

GATEWAY REGIONAL SCHOOL DISTRICT
OFFICE OF THE SUPERINTENDENT

TO: Stacy Stewart

EFFECTIVE: July 1, 2021 – June 30, 2024

You are notified that you have been appointed Administrative Assistant and Secretary to the School Committee for the Gateway Regional School District, subject to the rules and regulations of the School Committee; the directives and assignments from the Superintendent, and the laws and regulations of the Commonwealth of Massachusetts pertaining to public schools and their administration.

COMPENSATION: The Administrative Assistant will be paid an annual salary of \$64,165 effective July 1, 2021 through June 30, 2022. Payable in equal installments convenient to the parties, but not less often than once every two weeks. The annual salary will be \$65,769 effective July 1, 2022 through June 30, 2023 and \$67,413 effective July 1, 2023 through June 30, 2024.

BENEFITS: You will receive the following benefits:

1. WORK YEAR, WORK WEEK AND HOURS OF WORK

Normal workweek will consist of forty (40) hours per week. The work year will be for twelve (12) months. You will be entitled to all legal holidays.

2. FRINGE BENEFITS

All fringe benefits are attached to this appointment and marked "A".

3. GROUP INSURANCE

See attachment "A". Health Insurance for retirees is available based upon fifty percent (50%) of the payment as provided to all other eligible employees of the District.

4. PROFESSIONAL DAY/WORKSHOP

One (1) day shall be granted per year to attend a professional meeting or workshop subject to the prior approval of the Superintendent of Schools.

5. WORKER'S COMPENSATION

You shall be entitled to Worker's Compensation benefit for injuries suffered in the performance of your duties in accordance with Chapter 152§69 of the General Laws of Massachusetts.

6. TERMINATION OF AGREEMENT


This agreement may be terminated prior to the expiration date of the agreement for good cause and/or for financial exigencies. In the case of financial exigencies the superintendent may terminate the agreement, cause a reduction of the workday or work year, or demote the Administrative Assistant to a less skilled position. If the workday or work year is reduced there will be a corresponding proration of the salary to reflect the changed workday or work year. In the event of a demotion the parties will negotiate the salary rate of the new position.

If the non-union leaves employment in any contract year prior to fulfilling the work year requirement contained in this agreement, a calculation shall be made to determine the amount of monies that should have been earned up to that point (i.e., how many days have actually been worked) based upon the per diem rate of compensation. If a non-union has been overpaid, the non-union shall owe the District said amount shall be deducted from the non-union's last paycheck. If the last paycheck is insufficient, then the non-union shall make payment to the District within 15 days of separation from employment for any remaining amount due. If the non-union has been underpaid, the District shall make payment to the non-union in the non-union's last paycheck.


7. INVALIDITY

If any paragraph or part of this Agreement is invalid, it shall not affect the remainder of said Agreement, but said remainder shall be binding and effective against all parties.

June 15, 2021
Date


Superintendent of Schools

6/15/2021
Date


Stacy Stewart
Administrative Assistant