



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

Thomas J. Baird, EdD
Superintendent of Schools

Kaitlyn D. Shelar
Business Manager

Donald E. Briere, PhD
Director of Educational Services

GENNY HEFFERNAN,

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: Human Resources Specialist
- b. Location: Central Office
- c. Position Start Date: 7/1/2023
- d. Position End Date: 6/30/2024
- e. Date of Hire: 3/2/2020
- f. Step: Salary
- g. Hourly Rate: \$29.07
- h. Hours per Day: 5.75
- i. Total Paid Days: 260
- j. Annualized Salary: \$43,462.00
- k. Additional Pay:

2. Leave Time & Benefits

- a. Insurance:
 - i. Medical Insurance @ 33.2% premium share
 - ii. Dental Insurance @ 33.2% premium share
 - iii. Town Pension Plan (eligible after vesting period)
 - iv. Life Insurance Policy: \$20,000
- b. Sick Days: 15
- c. Personal Days: 5
- d. Vacation: Days: 20
- e. 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

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

6/14/23
Date:


GENNY HEFFERNAN
Employee ID: 90745

6/16/23
Date: