

TOWN OF ROCKLAND



Town Administrator
Allan R. Chiocca
Town Hall
242 Union Street
Rockland, Massachusetts 02370

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Date: June 9, 2015

To: Stacia Callahan

From: Allan R. Chiocca

Re: Appointment Letter

Effective July 1, 2015, you are retained to the position of Human Resource Coordinator. 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 \$46,000.00, which is \$877.86 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 attend meetings at night, given the needs of the position and the office. Due to the unique nature of your management function, it is understood and agreed that in order to properly perform the job required, you may have to occasionally expend additional time beyond the normal working day. There shall be no paid overtime or additional compensation, however, you may adjust your schedule taking into account such "extra" time so long as the same does not interfere with your obligations to perform your duties.

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 -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, spouse of a 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 Human Resources Coordinator and other tasks, functions and responsibilities which may be assigned by the Town Administrator.

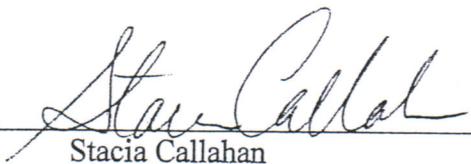
As the Human Resource Coordinator, you will have access to confidential records involving personnel matters and litigation. You will be expected to maintain strict confidentiality regarding matters involving this office and any personnel matter. You will report directly to me regarding any and all issues.

Sincerely,



Allan R. Chiocca,
Town Administrator

Accepted



Stacia Callahan

Date

6/9/15