

Middletown Public Schools

311 Hunting Hill Avenue
Middletown, CT 06457

March 7, 2019

Re: Director of Facilities

Dear Mr. Peter Staye,

The Middletown Public Schools shall pay the Director of Facilities an annual base salary of \$26,437.00 (salary of \$115,000.00 pro-rated with a start date of Monday, April 8, 2019 until June 30, 2019; \$115,000 divided by 261-day work year (12-months) = \$440.61 x 60 days). The salary for the 2019-20 school year will be \$115,000.00.

Payments will be made bi-weekly, subject to required deductions for state and federal taxes and applicable deductions authorized by the employee. This is an at-will employee position which may be terminated at any time, without cause.

An elective deferred annuity in the amount of \$7,000.00 shall be paid on a pre-tax basis for contribution toward the purchase of a 403(b) annuity with a tax-sheltered annuity company from the Board's list of approved 403(b) vendors for the 2018-19 (pro-rated with a start date of April 8, 2019), 2019-20. Said amount shall be paid in accordance with the paycheck payment schedule in effect for other certified employees or in some other way mutually agreed to by both parties. **Such compensation shall be based upon 12-month work year (261-day work year).**

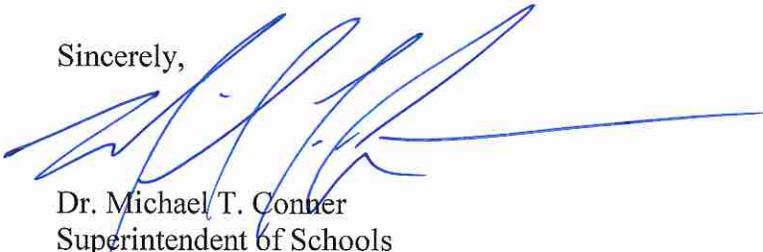
FRINGE BENEFITS: All benefits will be pro-rated with a start date of April 8, 2019 for the 2018-19 school year:

- a. The DIRECTOR OF FACILITIES shall receive the same health insurance coverage and pay the same cost share as Teachers per the Middletown Federation of Teachers (MFT) contract. The Board reserves the right to change the insurance carrier any time.
- b. The DIRECTOR OF FACILITIES shall be entitled to fifteen (15) sick days annually. Unused sick leave shall be accumulated from year to year so long as the Administrator remains continuously in the service of the Board, up to but not in excess of two hundred and ten (210) working days. At the end of employment all sick days will be forfeited.
- c. The DIRECTOR OF FACILITIES shall be entitled to twenty (20) vacation days annually. The vacation shall be approved in advance by the **DIRECTOR OF OPERATIONS**. Vacation days must be used during the assigned work year or forfeited on June 30th of the school year.
- d. The DIRECTOR OF FACILITIES shall be entitled to paid holidays which the Middletown Board of Education follows as outlined by the City of Middletown.
- e. Two (2) Emergency days will be afforded the DIRECTOR OF FACILITIES per year for activities over which the DIRECTOR OF FACILITIES has no control and requires absence from assigned responsibilities. When approved leave requires travel in excess

of five (500) miles each way, an additional two (2) days for travel may be allowed. Emergency days must be used during the assigned work year or forfeited on June 30th of the school year.

- f. One (1) Personal Day will be afforded the DIRECTOR OF FACILITIES per year. No approval is required, can be used for necessary, private personal business that cannot be transacted outside of the regular work day. This day shall not be used either the day immediately preceding a school vacation, a day immediately following a school vacation, a day immediately preceding a school holiday, a day immediately following a school holiday. Five (5) days notice of the intent to use the Personal Day must be given to the **DIRECTOR OF OPERATIONS** unless circumstances prevent it. Personal days must be used during the assigned work year or forfeited on June 30th of the school year.
- g. The DIRECTOR OF FACILITIES shall be entitled to up to a total of three (3) days for major religious holidays.
- h. The DIRECTOR OF FACILITIES shall be entitled to a total of five (5) days on each occurrence, for death of Administrator's spouse, child, parent, grandparent, brother, sister of the Administrator or his or her spouse or members of his or her immediate family.
- h. In lieu of mileage reimbursement, as part of an IRS non-accountable plan, the DIRECTOR OF FACILITIES shall receive \$3,000 travel allowance annually paid bi-annually (August and January) subject to state and federal taxes.

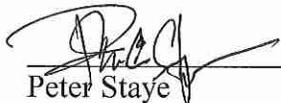
Sincerely,



Dr. Michael T. Conner
Superintendent of Schools

cc: Insurance
Payroll
Personnel File

I accept the terms of this agreement as stated above:


Peter Staye

3/7/19
Date


Witness

3/7/19
Date