



# 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

LISA BENNETT,

Below are your Conditions of Employment for 2023 – 20224. 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: Food Service Manager
- b. Location: Gilead Hill School
- c. Position Start Date: 1/22/2024
- d. Position End Date: 6/30/2024
- e. Date of Hire: 12/19/2023
- f. Hourly Rate: \$22.96
- g. Hours per Day: 6.5
- h. Total Paid Days: 100
- i. Annualized Salary: \$14,924.00
- j. Additional Pay:

### 2. Leave Time & Benefits

- a. Insurance:
  - i. Medical Insurance @ 17.5% premium share
  - ii. Dental Insurance @ 17.5% premium
  - iii. Life Insurance Policy: \$20,000
  - iv. Town Pension Plan (eligible after vesting period)
- b. Sick Days: 12 (7 days pro-rated 23-24)
- c. Personal Days: 3 (2 days (pro-rated 23-24)
- d. Holidays: 12
  - i. Labor Day (9/4)
  - ii. Columbus Day (10/9)
  - iii. Veterans Day (11/10)
  - iv. Thanksgiving Day (11/23)
  - v. The day after Thanksgiving (11/24)
  - vi. Christmas Day Observed (12/25)
  - vii. Christmas Day Observed (12/26)
  - viii. New Year's Day (1/1)
  - ix. Martin Luther King Jr. Day (1/15)
  - x. Presidents' Day (2/19)
  - xi. Good Friday (3/29)
  - xii. Memorial Day (5/27)

Bi-weekly pay will be the Annual earnings divided by 22 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: 1/19/24

 1/22/24  
LISA BENNETT Date:  
Employee ID: 91034

Food Service Manager