

**OLD COLONY REGIONAL
VOCATIONAL TECHNICAL HIGH SCHOOL DISTRICT**

**ADMINISTRATOR
CONTRACT OF EMPLOYMENT**

This contract is made as of July 1, 2017 by and between Aaron L. Polansky, hereinafter referred to as the “Superintendent-Director” and (Name), hereinafter referred to as “(Administrator)”.

1. EMPLOYMENT

The Old Colony Regional Vocational Technical High School District hereby employs (Name) as (Administrator) of the Old Colony Regional Vocational Technical High School District, and (Name) hereby accepts employment subject to the following terms and conditions.

2. TERM

The (Administrator) shall be employed effective July 1, 2017 through June 30, 2020. For purposes of this Agreement, the anniversary date of employment shall be considered to be July 1 of each year.

3. COMPENSATION

Effective on the date that the contract starts, the (Administrator)’s annual salary shall be (Amount). As of July 1 of each subsequent year, the (Administrator)’s annual salary may be increased to provide additional cost of living or merit increases.

At no time during the life of this agreement or any extension or roll-over hereof shall the (Administrator)’s salary or benefits be reduced.

4. VACATION

The (Administrator) shall be allowed twenty (25) days’ paid vacation per year. Under unusual circumstances, unused vacation days may be carried over one year with Superintendent-Director approval.

5. HOLIDAYS

The (Administrator) shall be entitled to all paid holidays as observed by the Old Colony Regional Vocational Technical High School District Office. Holidays include Labor Day, Columbus Day, Veterans’ Day, Thanksgiving Day, Christmas Day, New Years Day, Martin Luther King Day, Presidents’ Day, Patriots’ Day, Memorial Day, Independence Day. If school is not in session on Good Friday and/or the day after Thanksgiving, then said days shall be considered a paid holiday.

6. PAID LEAVES OF ABSENCE

The (Administrator) shall be allowed fifteen (15) annual paid sick days. Extended paid sick leave may be granted at the discretion of the Superintendent-Director; and the (Administrator), at the request of the Superintendent-Director, shall provide a physician's certification of illness to support such extended sick leave. Unused sick leave shall not be reimbursed upon involuntary termination or non-renewal of employment. The (Administrator) may take paid sick leave for family/household members, as needed within her accumulated sick leave, and the Superintendent-Director, at his discretion, may grant additional days, upon request. Upon use of more than fifteen days' sick leave in any fiscal year the (Administrator), at the request of Superintendent-Director, shall provide a physician's certification of illness.

Upon reaching the maximum accumulated total of two hundred (200) days, the (Administrator) shall be eligible to receive her applicable yearly allocation (15 days) for use during the current school year. At the school year's end, any unused sick leave beyond the maximum accrual total of two hundred (200) days will be paid at a rate of \$115/day.

In the event the (Administrator)'s sick days are not exhausted as of the date of resignation or retirement or death, a sum of money shall be paid to her, or her estate as the case may be, equal to the number of accumulated sick days at a rate outlined below:

Days 1-90	\$25/day
Days 91-135	\$115/day
Days 136-195	\$85/day
Maximum Payment	\$12,525.00

The (Administrator) may take paid bereavement leave as needed.

In cases of vacation, sick leave, family illness leave, and bereavement leave, the (Administrator) shall provide the Superintendent-Director with reasonable advance notice, whenever possible, of such vacation or leave.

7. PERSONAL DAYS

The (Administrator) shall be entitled to up to three (3) three days of paid leave per contract year to conduct personal business. The Superintendent-Director shall be provided reasonable advanced notice of such personal days.

8. TERMINATION: Termination by (Administrator)

In the event that the (Administrator) desires to terminate this contract before the term of service shall have expired, she may do so, if she provides written notice of her intention to do so at least 90 days before the effective date of such termination. Such notice shall be sent by registered mail, return receipt requested, to the office of the Superintendent-Director.

9. TERMINATION: Termination for Good Cause

Where good cause exists, the Superintendent-Director may discharge the (Administrator). For purposes of the Contract, "good cause" shall mean any ground that is put forth by the employer in good faith that is not arbitrary or irrelevant to the task of performing the duties required to fulfill the responsibilities of the (Administrator).

10. DUTIES

(Name) shall serve as the (Administrator) of the Old Colony Regional Vocational Technical High School District, and she shall perform in good faith and in full time, the duties and obligations of the (Administrator) as provided in the job description, and other duties customarily performed by a Superintendent from time to time lawfully assigned to her by the Superintendent-Director, and she shall use her best efforts to achieve the performance goals and objectives established pursuant to this Agreement, and she shall comply with all applicable laws and regulations. In the event the (Administrator) is in need of an adjusted schedule, permission to utilize "flextime" should be requested and may be approved by the Superintendent-Director.

11. REIMBURSEMENT FOR EXPENSES

The Superintendent-Director shall reimburse the (Administrator) for all expenses reasonably incurred in the performance of her duties under this contract in accordance with the laws of Massachusetts. The Superintendent-Director encourages the (Administrator) to participate in the professional development; however, the Superintendent-Director must approve all reimbursement in advance.

12. FRINGE BENEFITS

Due to precedent already established, the (Administrator) shall be entitled to longevity in keeping with the former Old Colony Regional Vocational Technical High School District policy governing benefits for Administrators and Supervisors (addendum).

The (Administrator) shall be entitled to all insurance benefits currently available to other professional personnel in the Old Colony Regional Vocational Technical High School District; subject to the terms and conditions of said coverage. The District shall be responsible for 75% of the premium costs and the (Administrator) shall be responsible for 25%.

13. EVALUATION

The Superintendent-Director shall annually evaluate the performance of the (Administrator).

14. ENTIRE AGREEMENT

The Contract embodies the entire agreement between the Superintendent-Director, and the (Administrator), and there are no inducements, promises, terms, conditions or other obligations made or entered into by either party other than those contained herein. The Contract may not be changed except in writing, executed by the School Superintendent-Director, and the (Administrator). Any part of this contract may be opened for renegotiation during its term by mutual consent, and any amendment to the Agreement shall be in writing, signed by the Parties, and attached to this Agreement.

15. INVALIDITY

If a court of competent jurisdiction deems any provision of this Contract invalid, the remainder of the Contract shall continue in full force and effect.

IN WITNESS WHEREOF, the parties have hereunto signed and sealed this Agreement and a duplicate thereof the _____ day of _____.

(Name)
(Administrator)

Aaron L. Polansky
Superintendent-Director