AGREEMENT BETWEEN EAST GRANBY PUBLIC SCHOOLS
AND ACCOUNTING SPECIALIST
SCHOOL YEAR 2025-2026

This is to confirm in writing the conditions of employment for **Suzanne Wolf-Chester** in the position of Accounting Specialist for the East Granby Public Schools.

The Accounting Specialist reports directly to and will be evaluated by the Business Manager of the East Granby Public Schools. Your expertise and training will be used throughout the school system.

For the **2025-2026** School year, the hourly rate will be **$39.80** for 7.5 hours per day.

The typical work year shall be 260 days which includes 14 paid holidays, 18 sick days, 6 personal days and 15 vacation days for an annual salary of **$77,610.**

1. Sick Leave – Eighteen (18) days per year will be granted, with full pay for absence due to illness.

2. Personal Leave – Six (6) days shall be allowed annually, will full pay, for the following reasons:
   a. Legal matters, e.g., subpoenas, required attendance at real estate closing, necessary court appearances;
   b. Marriages (children, parent, siblings);
   c. Graduation of self, children or spouse;
   d. Severe illness in the immediate family (defined to include mother, father, siblings, children, mother-in-law, father-in-law and spouse, and members of the household);
   e. Death in the family (defined above); however, the Superintendent may also approve the use of personal leave for an individual that does not meet the definition of an immediate family member as defined above;
   f. Religious observances;
   g. Other authorized absences for reasons of a personal or emergency nature, which make absence from school unavoidable and necessary, are subject to the approval of the Superintendent. Leaves under this section are limited to three days per year unless extensions are granted by the Superintendent of Schools due to extenuating circumstances.
   h. Out of the six (6) personal leave days a year granted above, one (1) personal day may be used without having to give a reason for such absence, provided that such personal day may not be used during the first or last week of the school year, the day before or after a school recess, the day before or after a weekend, or the day before or after a holiday. However, employees will be required to provide 24-hours' notice.

3. Vacation Leave – Fifteen (15) days during the year (July 1, 2025 through June 30, 2026) will be granted, with full pay.

4. The following medical insurance options will be available:

   The Anthem HMO Plan for the employee and their family.
   In contract year 2025-2026, employee will pay 20% of the premium.

   The Anthem HDHP Plan for the employee and their family.
   In contract year 2025-2026, employee will pay 18% of the premium

   The Guardian Dental Plan for the employee and their family will pay 20% of the premium.

5. The term of this agreement is from July 1, 2025 to June 30, 2026, on which date it shall expire and be of no further notice force and effect, with no further action being required. This agreement is renewable annually. This agreement may also be terminated by mutual agreement at any time. Ms. Wolf-Chester may terminate this agreement at any time by providing thirty (30) days advance written notice of intention to resign.

Suzanne Wolf-Chester

7/11/2025
Date

Melissa F. Bavaro-Grande
Superintendent of Schools

7/11/2025
Date