

TOWN OF ROCKLAND

Town Administrator

Allan R. Chiocca
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June 4, 2015

To: Susan Ide

From: Allan R. Chiocca

Re: FY16 Contract

Effective July 1, 2015, you are retained in the position of Executive Assistant to the Town Administrator and Board of Selectmen. This position is confidential within the meaning of G.L. c. 150E, and does not fall under any collective bargaining agreement. Your annual salary, effective July 1, 2015, will be \$43,500.00 which is \$830.15 per week.

You will generally be expected to work Town Hall Hours with one hour for lunch, however, you may be required to come in early or stay late, given the needs of the position and the office. You may accumulate compensatory time, however, you must seek my approval in advance if you work more than your normally scheduled hours.

Your other benefits are as follows:

- Sick leave – accrue 3/4 day per month, which may be accumulated year to year. Any accrued sick leave will not be eligible for buyback upon retirement or separation.
- Vacation – You shall receive paid vacation in the amounts listed below. All requests for vacation leave require my approval and should be submitted one week in advance.
 - o Effective July 1, 2015- 15 days annually
 - o After ten years' employment with the Town of Rockland – 20 days
- Personal Leave – Five (5) days per year
- Holidays, same as Town Hall schedule –currently the following shall be paid holidays for the you: New Year's Day, Martin Luther King Day, President's Day, 1/2 Day on Good Friday, Patriot's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, the day after Thanksgiving, and Christmas Day. If any of these days falls on a Saturday, the preceding Friday will be considered the holiday. Holidays on a Sunday will be celebrated on Monday. The day before Christmas shall be a paid holiday only in those years when Christmas falls on a Tuesday, Wednesday, Thursday or Friday.

- Bereavement - In the event of the death of a member of your immediate family, you shall be allowed five days off without loss of pay. "Immediate family" shall be defined as a spouse, parent, sibling, child, grandchild, brother-in law, sister-in law, mother-in-law, father-in-law, or spouse of a sibling.
- Insurance – You shall be eligible to participate in any group insurance offered by the Town at the same basis as other full time employees.

You will be required to perform the duties and tasks of the Executive Assistant including tasks, functions, and responsibilities which may be assigned by the Town Administrator.

As the confidential Executive Assistant, you will have access to confidential records involving personnel matters and litigation. You will be expected to maintain strict confidentiality regarding matters involving this office. You will report directly to me regarding any matters involving this office.

Sincerely



Allan R. Chiocca,
Town Administrator

Accepted



Susan Ide

Date

6-4-15