

**WATERFORD BOARD OF EDUCATION
SALARY AND BENEFITS NOTIFICATION FOR 2019-2020**

NAME OF EMPLOYEE: Dianne Houlihan
POSITION: Director of School Dining & Nutrition Services

This Salary and Benefits Notification sets forth the salary and related terms and conditions of employment, anticipated to be for the period November 4, 2019 through June 30, 2020. 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

The base annual salary rate for the Director of School Dining & Nutrition Services shall be \$62,500 for the 2019-2020 contract year (prorated for a partial year of service), subject to required deductions for applicable United States Withholding Tax, applicable State of Connecticut Withholding Tax and other applicable deductions mandated by state or federal law and employee contributions toward the cost of fringe benefits.

Work Year/Work Day/Holidays

The work year is 207 days. The workday is eight (8) hours per day, forty (40) hours per week.

Occasionally employee may be required to work in excess of 40 hours in a week due to the demands of the position. When this occurs, the Superintendent may, in his discretion, provide time off in a different work week when the office schedule permits, and the **Director of School Dining & Nutrition Services** will receive the standard salary amount for that week without drawing upon accrued vacation or personal time.

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	

Sick Days

Fifteen (15) days of sick leave with full pay per year are granted. Sick leave shall accumulate from year to year until a maximum of one hundred and fifty (150) days is reached. Unused sick days shall not be compensated when employment terminates. Sick leave shall be used for personal illness or injury, or quarantine in accordance with health regulations.

Personal Leave

A maximum of four (4) 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

Director of School Dining & Nutrition Services

Board policy regarding insurance continuation shall apply, as well as applicable provisions of the Family and Medical Leave Act (FMLA).

Mileage Reimbursement

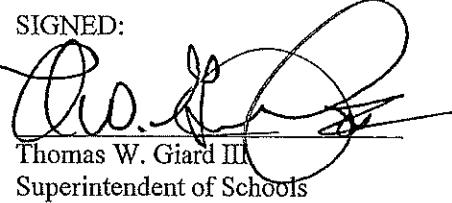
The employee will be reimbursed at the prevailing rate for use of personal vehicle related to job duties and directed by the employee's supervisor.

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.

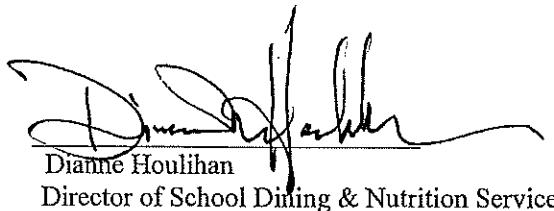
SIGNED:



Thomas W. Giard III
Superintendent of Schools

DATE:

10/18/19



Dianne Houlihan
Director of School Dining & Nutrition Services

DATE:

10/17/2019