

**WATERFORD BOARD OF EDUCATION
SALARY AND BENEFITS NOTIFICATION FOR 2020-2021**

NAME OF EMPLOYEE: Edward H. Crane

POSITION: Director of Information Technology

This Salary and Benefits Notification sets forth the salary and related terms and conditions of employment, anticipated to be for the period July 1, 2020 through June 30, 2021. This Salary and Benefits Notification is not a contract of employment. You are employed on an at-will basis, meaning that you and the Waterford Board of Education (the "Board"), acting through the Superintendent, are free to end the employment relationship at any time and for any reason. In the event that you choose to resign, the Board requests that you provide at least thirty (30) days written advance notice.

As an employee of the Board of Education, you are subject to Federal and State laws, the policies and regulations of the Board, and the requirements of the job description for your position, as they may be revised and amended from time to time.

Salary

Your annual salary for the period of July 1, 2020 through June 30, 2021 will be **\$139,875**.

Work Year/Vacation Schedule/Holidays

The work year is twelve (12) months. You are eligible for twenty-two (22) days of vacation per year. Vacation days not used by the end of the fiscal year shall be forfeited, except that five (5) vacation days may be carried over into the next fiscal year and taken by the end of that fiscal year. If those five (5) days are not used in the following fiscal year, those days shall be forfeited. Upon termination, pro-rated vacation pay shall be granted at the rate of pay in effect at the time of termination.

Current paid holidays are as follows:

Labor Day	New Year's Day
Columbus Day	Martin Luther King Day
Veterans' Day	President's Day
Thanksgiving Day	Good Friday
Day Immediately After Thanksgiving	Memorial Day
Christmas Day	Fourth of July
Day Immediately After Christmas	

Sick Days

Fifteen (15) days of sick leave with full pay per year are granted. Unused sick days will accumulate without limit during the total period of employment. There shall be no payout of unused sick leave either during the course of employment, upon retirement, or separation of services.

Personal Leave

A maximum of six (6) days' leave with full pay per year, non-cumulative, will be granted for death in the immediate family, religious holiday or legitimate personal business that cannot be transacted outside the work day. Personal leave shall not be used to extend holidays or vacation periods. Reasons for personal absences shall be discussed with the supervisor, at least twenty-four (24) hour in advance of the leave, whenever possible. Unused personal days will not accumulate to any succeeding contract year.

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Longevity

The Board currently provides a longevity payment program for eligible employees, but the Board reserves the right to eliminate or modify the longevity payment program. Under the current program, you are eligible for a \$2,000 longevity payment based on having attained twelve (12) or more years of continuous service with the Board. This longevity payment will be made on or about your employment anniversary date.

Retirement

You are a member of the Connecticut Municipal Employee Retirement System ("MERS") and subject to all terms and conditions of MERS, as may be amended from time to time. Your contributions to MERS, as determined in accordance with MERS, shall be deducted from your salary payments.

Upon retirement under MERS after at least five (5) years of continuous service with the Board, you may continue group health insurance coverage at your own expense, under the health insurance plan provided to active Central Office employees of the Board, as such plan may be amended from time to time until age sixty-five (65), provided such coverage is allowed by the insurance carrier and/or plan administrator.

Tax Sheltered Annuity

The Director of Information Technology shall receive an additional amount of Two Thousand Dollars (\$2,000) to be paid in substantially equal installments during the fiscal year as to which he will arrange to have an elective deferral deducted from his salary on a pre-tax basis as permitted under Section 403(b)(12)(A)(ii) of the Internal Revenue Code, as amended, including the applicable catch up limit of Section 414(v) of the Internal Revenue Code, and then contributed toward the purchase of a 403(b) annuity with a tax sheltered annuity company that he chooses from the Board's list of approved 403(b) vendors pursuant to the Board's 403(b) plan available to Board employees generally in accordance with 403(b) of the Internal Revenue Code, as amended.

Insurance

The master certificates and/or policies are the governing documents when it comes to the Board's insurance plans; the information contained herein is intended as a summary focused on employee cost-sharing of benefits.

You and your eligible dependents may participate in the insurance plan currently offered, subject to any and all applicable eligibility requirements imposed by the carriers and/or plan administrators, and subject to the Board's right to modify the insurance plan, carriers and/or plan administrators at any time.

For the 2020-2021 fiscal year, the Board will pay eighty percent (80%) of the fully insured premium of a high deductible health care plan with a health savings account feature (the "HDHP Plan") for medical and dental coverages and you will be required to pay the remaining twenty percent (20%) of the premium costs for such coverages through payroll deduction. The Board will contribute fifty percent (50%) of the annual deductible to the employee's HDHP (\$2,250 Individual, \$4,500 Family). The HDHP Plan Design is described in summary form in Appendix A.

The Board shall provide a \$50,000 life insurance policy.

Section 125 Plan

The Board shall maintain a Section 125 plan in order to permit employees to make their premium contributions on a pre-tax basis. Subject to all applicable legal provisions, including satisfaction of non-discrimination testing requirements, under the Section 125 plan, employees may also make pre-tax contributions, in the amount of: (1) at least \$100 and no greater than \$2,500 (or such lower amount as required by law) per plan year, for qualified unreimbursed health expenses; and (2) at least \$500 and no greater than \$5,000 per plan year, for qualified dependent care expenses. Under no circumstances will the Board be required to contribute any monies to the Section 125 plan on behalf of or for the benefit of any

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employee other than such salary reduction amounts. The Board makes no representations or guarantees as to the initial or continued viability of any portion of the Section 125 plan, and shall incur no obligation in the event that a change in law requires modification or elimination of any portion of such plan.

Insurance Coverage While on Leave

The employee will have the option of continuing, at employee cost, any or all insurance coverage as set forth in this Salary and Benefits Notification during a period of Board approved leave of absence. The employee will declare his/her intention to continue/not continue such coverage in writing at least thirty (30) days prior to the initiation of approved leave, except as otherwise provided by law. A leave of absence may be granted upon approval of the Board and may extend up to a maximum of one (1) year. Board policy regarding insurance continuation shall apply, as well as applicable provisions of the Family and Medical Leave Act (FMLA).

Training

The Board shall pay the costs associated with the employee's participation in conferences and other training programs applicable to the requirements of the employee's position, provided that such participation is approved in advance by the Assistant Superintendent of Schools.

Tuition Reimbursement

Course reimbursement may be granted for coursework intended to enhance professional growth and contribute to a more effective performance of duties, provided that enrollment in such courses is approved in advance by the Assistant Superintendent of Schools, and a grade of "B" or better is earned. Courses and programs must be approved at least fifteen days prior to the start of the course. Course(s) taken between fiscal year dates of July 1 to June 30 will be reimbursed in the first pay period of August of the next fiscal year. Request for reimbursement must be submitted by June 30 of the fiscal year in which the course was taken. The Board of Education will provide one annual account of \$5,000 for all individually contracted employees and prorate the amount reimbursed per semester hour in the event that more courses are completed than dollars are budgeted.

SIGNED:



Thomas W. Giard III
Superintendent of Schools

DATE: 7/1/2020



Edward H. Crane
Director of Information Technology

DATE: 7/2/2020