



WINDSOR LOCKS BOARD OF EDUCATION

CONDITIONS OF EMPLOYMENT

Human Resources Coordinator

August 6, 2026

The Windsor Locks Board of Education (hereafter "Board") has established the following wages, hours, benefits, and other conditions of employment for the Human Resources Coordinator (hereafter "Employee") employed by the Windsor Locks Board of Education. The wages, hours, benefits, and other conditions of employment are subject to change at the discretion of the Board, but no such change shall be implemented prior to notice to Employee. This document is not a contract, but is a description of the working conditions of the Human Resources Coordinator. This position is an annual appointment with no implied nor contractual right to continued employment of any duration.

1. POSITION AND DUTIES

- a. This is a twelve-month position from July 1 until June 30 subject to all the terms and conditions as outlined in this Condition of Employment. *For the 26-27 year, the employee will start on August 31, 2026.
- b. Employee agrees to faithfully perform the duties of the position as set forth in the job description and in accordance with all applicable laws, regulations, policies, and directives.
- c. A written evaluation of Employee's performance will be made annually by the Superintendent.
- d. Employee may be reassigned and/or transferred upon recommendation of the Superintendent as Chief Executive Officer, in accordance with the needs of the Windsor Locks Public Schools.

2. SALARY

Compensation for Employee for the position shall be paid according to the salary established by the Board of Education, which is \$94,000, subject to withholding for state and federal income taxes and other mandatory deductions. Employee shall be paid according to the normal payroll schedule.

The Board may consider wage adjustments for future fiscal years and any revisions shall be placed in writing and shall be attached to these Conditions of Employment.

3. WORK DAY AND HOURS

Employee shall be considered a full-time twelve-month salaried employee. Employee's regular working hours shall be determined by the Superintendent and may be similar to other Central Office personnel. It is, however, understood that Employee is employed for specific tasks as designated in the job description and Employee is expected to work beyond the regular workday if necessary to accomplish such tasks. This position requires the exercise of independent professional judgment and shall be exempt from compensated overtime.

4. SEPARATION

Unused accrued vacation will be paid out to Employee upon resignation but shall be forfeited if Employee resigns without forty-five (45) calendar days' advance notice to the Superintendent. The notice shall be in writing and Employee is responsible for delivery to the Superintendent not less than forty-five (45) calendar days prior to the effective date of the resignation.

5. SICK LEAVE

- a. Employee shall be entitled to fifteen (15) days of sick leave per year, cumulative to a maximum of One hundred and eighty-five days (185) days.
- b. A maximum of five (5) days of the above sick leave may be used for the purpose of attending to the illness of a member of Employee's immediate family (defined as spouse, child, parent, sibling, mother-in-law or father-in-law, or any other person residing in Employee's home). Except for illness in the immediate family, sick leave may be utilized only when Employee's personal illness or disability prevents him/her from attending to his/her duties. The Superintendent may require medical verification of any sick leave, at his/her discretion.

6. PERSONAL LEAVE

- a. The Employee shall be entitled to a maximum of five (5) personal days each year for the following reasons, provided that business cannot be conducted outside the normal working hours. A maximum of two (2) personal days may be used without reason.
 - 1) Legal affairs (defined as formal court appearances, depositions, court orders, responses to subpoenas and other mandatory legal appearances).
 - 2) Marriage (self, children, parents, siblings).
 - 3) Death in family and/or attendance at funerals.
 - 4) Attendance at graduation exercises (self, spouse, son or daughter).
 - 5) Personal reasons not to exceed two (2) consecutive days, but these days may not be taken on the workday before or the workday immediately following a holiday.
- b. No personal leave may be used to extend holidays or vacations. Except in the case of emergency, all personal leave requests shall be submitted in writing in sufficient detail

to apprise the Superintendent of the reason for the request, at least 72 hours in advance, and may be taken only with the advance written approval of the Superintendent. A written report of the reason for any emergency personal leave shall be submitted to the Superintendent as soon as possible following the Employee's return to work.

- c. The employee shall receive three (3) days off with pay in the event of a death in his/her immediate family.

7. HOLIDAYS

The following paid holidays will be in effect:

Independence Day*	Thanksgiving Day*	President's Day
Labor Day	Day following Thanksgiving	Good Friday
Columbus Day	Christmas*	Memorial Day
Veterans' Day	New Year's Day*	Martin Luther King's Day
Juneteenth		

*Two days off shall be granted on these holidays. The Superintendent of Schools shall identify the second day.

When a holiday falls on a day when school is in session or on a weekend, time off for that holiday shall be granted on a day mutually agreeable to the Employee and the Superintendent.

8. VACATION

The Employee will receive twenty (20) vacation days per fiscal year, which shall be approved by the Superintendent. Vacation time, up to ten (10) days maximum, may be carried over from one year to the next. All vacations shall be scheduled with and shall be mutually agreeable with the Superintendent.

9. INSURANCE

- a. Employee will be offered medical and dental benefits and premium share costs will be in accordance with the Non-Union Administrators.
- b. The Board shall provide group life insurance in the amount of two times (2x) Employee's annual base salary or the carrier's limit. Employee has the option to increase coverage to the level authorized by the insurance carrier at Employee's expense.
- c. Insurance benefits are governed by the terms and conditions in the Plan documents, which are subject to change from time to time.

- 10.** The Employee shall be reimbursed for the use of his/her personal automobile for District business. Such reimbursement shall be at the rate established by the Internal Revenue Service.

11. RETIREMENT

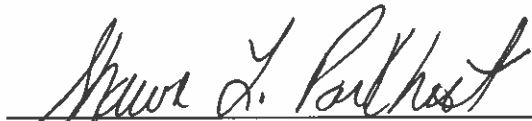
The Board shall contribute a percentage determined by MERF B of Employee's annual salary towards Municipal Employee Retirement Fund B (MERF B).

12. PROTECTION OF EMPLOYEE

The Board shall protect and save harmless Employee from financial loss and expense, including legal fees and costs, if any arising out of any claim, demand, suit, or judgment by reason of alleged negligence or other act resulting in accidental bodily injury to or death of any person or in accidental damage to or destruction of property within or without the school building, which acts are not wanton, reckless, or malicious, providing Employee at the time of the accident, which resulted in such injury, damage, or destruction, was acting within the discharge of Employee's duties or within the scope of her employment or under the direction of the Board or its designee per Connecticut General Statutes § 10-235.

13. GENERAL PROVISIONS

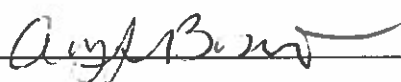
The Board, with the Superintendent as the Chief Executive Officer (per Connecticut General Statutes §10-157), retains the sole right, responsibility and prerogative to direct the operations of the Windsor Locks Public Schools in all of its aspects, including but not limited to, the acquisition, control and regulation of all property, the employment, supervision, transfer, assignment reduction or expansion of hours and/or number of days of employment, discipline or dismissal, assignment of duties, reduction in force, and the organization and administration of the Windsor Locks Public Schools. The Board, with the Superintendent as the Chief Executive Officer, reserves the right to deploy the District's resources in the best interest of the School District and the students. The Windsor Locks Board of Education does not discriminate on the basis of age, race, creed, color, religion, nationality, sex, sexual orientation, marital status, gender identity or expression, intellectual disability, status as a veteran, or other classifications protected under the law.



Superintendent of Schools



/date

I  hereby acknowledge receipt on 8/7/2024.