**WORTHINGTON School DiSTRICT**

**147 Huntington Road**

**Worthington, MA 01098**

Office of the Superintendent, 147 Huntington Road, Worthington, MA 01370

Phone: (413)238-5856 Fax: (413)238-5880 Web: [www.rhconwell.org](http://www.rhconwell.org)

July 1, 2021

Mrs. Kimberly Orzechowski xxox Paul! Thanks for the edit!

15 Buckland Road

Hawley, MA 01339

Dear Kim,

The following information outlines the benefits, expectations, and conditions of your employment for the 2021-2022 school year:

Work Day

 The work day will be 7.25 hours per day.

Work Year

183 days including all days when school is in session not to extend beyond June 30, 2022, two days before school starts and one after the end of the school year.

Faculty members may be required to attend up to three (3) evening events per school year.

Salary $66,317.74 (BA Step 14) FTE 1.0

If you are taking higher education classes and anticipate a change in degree or credits for the following school year you must let the office know by January 1st. You will need to submit a copy of your transcripts.

Status Professional

Benefits

1. Sick Leave: Sick leave days are essentially a form of insurance protection for the employees and are a potential right to compensation that does not vest in an employee until he or she has a sickness or injury, preventing the employee from reporting for and performing his or her duties.
* Full-time employees are generally granted 15 sick leave days at the start of the school year. A full-time employee may be absent due to illness without loss of pay for up to 15 days per year. Unused sick leave may be carried over to the next year up to a cap of 90 sick leave days. An employee may not have more than 90 sick leave days on the books, so an employee who has more than 75 sick leave days on the books at the end of the school year will only earn a pro-rated number of sick days at the start of the next school year. Sick days are not paid out upon separation of employment for any reason but are forfeited.
* The Principal may require a doctor’s note and or meeting when an employee has been absent for five or more working days, when there appears to be a pattern of absenteeism or sick leave use, or when questions arise regarding whether the employee may safely return to his/her position.

 B. Personal Leave

* With prior approval of the Principal, employees may be absent up to three days per year to conduct business that cannot be conducted during outside school hours. Request should made five days in advance.
* Except with prior approval of the Principal, these days may not be used to extend holidays or vacations.
* Personal days are not paid upon separation of employment for any reason but are forfeited.

Other Leave

 Parenting Leave

* Leave for parenting shall be granted upon pursuant to the provisions of MGL 149 Section 105D (the Act Relative to Parental Leave) and the Federal Family Medical leave Act of 1993, as amended (FMLA).
* The Principal may grant extensions at her discretion.

Jury Duty Leave

* Staff members who serve on jury duty will continue to receive their usual wages or hourly pay minus any amount received by an employee as jury fees or jury duty pay, minus meals and mileage, to the Town Treasurer.
* Employees are required to provide proof of jury duty service and jury duty fees or pay before and after such service.
* Employees are expected to report to work if they are released for jury duty during work hours.

 Bereavement Leave

* In the event of the death of spouse, significant other, child or parent, for a period of one to five work days, or as necessary and agreed upon with the principal.
* In the event of the death of other family or other individuals identified as family members, for a period of up to two work days, or as agreed upon in discussion with the principal.
* Bereavement leave will be compensated at the employee's current pay rate for any such day falling on a regular working day.

Staff Development Leave

* The School Committee encourages employees to attend meetings, self-improvement seminars, or training workshops that will enhance or improve their work skills.
* Requests must be made in writing to the Principal at least five (5) working days prior to the event.
* Time off and/or pay for staff development is subject to the approval and discretion of the Principal.

Insurance

* Employees who work at least 20 hours per week on a continuous basis may enroll in the Town of Worthington Group Health Insurance Plan.
* The portion of the health insurance premium paid for by the Town will be the same rate as for other municipal employees, currently 75%.

Retirement

* You are required to participate in the Commonwealth’s Massachusetts Teachers’ Retirement System (MTRS)
* Details are available at the Superintendent’s office.

Evaluation

* Annual evaluation will be completed by the School Principal in compliance with Massachusetts Educator Evaluation and 603 CMR 35.00.

Dismissals and Non-Renewals

* With respect to dismissals and non-renewals, the School District follows the provisions of M.G.L. Chapter 71, Sections 41 and 42, a copy of which is attached for your reference.
* All new teachers, school librarians, school adjustment counselors, school nurses, school social workers and school psychologists are hired as non-professional status teachers for the first three consecutive school years of employment.  During that time, their employment is at-will.
* Upon successful completion of three consecutive school years of employment, teachers, school librarians, school adjustment counselors, school nurses, school social workers and school psychologists who continue in employment with the School District are granted tenured professional teacher status. Once professional teacher status is obtained, the teacher may not be dismissed except for inefficiency, incompetency, incapacity, conduct unbecoming a teacher, insubordination or failure on the part of the teacher to satisfy teacher performance standards developed pursuant to section thirty-eight of this chapter or other just cause.
* Should a teacher be dismissed, he/she will receive all compensation earned through the last day of employment.

If you have questions, please contact Superintendent/ Principal Morse-Dobosz.

Sincerely,

Gretchen Morse-Dobosz

Superintendent/Principal

Employee Signature Date