of termination, resignation or retirement. In the event of death, any unused days shall be paid to the employee's estate.
- Life Insurance: Term life will be provided in an amount equal to two (2) times the annual salary. Accidental death and dismemberment will be provided in the amount of two times the annual salary.
- Health Insurance: The medical insurance plan available during this agreement is the H.S.A. plan.

The HSA shall, as required, be a high deductible health plan which shall have a \$2,000 single and \$4,000 family annual deductible for in-network services. Out-of-network services will also be subject to a \$2,000/\$4,000 initial deductible. Once the deductible is met, there shall be no coinsurance payments required for in-network covered services. Out-of-network services shall be subject to a 70% Plan payment/30% member coinsurance payment, to a coinsurance payment maximum of \$2,000 for individual coverage and \$4,000 for family coverage. This coinsurance payment shall be in addition to the initial deductible.

A HSA shall be established by the Board for each eligible employee who elects the HSA option and the Board shall annually deposit the sum of \$1,000 for single coverage, and \$2,000 for family or 2-person coverage in the employee's HSA account.

Prescription drugs are covered as part of the HSA plan and will count toward satisfying the applicable \$2,000/\$4,000 deductible. Prescription drug co-pays for drugs purchased after the deductible has been satisfied will be subject to employee co-pays of \$5/\$20/\$35 during 2017-2018 for a 30 day supply. A ninety day supply is available through mail order at twice (2X) the normal 30-day co-pay.

Employee premium share contribution levels for the HSA shall be 20% for 2017-2018.

- **Dental Coverage:** The Board of Education shall provide the Anthem full service dental plan coverage for employees and their eligible dependents with riders A, B, C, and D. Any employee who elects any of the available dental riders must elect all dental riders as a package. Employees shall contribute 35% for 2017-2018.
- **Disability Insurance:** The Board will provide Long Term Disability insurance with a 50% monthly benefit rate up to a maximum of \$8,000 and with a 180 day elimination period.

D. **Pension:** Defined Contribution Plan administered by the Town of Vernon. The Employer shall contribute on behalf of the Employee, three percent (3%) of annual base wages into a 401(a) plan. If the Employee opts to contribute six percent (6%) of his or her wages into a 457(b) plan within thirty (30) days of hire, the Employer shall contribute an additional two percent (2%), for a total contribution of five percent (5%), of the Employee's annual base wages to the 401(a) plan. Vesting schedule for Board of Education contributions have a five (5) year cliff vesting provision.

IV. EVALUATION

This employee will be evaluated annually in writing by his/her supervisor by the 30th of June.

V. TERMINATION OF EMPLOYMENT AGREEMENT

A. This agreement may be terminated by mutual consent at any time. The Director of Business and Finance may indicate his desire to end the agreement upon delivery of a thirty (30) calendar day written notice to the Superintendent. The Superintendent may accept upon receipt and without delay the employee's resignation or retirement.

B. **Termination.** The Board may terminate the contract at any time for any of the following reasons:

- a. incompetence;
- b. insubordination against reasonable rules or directives of the Board;

- c. failure to maintain valid certification
- d. moral misconduct;
- e. mental or physical disability

With regard to reason "e", the Board may require a comprehensive medical examination if such an examination appears necessary in the judgment of the Board. The Board shall pay for any such examination. In any event, the Board shall have the absolute right to terminate this contract if Director of Business and Finance is unable to perform his service by reason of absence due to illness, for a continuous period of sixty (60) days beyond the accrued sick leave days.

Prior to any such termination, the Board shall give the Director of Business and Finance written notice that termination is under consideration together with a statement in writing of the reasons therefore. Within fifteen (15) days of receipt of such notice, the Director of Business and Finance may request a hearing before the Board, which hearing shall be held within fifteen (15) days of receipt of such request. The Board shall notify the Director of Business and Finance in writing of its decision.

V. GENERAL PROVISIONS

A. This Agreement contains the entire agreement between the parties hereto and supersedes all prior negotiations and written and/or oral agreements with respect to the employment of Raymond Engle as the Director of Business and Finance.

B. The Board agrees to protect and save the Director of Business and Finance harmless from financial loss and expense, including legal fees and costs, if any, arising out of civil or criminal proceedings brought against the Director of Business and Finance in the good faith discharge of his/her duties and excluding any acts of willful misconduct.

C. In addition, the Director of Business and Finance will not lose regular pay or suffer a reduction of accumulated PTO for those days on which he/she is required to be absent from work to appear in Court or to consult with his/her attorney as reasonably necessary to prepare for an appearance in court in connection with those matters for which the Board is required to protect and save the Director of Business and Finance harmless.

IN WITNESS WHEREOF, the parties hereto have affixed their signatures on the dates written below.

Raymond B. Engle 11/29/17
By: Raymond Engle Date

Anne H. Fischer 11/29/17
By: Anne Fischer, Chairperson Date
Vernon Board of Education