GATEWAY REGIONAL SCHOOL DISTRICT
OFFICE OF THE SUPERINTENDENT

TO: Jennifer Raymond

EFFECTIVE: July 1, 2026– June 30, 2028

You are notified that you have been appointed Payroll Clerk/District Treasurer 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 Payroll Clerk /District Treasurer will be paid an hourly rate of $29.86 per hour effective July 1, 2026 through June 30, 2027. The hourly rate effective July 1, 2027 through June 30, 2028 will be subject to the annual evaluation.

BENEFITS: You will receive the following benefits:

1. WORK YEAR, WORK WEEK AND HOURS OF WORK

The normal work week will consist of forty (40) hours per week during the school year and thirty (30) during the summer. The work year will be for twelve (12) months. You will be entitled to all legal holidays. The work year may be adjusted for shutdown periods as well as the summer months.

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 Payroll Clerk 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.

7/8/2026
Date

Superintendent of Schools

7/9/2026
Date

Jennifer Raymond, Payroll Clerk/District Treasurer