

**WATERFORD BOARD OF EDUCATION  
SALARY AND BENEFITS NOTIFICATION FOR 2023-2024**

**NAME OF EMPLOYEE:** Dianne Houlihan

**POSITION:** Director of School Dining & Nutrition Services

REC'D HUMAN RESOURCES  
2023 JUN 20 4:48:33 PM

This Salary and Benefits Notification sets forth the salary and related terms and conditions of employment, anticipated to be for the period July 1, 2023 through June 30, 2024. 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 \$72,000 for the 2023-2024 contract year, 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/Workday/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  
Columbus Day  
Veterans' Day  
Thanksgiving Day  
Day Immediately After Thanksgiving  
Christmas Day

New Year's Day  
Martin Luther King Day  
President's Day  
Good Friday  
Memorial 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 the workday. Personal leave shall not be used to extend holidays or vacation periods. Reasons for personal

## **Director of School Dining & Nutrition Services**

absences shall be discussed with the supervisor, at least twenty-four (24) hours in advance of the leave, whenever possible. Unused personal days will not accumulate to any succeeding contract year.

### **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.

### **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 2023-2024 fiscal year, the Board will pay eighty-one and one half percent (81.5%) 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 eighteen and one half percent (18.5%) 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 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).

**Director of School Dining & Nutrition Services**

**Mileage Reimbursement**

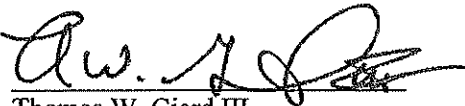
The employee will be reimbursed at the prevailing rate for use of personal vehicle related to job duties and directed by the employee's supervisor.

**Tuition Reimbursement**

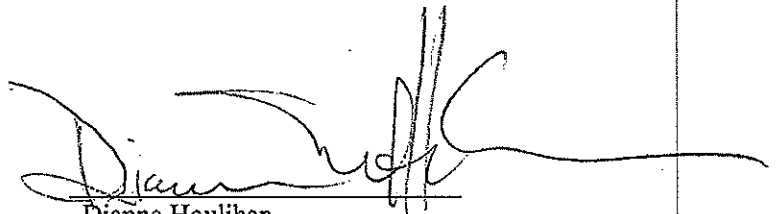
Course reimbursement may be granted for coursework intended to enhance professional growth and contribute to a more effective performance of duties, provided that enrollment in such courses is approved in advance by the Assistant Superintendent of Schools, and a grade of "B" or better is earned. Courses 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



Dianne Houlihan  
Director of School Dining & Nutrition Services

DATE:

6/6/23

DATE:

6/20/2023

