

## CONTRACT OF EMPLOYMENT

**Name** (hereinafter referenced as “the Principal”) is hereby appointed as the Principal of the \_\_\_\_\_ School, subject to the terms and conditions expressed herein.

1. **Duration.** Unless this contract is terminated before its expiration consistent with the terms of Section 3 below, this contract shall extend from \_\_\_\_\_ to \_\_\_\_\_. The terms of this contract except for salary increases will remain in effect upon its expiration unless the Superintendent informs the Principal otherwise.

2. **Wages.** The base salary for the \_\_\_\_\_ school year will be \_\_\_\_\_. For years two and three, the salary increase will be made up of two components. First, the Principal will receive a salary increase equal to the percentage increase that the Woburn Teachers Association members receive for that particular year. Second, the Principal will receive a merit-based pay increase, based on his/her evaluation by the Superintendent, not to exceed an additional 2% of his/her base pay from the previous year.

3. **Termination.** The Principal may terminate this contract for any reason by giving at least three (3) month’s written notice to the Superintendent. During the first three (3) years of the Principal’s employment as a principal in the Woburn School Department, the Superintendent may terminate this contract at the conclusion of a school year on the basis of unacceptable performance by the Principal. If the Principal has been employed as a principal in the Woburn School Department for more than three (3) years, or if the Principal has been employed for fewer than three (3) years but a mid-year dismissal is being considered by the Superintendent, this contract can be terminated consistent with the terms of G.L. Chapter 71, Section 41.

4. **Certification.** As a condition of continued employment, the Principal must at all times possess proper certification for his/her position as required by the Massachusetts Department of Education.

5. **Work Year.** The minimum number of workdays for the Principal of the \_\_\_\_\_ School is 200 days. These days should be scheduled by mutual agreement between the Principal and the Superintendent.

It is understood that the Principal will be available beyond normal work hours for meetings with the School Committee, central administration, or School Council in addition to school functions or other activities at the request or direction of the Superintendent.

6. **Duties.** The Principal will perform the duties and functions of a school Principal consistent with the General Laws of Massachusetts, the policies of the Woburn School Committee, and as directed by the Superintendent of Schools.

7. **Benefits.** The Principal will be entitled to the following benefits:

a. **Insurance**--Group health and life insurance as available to other employees of the Woburn School Department.

b. **Life Insurance**--Term life insurance policy in the amount of \$100,000.

c. **Sick Days**--Thirteen (13) sick days per year. Unused sick days may be accumulated without limit.

d. **Bereavement Leave**--Up to five (5) days of bereavement leave with pay in the event of a death in the Principal’s immediate family (defined as mother, father, spouse, sister, brother, child, grandchild, grandparent, father-in-law, mother-in-law, brother-in-law, sister-in-law, aunt, uncle, niece, nephew). Other bereavement days may be allowed with the approval of the Superintendent.

e. **Death of Other Relatives**--Absences for death of other relatives shall be deducted from any current or cumulative days that the employee has available.

f. **Personal Leave**--Up to three (3) days of personal leave will be allowed per year for personal emergencies or personal matters that cannot be scheduled on non-school time. These three (3) days can be accumulated as sick days if not used. As much notice as possible is to be given to the Superintendent. An additional personal leave day may be allowed with the approval of the Superintendent.

g. **Pay Dates**--The salary of the Principal will be paid at the rate of twenty-six (26) installments each year.

h. **Dues**--The School Committee will pay the dues to one (1) professional association. It is understood that the state and national dues of professional associations will be combined as one (1).

i. **Sick-Leave Bank**--A Sick-Leave Bank will be established for use by eligible Principals who have exhausted their own sick leave and have a prolonged and/or serious illness or injury.

Participation in the Sick-Leave Bank will be mandatory. At the beginning of each school year, two (2) days shall be deducted from the sick leave account of each Principal. In the event that the Sick-Leave Bank is exhausted during the school year, each Principal shall contribute an additional day.

The Sick-Leave Bank shall be administered by a Sick-Leave Bank Board consisting of four (4) members. Two (2) members will be designated by the School Committee to serve at its pleasure, and two (2) members shall be designated by the Principals to serve at their pleasure. Award of benefit from Bank requires a majority vote of the full Board.

Any initial grant of sick leave by the Board shall not exceed thirty (30) days. If need continues, reapplication to the Board may be made for further extensions of up to a maximum of thirty (30) days each. No more than a total of one hundred eighty (180) days may be granted to any one (1) Principal in any one (1) school year.

A Principal who has received a grant from the Sick-leave Bank will, upon his/her return to regular duties, receive five (5) sick-leave days from the Bank to be used in the event of illness during the remainder of the school year. Days not used will be returned to the Bank on the last day of school.

Subject to the provisions of this Section, the Board shall utilize the following criteria in administering the Bank and in determining eligibility and amount of leave:

1. Adequate Medical Evidence of Serious and/or Prolonged Illness of Injury
2. History of Prior Utilization of Sick Leave.

The decision of the Sick-Leave Bank with respect to eligibility and entitlement shall be final and binding and not subject to appeal except for reconsideration to the Board itself.

Should any portion of this Section be found contrary to law, all other portions will continue in effect.

j. **Workmen's Compensation/Liability Protection**--A Principal who receives a personal injury arising out of and in the course of employment is entitled to Workmen's Compensation benefits provided by the city of Woburn. Further, in the event such personal injury is sustained as a result of and in the performance of his/her duties, the Superintendent will notify the Massachusetts Teachers Retirement Board as required by General Laws, Chapter 32, Section 7, and will provide a copy of such notification to the Principal.

The provisions of General Laws, Chapter 258, as amended from time to time shall govern the defense and protection of the School Department employee covered by this contract.

k. **Mileage Reimbursement**--The School Committee shall provide the Principal with a transportation allowance for local travel required in the performance of his/her duties in the amount of six hundred (\$600) per annum.

l. **Annuity**--The School Committee shall make an annual payment of one thousand five hundred (\$1,500) into the School District's 403(b) Annuity Program on behalf of the Principal.

Signed in the below-stated date(s)

By the Principal:

By the Superintendent:

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_