



# HEBRON PUBLIC SCHOOLS

## HIGH EXPECTATIONS, BRIGHT FUTURES

### Administration Office

580 Gilead Street, Hebron, CT 06248 ■ Tel: (860) 228-2577 ■ Fax: (860) 228-2235 ■ [www.hebron.k12.ct.us](http://www.hebron.k12.ct.us)

Thomas J. Baird, EdD  
Superintendent of Schools

Kaitlyn D. Shelar  
Business Manager

Donald E. Briere, PhD  
Director of Educational Services

RACHAEL CLAVETTE,

Below are your Conditions of Employment for 2023 – 2024. Any conditions which are inconsistent with negotiated agreements or Board of Education policies will be changed and a revised statement will be issued.

#### 1. Positions

- a. Assignment: Administrative Assistant - District
- b. Location: Central Office
- c. Position Start Date: 7/1/2023
- d. Position End Date: 6/30/2024
- e. Date of Hire: 11/12/2019
- f. Step: Hourly Rate
- g. Hourly Rate: \$33.68
- h. Hours per Day: 8
- i. Total Paid Days: 260
- j. Annualized Salary: \$70,054.40
- k. Additional Pay:

- a. Sick Days: 15
- b. Personal Days: 5
- c. Vacation Days: 20
- d. Holidays: 14
  - Independence Day (7/4)
  - Labor Day (9/4)
  - Columbus Day (10/9)
  - Veteran's Day (11/10)
  - Thanksgiving Day (11/23)
  - The day after Thanksgiving (11/24)
  - Christmas Day Observed (12/25)
  - Christmas Day Observed (12/26)
  - New Year's Day (1/1)
  - Martin Luther King Jr. Day (1/15)
  - Presidents' Day (2/19)
  - Good Friday (3/29)
  - Memorial Day (5/27)
  - Floating Holiday

#### 2. Leave Time & Benefits

- a. Insurance:
  - i. Medical Insurance @ 17.5% premium share
  - ii. Dental Insurance @ 17.5% premium share
  - iii. Town Pension Plan (eligible after vesting period)
  - iv. Life Insurance Policy: \$20,000

Bi-weekly pay will be the Annual earnings divided by 26 pays. Review all information, making any corrections on this form. Please sign, retain a copy for your records and return the original to the Superintendent's Office. Any inquiries should be directed to the Superintendent's Office at the above number.

Thomas J. Baird, Ed.D.  
Superintendent

Date:

RACHAEL CLAVETTE  
Employee ID: 90706

Date: