

WEST SONOMA COUNTY UNION HIGH SCHOOL DISTRICT

Contract of Employment for Human Resources Manager

THIS AGREEMENT is made this 1st day of July, 2016, by and between the Governing Board of the West Sonoma County Union High School District (“District”) and **MIA DEL PRETE** (“Human Resources Manager”).

TERM OF CONTRACT

Employment contract will be effective July 1, 2016, subject to the terms and conditions hereinafter set forth. The contract shall extend to June 30, 2017. Contract renewal would result in advancement to the next step of the Management Salary Schedule.

SALARY

The Human Resources Manager shall be placed on the Management Salary Schedule. The salary placement for the 2016-2017 school year is at Step 6 of the current Management Salary Schedule plus longevity payments as appropriate. Such salary shall be payable in monthly installments.

DUTIES

The Manager agrees to perform at the highest professional level of competence the services, duties and obligations required by the District’s Human Resources Manager Job Description, the laws of this state, and the rules, regulations, and policies of the Board.

FRINGE BENEFITS

The Manager shall receive a fully paid medical, dental and vision program and other benefits accorded to other management employees of the District.

The District shall reimburse the Manager for actual and necessary expenses incurred by her within the scope of her employment per Board Policy. Additionally, the district will provide an annual membership to the Sebastopol Rotary, a vehicle allowance of \$100.00 and phone allowance of \$100.00 per month.

WORK YEAR

The Manager shall render twelve (12) months of full and regular service to the District during each annual period covered by this Agreement, except that she shall be entitled to twenty-four (24) working days annual vacation with pay, and in addition, will receive holidays defined in E.C. 37220 and 37222. It is further stipulated that vacation days must be taken during the year in which earned, except by special agreement between the Board and the Manager. It is understood that any such special agreement shall be in writing, dated and signed by the parties. Accrued vacation shall be payable at the contract rate in effect at the time of separation from the District, retirement or demise. Unused vacation in an amount not to exceed ten (10) days may be carried over to the next work year.

OUTSIDE PROFESSIONAL ACTIVITIES

Nothing herein shall prohibit the Manager from using non-workdays to undertake consultative work, speaking engagements, writing, lecturing, or other professional duties and obligations, provided such undertakings do not interfere with the Manager's performance of her duties under this contract.

SICK LEAVE

The Manager shall be entitled to twelve (12) working days of sick leave each current year cumulative indefinitely.

EVALUATION

The Superintendent shall annually evaluate the performance of the Manager and the working relationships between the Manager, Superintendent and the Board. This evaluation shall be based on the position description and the mutually agreed upon and specified goals and objectives in accordance with the procedures authorized in District Policies.

GENERAL PROVISIONS

This Agreement is subject to all applicable laws of the State of California, to the rules and regulations of the State Board of Education, and to the lawful rules and regulations of the Board of Trustees of the West Sonoma County Union High School District. Said laws, rules, regulations, and policies are hereby made a part of the terms and conditions of this agreement as though fully set forth herein.

EARLY TERMINATION

The Board unilaterally and without cause may terminate this Agreement and the Manager's status as Manager and reassign the Manager to any available position for which the Manager is qualified to perform by providing the Manager a minimum of forty-five (45) days notice of termination and reassignment. In consideration of the Board's right to terminate this Agreement without cause, the District shall pay to the Manager her then current salary for the remainder of the term of this Agreement or for a period of twelve (12) calendar months following the effective date of termination or reassignment, whichever is less. If the Manager elects not to accept the position to which the Manager has been reassigned, the Manager may resign and elect to receive the difference between the Manager's then current monthly salary and the monthly salary rate for the position to which the Manager has been reassigned for the remainder of the term of this Agreement or for a period of twelve (12) calendar months following the effective date of termination and reassignment, whichever is less.

IN WITNESS WHEREOF we affix our signature to this agreement as the full and complete understanding of the relationships between the parties hereto.

This contract is the full and complete agreement between the parties hereto, and it can be changed or modified only in writing signed by all parties or their successors in interest of this agreement.

Signature of Steven Kellner, District Superintendent

Date

I hereby accept this offer of employment and agree to comply with the conditions thereof and to fulfill all of the duties of employment of Human Resources Manager of the West Sonoma County Union High School District.

Mia Del Prete
Contracts-Employee/Contract Human Resources Manager

Date of Acceptance