

# HOPKINTON PUBLIC SCHOOLS

## Hopkinton, Massachusetts 01748

### Working Conditions for Mr. Evan Bishop

**WORK YEAR:** Mr. Bishop works a 12-month year and is to be the at the building on assignment, or otherwise performing the duties of the Principal, unless he is ill, incapacitated, on annual leave, or is otherwise specifically excused by the Superintendent.

**ANNUAL LEAVE:** Mr. Bishop shall have twenty-five (25) annual leave days per year, which days must be approved in advance by the Superintendent, and which must be used prior to the end of the year, except that up to 10 days, which must be specifically approved by the Superintendent, may be carried over to the next year. The year is defined as beginning on July 1 and ending June 30. In all instances, paid time off benefits will be prorated for a partial year's service.

**HOURS OF WORK:** Mr. Bishop shall work the number of hours necessary to perform all the duties and responsibilities of his position. Due to the unique nature of this employment, it is understood and agreed that in order to properly perform the job required, the Principal may have to expend additional time beyond the normal work day and he agrees to do same as is required. Such additional time includes but is not limited to time required to attend evening meetings and school-related functions that occur outside the normal working day. The Principal shall attend evening, emergency or such other meetings or conferences as requested by the School Committee and/or the Superintendent, including meetings of Town Boards and Committees. It is acknowledged that the position is that of an Executive/Administrative nature as that term is used in the Fair Labor Standards Act, its rules and regulations. There shall be no paid overtime or additional compensation for said additional time.

**SICK DAYS:** Mr. Bishop shall have twenty (20) days of sick leave to be used for illness or incapacity. Sick leave of more than five (5) consecutive days may require a physician's note confirming the illness or incapacity and indicating fitness for return to work. Up to four (4) days' sick leave may be used to care for a seriously ill family member, under the Family Illness leave provision, as outlined in the Employee Handbook. Unused sick leave shall accumulate without limit. However, all unused sick time remaining as of the time of contract termination or separation from employment shall be forfeited and is not subject to buy back under any circumstances. In all instances, paid time off benefits will be prorated for a partial year's service.

**PERSONAL LEAVE:** Mr. Bishop shall be entitled to up to three (3) personal leave days each school year to conduct important business which cannot be accomplished at other times. These days shall not accumulate from year to year and shall have no cash redemption value if unused. All unused personal leave days as of the time of contract termination or separation from employment shall be forfeited and are not subject to buy back under any circumstances. Written request to use personal days must be submitted to the Superintendent at least twenty-four hours in advance. In all instances, paid time off benefits will be prorated for a partial year's service.

## Exhibit A

**BEREAVEMENT LEAVE:** In the event of death in his immediate family, Mr. Bishop shall be allowed up to five (5) days of bereavement leave without loss of pay. For purposes of this provision, “immediate family” shall include: parents, spouse, children, grandchildren and any relative living in his household. For such leave without loss of pay, advance notice must be given the Superintendent.

**PROFESSIONAL GROWTH:** Mr. Bishop shall be reimbursed up to \$1,250 per year for graduate level courses or other professional development activity which is previously approved by the Assistant Superintendent and which enhances the quality of work of the Principal.

**LIFE INSURANCE:** Mr. Bishop shall have a \$50,000 Term Life Insurance policy, paid for by the Town of Hopkinton, for each year he is employed in the Hopkinton Public Schools as the Principal.

**HEALTH INSURANCE:** Mr. Bishop shall be eligible to participate in all health insurance plans at the same rates as are currently provided by the Town of Hopkinton to its employees. The District, on behalf of the Town, reserves the right to change insurance benefits, including provider, plan design and/or premium contribution rates during the term of his employment and any applicable Employment Contract. The Principal agrees to accept any such changes made by the Town of Hopkinton.

**CONTRIBUTORY RETIREMENT PLAN:** The Principal shall be a member of the Teachers’ Contributory Retirement System as required by M.G.L. c. 32, §2.