



TOWN OF HANOVER
550 Hanover Street, Suite 29
Hanover, Massachusetts 02339
(781) 826-2261 (781) 826-5010

WORK AGREEMENT FOR DIRECTOR OF COMMUNITY SERVICES

This Agreement will confirm your employment as DIRECTOR OF COMMUNITY SERVICES, and expressly outline salary and fringe benefits to which you shall be entitled, ending June 30, 2014. You agree to give the Town 90 day notice should you choose to leave the employ of the town as the Director prior to the end of this agreement.

Under this contract, as Director of Community Services, you shall also serve in the capacity of Director of Municipal Inspections. The Salary for this position shall be \$100,415 (pro-rated from November 21, 2011) for Fiscal Year ending June 30, 2012. The salary for Fiscal Year ending June 30, 2013 shall be \$101,419. The salary for Fiscal Year ending June 30, 2014 shall be determined prior to January 1, 2014.³ *AM*

You shall also be entitled to the following Fringe Benefits:

1. You will be entitled to three weeks of annual paid vacation.
2. Paid Holidays as follows: New Year's Day, Martin Luther King Day, Washington's Birthday, Patriots' Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, Christmas Day. In the event any of these days falls on a Saturday, the previous Friday shall be observed as a holiday. If any of these days falls on a Sunday, the following Monday shall be observed as a holiday.
3. Bereavement leave of 4 days in the event of a death in your immediate family shall be given without loss of pay. For purposes of this paragraph, the term immediate family shall mean and include the following: Mother, Father, Mother/Father-in-law, Sister, Brother, Spouse, Child, Sister/Brother-in-law, and Grandparent. One day of bereavement shall be granted for the death of an Aunt/Uncle, Grandparent/in-law.
4. You will earn sick leave at the rate of one and one-quarter (1-1/4) days per month. All unused sick leave will accumulate from year to year up to a maximum of two hundred fifty (250) days. So called "sick leave buyback" is expressly not provided for under this contract.
5. The Town has purchased on your behalf, while you are an employee of the Town, a life insurance policy in the amount of \$5,000 subject to your filing the appropriate forms with the Treasurer's office.
6. You shall be provided the opportunity to join the Town of Hanover's Group Insurance Plan, which provides for group life insurance, group hospitalization and surgical benefits, and extended benefits care for employees and retired employees and their eligible dependents, with the premium shared equally (50%-50% basis) between the employee and the Town. Admission to the membership in said plan, and entitlement to its benefits, shall be in accordance with the terms and conditions of the contract between the Town and the insurance carrier.
7. Time off totaling 5 working days shall be available in recognition of night meetings and extra time put in outside the normal work day.
8. All other benefits, including pension benefits to which you may be entitled as a matter of law, shall be provided by the Town where particular statutes are applicable and so provided.
9. This position shall be considered Full-time employment, and you shall not hold other public office, elective or appointed, or perform any other compensated employment that interferes with this position.

10. Professional Development. You shall attend, and the Town shall fund, one seminar, or course, annually, to be mutually determined after meeting with the Town Manager. You will also be reimbursed for mileage at the standard rate set by the Board of Selectmen.


11. The Town will provide up to three (3) personal days per calendar year for absence due to non-work related injury, illness or other important personal business.

12. It is the Town's intention to annually review your employment with the Town so there can be no confusion concerning the benefits to which you are entitled and the review process will also assess goals, objectives, progress and problems of this position. You shall schedule this with the Town Manager at an appropriate time during the month of November.

TOWN MANAGER

DIRECTOR OF COMMUNITY SERVICES


Stephen S. Rollins


Anthony L. Marino

Date: 12-5-11

Copies to: Accountant
Treasurer
Personnel