

January 3, 2022

Brenda Jones

24 Short Street

Holden, MA 01520

Re: Revised Contract dated June 24, 2020

Dear Brenda:

Per our discussion today, I would like to increase your FTE from a .875 to 1.0. This change is effective January 1, 2022. The thought behind the increase is to compensate you for the hours that you are actually working to fulfill the responsibilities of your position throughout the year given that your FLSA exempt status does not allow for paying overtime.

This revision will change your salary going forward. You currently make $84,064.02, not including your $750 longevity payment. Your new salary is calculated as follows:

$84,064.02/.875 FTE = $96,073.17 per year salary and $750 longevity payment.

We are 6 months into the new year, so the remainder of your salary contract for FY22 is $48,036.58 to be paid in semi-monthly installments of $4,003.05 from January 15, 2022, until June 30, 2022. In addition, your longevity payment of $31.25 will continue with no changes.

Please feel free to reach out with any questions.

Sincerely,

Michelle Paranto Michelle Brennan

Executive Director Board Chair