



REGIONAL SCHOOL DISTRICT 13

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**Agreement Between
Board of Education, Regional School District 13
and
Supervisor of Facilities and Grounds**

PREAMBLE

- A. THIS AGREEMENT IS MADE AND ENTERED INTO this 6th day of July, 2022 by and between the Regional School District 13 Board of Education (hereinafter referred to as the "Board") and Eric Proia (hereinafter referred to as the "Supervisor of Facilities and Grounds").
- B. In accordance with the provisions of this Agreement, the Board does hereby employ Eric Proia as Supervisor of Facilities and Grounds for the Regional School District 13 Public Schools, and Eric Proia does hereby accept employment as Supervisor of Facilities and Grounds under the terms and conditions hereinafter set forth in this Agreement.

I. DUTIES

- A. The Supervisor of Facilities and Grounds shall serve as the Supervisor of Facilities and Grounds for the Board. In harmony with the policies of the Board, State Laws, and State Board of Education regulations, the Supervisor of Facilities and Grounds has the responsibility for the maintenance and supervision of the facilities and grounds of the Regional School District 13 Public Schools and other duties within his areas of responsibility, as directed by the Superintendent or his designee on behalf of the Board, consistent with any applicable job description.

II. TERM

- A. This Agreement shall become effective July 18, 2022 and shall remain in effect through and including June 30, 2025. Effective upon signing, this Agreement shall supersede any and all prior contracts and/or other agreements between the Board and the Supervisor of Facilities and Grounds, and all of such prior contracts and/or agreements shall be rendered null and void effective on such date.

III. COMPENSATION

- A. The base salary for the Supervisor of Facilities and Grounds for the 2022-23 fiscal year shall be \$110,000. Salary payments as set forth in this Agreement shall be prorated for partial years of service as the Supervisor of Facilities and Grounds and shall be payable in biweekly equal installments. Said compensation is subject to applicable United States Withholding Tax, applicable State of Connecticut Withholding Tax and other applicable deductions mandated by state or federal law and employee contributions toward the cost of fringe benefits.
- B. For the second and third years of the term of this Agreement, such amounts as the Supervisor of Facilities and Grounds and the Board mutually agree upon (but, in any event, not less than the salary paid to the Supervisor of Facilities and Grounds for the prior fiscal year). If no agreement concerning

salary is reached, the Supervisor of Facilities and Grounds salary shall continue at the rate of the preceding year. Salary payments as set forth in this Agreement shall be prorated for partial years of service as the Supervisor of Facilities and Grounds and shall be payable in biweekly equal installments. Said compensation is subject to applicable United States Withholding Tax, applicable State of Connecticut Withholding Tax and other applicable deductions mandated by state or federal law and employee contributions toward the cost of fringe benefits. Salary agreements for the second and third year of this contract shall be published in the Infinite Visions Employee Portal.

V. INSURANCE BENEFITS AND WORKING CONDITIONS

A. SICK LEAVE

1. The Supervisor of Facilities and Grounds shall be entitled to sick leave with full pay up to fifteen (15) working days in each year. Unused sick leave shall be accumulated from year to year, so long as the Supervisor of Facilities and Grounds remains continuously in the service of the Board, up to 235 days.
2. The Supervisor of Facilities and Grounds shall receive an accounting of the accumulated sick days credited to him with the first paycheck of the fiscal year.

B. PERSONAL LEAVE

1. The Supervisor of Facilities and Grounds may request up to five (5) personal days annually for the following reasons:
 - a. illness or death in the immediate family,
 - b. weddings in the immediate family,
 - c. birth of child by spouse,
 - d. graduation ceremonies of immediate family members,
 - e. a court appearance, or
 - f. other personal matters that cannot be conducted outside of the work day.

Immediate Family is defined as spouse, mother, father, wife, husband, son, daughter, brother, sister, grandchildren, or grandparents.

2. Personal leave shall not be used to extend or start a vacation period or holiday.
3. Except in cases of emergency, application for personal leave shall be made to the Superintendent at least three (3) days before the day is taken.

C. VACATION LEAVE

1. The Supervisor of Facilities and Grounds is entitled to 25 vacation days each fiscal year. The Supervisor of Facilities and Grounds must obtain prior approval from the Superintendent or his designee for any vacation leave taken. A maximum of ten (10) vacation days may be rolled over into the next year with prior approval of the Superintendent. The Supervisor of Facilities and Grounds will be paid for unused vacation days at the time of termination, at the daily rate of $1/235^{\text{th}}$ of the stated annual salary times the number of accumulated days, up to a total of ten (10) days. In the event of death, unused and accrued vacation will be paid to the Supervisor of Facilities and Ground's estate.
2. While vacation days shall be credited to the Supervisor of Facilities and Ground's account on July 1st of each year, vacation days shall be considered to be earned pro-rata on a month to month basis over the contract year. In the event the Supervisor of Facilities and Grounds retires or resigns from employment during a contract year, the Supervisor of Facilities and

Grounds agrees to reimburse the Board for any vacation days or portion thereof which have been taken but not yet earned and agrees to authorize the Board to withhold from salary such amounts as are necessary to reimburse the Board for the use of such unearned vacation days.

D. BEREAVEMENT LEAVE

1. The Board will provide The Supervisor of Facilities and Grounds with five (5) bereavement days annually for death in the immediate family (immediate family is defined as parent, sibling, spouse, child, grandparent, grandchild or any person, who preceding death, has been a member of the same household as the staff member). One of these days may be used for the death of an extended family member (extended family is defined as parent-in-law, brother/sister-in-law, niece, nephew, aunt, or uncle.)

E. INSURANCE AND PENSION BENEFITS

1. **Health, Vision and Dental Insurance:** On behalf of himself and any eligible dependents, the Supervisor of Facilities and Grounds may elect to participate in the RSD 13 insurance plan. If such coverage is elected by the Supervisor of Facilities and Grounds, the Board shall pay seventy eight and one half percent (78.5%) of the premium costs for such coverage, and the Supervisor of Facilities and Grounds shall pay any remaining costs for such coverage.
2. **Life Insurance and Accidental Death and Dismemberment Insurance:** The Board shall provide for the Supervisor of Facilities and Grounds, term life insurance coverage in the amount of his annual salary, subject to the Supervisor of Facilities and Grounds insurability. The Board shall provide for the Supervisor of Facilities and Grounds Accidental Death and Dismemberment insurance coverage in the amount of Five Thousand Dollars (\$5,000), subject to the Supervisor of Facilities and Grounds insurability. If either of such coverages is elected by the Supervisor of Facilities and Grounds, the Board shall pay ninety-five percent (95%) of the premium costs for such coverage, and the Supervisor of Facilities and Grounds shall pay any remaining costs for such coverage. Any portion of premiums for such insurance for which the Supervisor of Facilities and Grounds is responsible shall be paid by the Supervisor of Facilities and Grounds through payroll deduction.
3. **Group Disability Insurance:** The Board shall provide for the Supervisor of Facilities and Grounds, at its expense, group disability insurance.

F. PENSION

1. The Supervisor of Facilities and Grounds, if eligible, shall have the right to enroll in the Board's pension plan subject to the terms, conditions and requirements of such plan, including but not limited to applicable waiting periods, as such terms, conditions and requirements may be amended from time to time.

G. EXPENSES

1. The Supervisor of Facilities and Grounds has use of the district maintenance vehicles during his work hours. The Board agrees to reimburse the Supervisor of Facilities and Grounds for use of his own automobile for authorized business of the District that is outside the member towns. The Supervisor of Facilities and Grounds shall be reimbursed by the Board at the IRS reimbursement rate to be submitted in accordance with District procedures.


V. TERMINATION OF AGREEMENT

- A. The parties may, by mutual consent, terminate this Agreement at any time.
- B. The Supervisor of Facilities and Grounds may unilaterally terminate this Agreement at any time for any reason during its term upon thirty (30) days written notice, except that the thirty (30) days notice is not required if termination is part of an action to implement a new contract between the parties hereto, in which case the execution of the new agreement shall serve to terminate the prior agreement between the parties.
- C. The Board may unilaterally terminate this Agreement at any time for any reason during its term upon ninety (90) days written notice, except that the ninety (90) days notice is not required if termination is part of an action to implement a new contract between the parties hereto, in which case the execution of the new agreement shall serve to terminate the prior agreement between the parties.
- D. If the termination notice described above is given by either party, the Board may, in its discretion, inform the Supervisor of Facilities and Grounds that the thirty (30) day or ninety (90) day notice period need not be entirely worked out by the Supervisor of Facilities and Grounds, in which case the Supervisor of Facilities and Grounds shall receive as a severance allowance, salary continuation for any days within the applicable notice period not actually worked.

VI. GENERAL PROVISIONS

- A. If any part of this Agreement is determined by a court of final authority to be invalid, that portion shall be severed from the Agreement, and the remainder of the Agreement shall remain in full force and effect.
- B. This Agreement contains the entire agreement of the parties. It may not be amended orally but may be amended only by an agreement in writing, signed by both parties.
- C. Notices to the Board, as required herein, shall be sent to the Secretary of the Board and notices to the Supervisor of Facilities and Grounds shall be sent to him at his home address.
- D. Salary increases and other changes to compensation and/or benefits will be agreed upon annually between the Superintendent (or his designate), the Human Resources Committee of the Regional School District 13 Board of Education (or it's designate), and the Supervisor of Facilities and Grounds giving consideration to performance, job responsibilities and current economic conditions.

The parties hereto set their signatures in agreement.



Doug Schuch
Superintendent of Schools



Eric Proia
Supervisor of Facilities and Grounds

7/1/22

Date

7/6/2022

Date