

CANTON PUBLIC SCHOOLS**ADMINISTRATIVE ASSISTANT TO THE SCHOOL BUSINESS ADMINISTRATOR****Contract of Employment**

THIS AGREEMENT is made the ~~30~~²² day of December ~~2013~~²⁰¹⁴ by and between Jeffrey Granatino hereinafter referred to as the "Superintendent" and Barbara Stephens. In consideration of the promises herein contained, the parties hereto mutually agree as follows:

1. **EMPLOYMENT:** The Superintendent hereby employees Barbara Stephens as Administrative Assistant to the School Business Administrator of the Canton Public Schools and Barbara Stephens hereby accepts employment on the following terms and conditions;
2. **TERM:** The Administrative Assistant shall be employed for a period commencing January 1, 2014 and ending June 30, 2015. For purposes of this Agreement, the anniversary date shall be considered to be July 1 of each year.
3. **COMPENSATION:** Beginning January 1, 2014 the Administrative Assistant to the School Business Administrator shall be paid an annual salary of \$25,010 payable in bi-weekly installments through December 31, 2014. The work year shall consist of 960 hours per year over 48 weeks of work. Ms, Stephens hours of work may vary from week to week as determined by the Superintendent of Schools or his/her designee following consultation with Ms. Stephens. The employer will limit Ms. Stephens assigned hours in any calendar year to the maximum necessary to preserve Ms. Stephens eligibility to collect retirement benefits pursuant to the Commonwealth's retirement laws and regulations and any amendments thereto. The Superintendent and the Administrative Assistant shall meet at least ninety (90) days prior to January 1, for the purpose of reviewing the Administrative Assistant's salary and to take effect on January 1. It is anticipated that said review should result in a fair and reasonable salary increase, commensurate with a performance evaluation.
4. **DUTIES:** Under the direction of the School Business Administrator, the Administrative Assistant shall perform faithfully, and to the best of her ability, the duties listed in the position job description, which is made a part of this contract.

5. **TERMINATION:**

A. In the event that the Administrative Assistant desires to terminate this contract before the term of service has expired, she may do so by giving at least thirty (30) days written notice of her intention to the Superintendent. Throughout the terms of this contract the Administrative Assistant shall be subject to discharge only for good cause.

B. The Superintendent may terminate this contract at any time during its term due to reduction in force or reorganization resulting from declining enrollment or other budgetary reasons.

C. Notwithstanding any provision to the contrary, the Superintendent may dismiss the Administrative Assistant, and thus terminate this contract, for good cause. As used herein, "good cause" shall mean any grounds put forth by the Superintendent which are not arbitrary, irrational, unreasonable, in bad faith or not relevant to the sound operation of the school system. Prior to any dismissal for good cause, the Superintendent will notify the Administrative Assistant of the intended dismissal with an explanation of the grounds therefore and, if the Administrative Assistant so requests, will provide her with an opportunity for a meeting to review the decision and to present information pertaining to its basis and to the employee's status.

D. In the event this contract is terminated, any and all financial and other obligations by either party under the contract shall cease.

6. **INSURANCE:** The Administrative Assistant shall be entitled to all insurance (group life insurance, group accidental death and dismemberment insurance, group general or blanket hospital, surgical and medical insurance) benefits currently available to retired town employees.

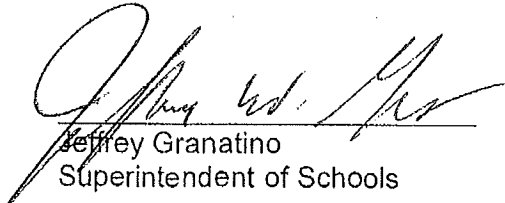
7. **SICK LEAVE:** The Administrative Assistant is entitled to sick leave at a rate of (8) days per year. The sick leave days are available at the outset of the new contract year and the sick days do not accrue. The Administrative Assistant using extended sick leave must submit a periodic written statement from a physician affirming that personal ill health makes extended absences necessary.

8. **ANNUAL EVALUATION:** The Administrative Assistant shall fulfill all aspects of this contract. The Administrative Assistant and the School Business Administrator shall meet annually and establish management objectives which will become part of the Administrative Assistant's annual evaluation. Performance shall be reviewed annually and new objectives set by the Business Administrator with the input of the Administrative Assistant on or before the first

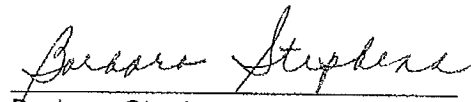
day of January. Evaluations will be based in part upon the Job Description herein attached and made a part of this contract.

- 9. **INVALIDITY:** If any paragraph or part of this Contract is invalid, it shall not affect the remainder of said Contract, but said remainder shall be binding and effective against all parties.
- 10. **TOWN MEETING:** Any increase in salary and/or expenses pursuant to this Contract are subject to approval by Annual Town Meeting.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals to this Agreement on this 30th day of December, 2013.



Jeffrey Granatino
Superintendent of Schools



Barbara Stephens
Administrative Assistant to
The School Business Administrator

CANTON PUBLIC SCHOOLS
CANTON, MASSACHUSETTS


ADDENDA TO

BARBARA STEPHENS
EMPLOYMENT CONTRACT
JULY 1, 2011 – JUNE 30, 2014

The attached Employment Contract covering the period July 1, 2011 – June 30, 2014 is hereby amended as follows:

3. COMPENSATION – Sentence to be amended to read:
Effective July 1, 2013 salary shall be \$61,848.

IN WITNESS WHEREOF, THE PARTIES HERETO SIGN AND SEAL THIS
ADDENDA TO THE AGREEMENT AND DUPLICATE THEREOF, ON
THIS _____ DAY OF _____ 2013.



Jeffrey W. Granatino
Superintendent of Schools



Barbara Stephens
Administrative Assistant to the
School Business Administrator

CANTON PUBLIC SCHOOLS
CANTON, MASSACHUSETTS

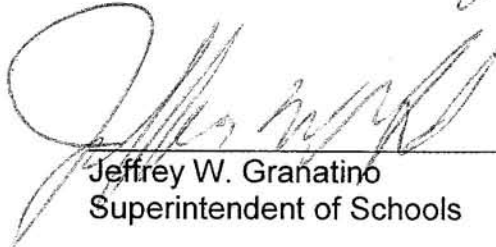
ADDENDA TO

BARBARA STEPHENS
EMPLOYMENT CONTRACT
JULY 1, 2011 – JUNE 30, 2014

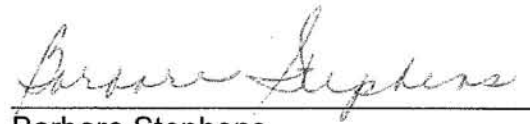
The attached Employment Contract covering the period July 1, 2011 – June 30, 2014 is hereby amended as follows:

3. COMPENSATION – Sentence to be amended to read:
Effective July 1, 2012 salary shall be \$60,635 (2% increase).

IN WITNESS WHEREOF, THE PARTIES HERETO SIGN AND SEAL THIS
ADDENDA TO THE AGREEMENT AND DUPLICATE THEREOF, ON
THIS 5th DAY OF July 2012.



Jeffrey W. Granatino
Superintendent of Schools



Barbara Stephens
Administrative Assistant to the
School Business Administrator

CANTON PUBLIC SCHOOLS
CANTON, MASSACHUSETTS

ADDENDA TO

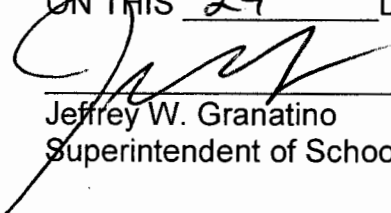
BARBARA STEPHENS
EMPLOYMENT CONTRACT

The attached Employment Contract covering the period July 1, 2008 – June 30, 2011 is hereby amended as follows:

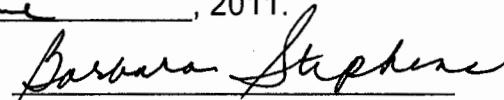
2. TERM:

The term of this Contract is for three years commencing, July 1, 2011 and running through June 30, 2014. The Superintendent and the Administrative Assistant provided either has notified the other in writing of their desire to commence negotiations for a successor agreement, will endeavor to reach agreement on a successor contract on or before June 30, 2012. For purposes of this Agreement, the anniversary date shall be considered to be July 1 of each year.

IN WITNESS WHEREOF, THE PARTIES HERETO SIGN AND SEAL
THIS ADDENDA TO THE AGREEMENT AND A DUPLICATE THEREOF,
ON THIS 29 DAY OF June, 2011.



Jeffrey W. Granatino
Superintendent of Schools



Barbara Stephens
Administrative Assistant to the
School Business Administrator

CANTON PUBLIC SCHOOLS
CANTON, MASSACHUSETTS

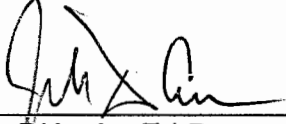
ADDENDA TO

BARBARA STEPHENS
EMPLOYMENT CONTRACT
JULY 1, 2008 – JUNE 30, 2011


The attached Employment Contract covering the period July 1, 2008 – June 30, 2011 is hereby amended as follows:

3. COMPENSATION – Sentence to be amended to read:
Effective July 1, 2010 salary shall be \$59,446 (3% increase).

IN WITNESS WHEREOF, THE PARTIES HERETO SIGN AND SEAL THIS
ADDENDA TO THE AGREEMENT AND DUPLICATE THEREOF, ON
THIS 15th DAY OF June, 2010.



John D'Auria, Ed.D
Superintendent of Schools



Barbara Stephens
Administrative Assistant to the
School Business Administrator

CANTON PUBLIC SCHOOLS
CANTON, MASSACHUSETTS

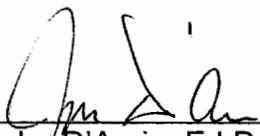
ADDENDA TO

BARBARA STEPHENS
EMPLOYMENT CONTRACT
JULY 1, 2008 – JUNE 30, 2011

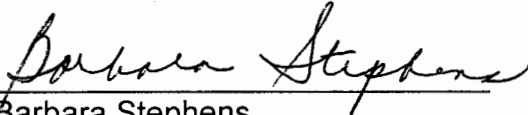
The attached Employment Contract covering the period July 1, 2008 – June 30, 2011 is hereby amended as follows:

3. COMPENSATION – Sentence to be amended to read:
Effective July 1, 2009 salary shall be \$57,715 (2.5% increase).

IN WITNESS WHEREOF, THE PARTIES HERETO SIGN AND SEAL THIS
ADDENDA TO THE AGREEMENT AND DUPLICATE THEREOF, ON
THIS 15th DAY OF June, 2009.



John D'Auria, Ed.D
Superintendent of Schools



Barbara Stephens
Administrative Assistant to the
School Business Administrator

CANTON PUBLIC SCHOOLS

ADMINISTRATIVE ASSISTANT TO THE SCHOOL BUSINESS ADMINISTRATOR

Contract of Employment

THIS AGREEMENT is made the 1st day of July 2008, by and between John D'Auria, Ed.D. hereinafter referred to as the "Superintendent" and Barbara Stephens. In consideration of the promises herein contained, the parties hereto mutually agree as follows:

1. **EMPLOYMENT:** The Superintendent hereby employees Barbara Stephens as Administrative Assistant to the School Business Administrator of the Canton Public Schools and Barbara Stephens hereby accepts employment on the following terms and conditions;
2. **TERM:** The Administrative Assistant shall be employed for a three year period commencing July 1, 2008 and ending June 30, 2011. The Superintendent and the Administrative Assistant, provided each has notified the other in writing of their desire to commence negotiations for a successor agreement, will endeavor to reach agreement on a successor contract on or before July 1, 2010. For purposes of this Agreement, the anniversary date shall be considered to be July 1 of each year.
3. **COMPENSATION:** A. Beginning July 1, 2008 the Administrative Assistant to the School Business Administrator shall be paid an annual salary of \$56,307 (2% increase) payable in bi-weekly installments through June 30, 2009. The Superintendent and the Administrative Assistant shall meet at least ninety (90) days prior to July 1, 2009, for the purpose of reviewing the Administrative Assistant's salary and expenses to take effect on July 1, 2009 through June 30, 2011. It is anticipated that said review should result in a fair and reasonable salary increase, commensurate with a performance evaluation.
B. The Administrative Assistant shall receive a \$3,500 stipend for additional Central Office Support duties.
4. **DUTIES:** Under the direction of the School Business Administrator, the Administrative Assistant shall perform faithfully, and to the best of her ability, the duties listed in the position job description, which is made a part of this contract.
5. **TERMINATION:** In the event that the Administrative Assistant desires to terminate this contract before the term of service has expired, she may do so by giving at least thirty (30) days written notice of her intention to the Superintendent. Throughout the terms of this contract the Administrative Assistant shall be subject to discharge only for good cause.

7. **STATE RETIREMENT ASSOCIATION:** The Administrative Assistant shall be a member of the Norfolk County Retirement Plan.
8. **INSURANCE:** The Administrative Assistant shall be entitled to all insurance (group life insurance, group accidental death and dismemberment insurance, group general or blanket hospital, surgical and medical insurance) benefits currently available to town employees generally. Such benefits not to be reduced as expressly provided for in this contract or to be agreed upon in the future. The Administrative Assistant agrees to contribute 25% of the plan's premium cost of medical coverage effective at the start of the contract. The Committee and the Administrative Assistant may agree to alter components of these benefits.
9. **VACATION:** The Administrative Assistant shall receive fifteen (15) vacation days to be taken by June 30th annually. After ten years of employment the annual number of vacation days shall increase to twenty (20) days. Vacation days are exclusive of legal holidays. The vacation days in a given year may not be carried forward beyond June 30th except with the advance approval of the Superintendent. Maximum carryover shall be five (5) days.
10. **LONGEVITY PAY:**
- | | | | |
|----------|-------|----------|---------|
| 5 Years | \$700 | 10 Years | \$825 |
| 15 Years | \$975 | 20 Years | \$1,100 |
11. **PAID HOLIDAYS:** The Administrative Assistant will be granted the following holidays with pay:
- New Year's Day, Martin Luther King Day, Washington's Birthday, Good Friday, Patriot's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, the day after Thanksgiving, and Christmas Day.
- The holidays specified above shall be observed on whatever calendar date they are observed in Massachusetts. Whenever any of the holidays listed above falls on a day during the Administrative Assistant's vacation, she will receive a compensatory paid day off in lieu of said holiday.
12. **PERSONAL BUSINESS:** The Administrative Assistant will be granted four (4) days leave each year without loss of pay for personal matters which require absence from work. Application for the personal leave must be made in writing to the Superintendent at least twenty-four (24) hours before the taking of such leave, except in case of an emergency. Any unused personal days will be added to the Administrative Assistant's accumulated sick days.
13. **SICK LEAVE:** The Administrative Assistant is entitled to sick leave at a rate of eighteen (18) days per year. The sick leave days are available at the outset of the new year. The number of sick leave days the Administrative Assistant may accrue will be unlimited. The Administrative Assistant using extended sick leave


must submit a periodic written statement from a physician affirming that personal ill health makes extended absences necessary.

Up to five (5) days may be used from accrued sick leave in the case of illness in the immediate family, those residing in the same household, with the approval of the Superintendent.


If during the term of her contract the Administrative Assistant retires from the Canton Public Schools and is accepted into the Norfolk County Retirement System, she shall receive \$40.00 per day for each day of unused accumulated sick leave in excess of eighty (80) days up to a maximum of \$4,000.

14. **BEREAVEMENT LEAVE:** In case of death during the work year of any member of the Administrative Assistant's family (spouse, parent, child or relative living with the family), no reduction of salary or reduction in accumulated sick leave shall be made for an absence not exceeding five (5) days. In case of death during the work year of a (grandparent, grandchild, brother, sister, brother or sister-in-law, or mother or father-in-law), no reduction of salary or reduction in accumulated sick leave shall be made for an absence not exceeding three (3) work days. In case of death during the work year of a (nephew, niece, or other relative not mentioned above, one (1) day's leave without loss of pay or accumulated sick leave shall be granted on the day of the funeral.
15. **ANNUAL EVALUATION:** The Administrative Assistant shall fulfill all aspects of this contract. The Administrative Assistant and the School Business Administrator shall meet annually and establish management objectives which will become part of the Administrative Assistant's annual evaluation. Performance shall be reviewed annually and new objectives set by the Business Administrator with the input of the Administrative Assistant on or before the first day of July. Evaluations will be based in part upon the Job Description herein attached and made a part of this contract.
16. **INVALIDITY:** If any paragraph or part of this Contract is invalid, it shall not affect the remainder of said Contract, but said remainder shall be binding and effective against all parties.
17. **TOWN MEETING:** Any increase in salary and/or expenses pursuant to this Contract are subject to approval by Annual Town Meeting.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals to this Agreement on this 5th day of August, 2002.



John D'Auria, Ed.D.
Superintendent of Schools



Barbara Stephens
Administrative Assistant To
The School Business Administrator