

AMANDA MARGARET EDWARDS

This agreement made between the Wasatch County School District Board of Education, hereafter designated as the First Party, and AMANDA EDWARDS hereafter designated as the Second Party, witnesseth:

Wasatch County School District hereby employs the Second Party as an Administrative Employee.

Board policy states that an employee having given satisfactory service during years one through three will be considered provisional and may be re-employed upon recommendation of the Superintendent. Provisional employees have a contract for one year at a time. Years four and beyond will be considered professional status.

JOB DESCRIPTION	CONTRACT LANE	CONTRACT STEP	CONTRACT START DATE	CONTRACT END DATE	CONTRACT DAYS	MONTHLY SALARY	NUMBER OF PAYS	CONTRACT TOTAL
Base Contract	HS Assistant		07/01/2023	06/30/2024	220	\$11,619.00	12	\$139,430.00
Legislative Pay			07/01/2023	06/30/2024	0	\$208.00	12	\$2,500.00
								\$141,930.00

A Medical and Dental policy will be provided as a fringe benefit. The district also provides a Life Insurance policy, which ends at the age of 65.

You will accrue Personal and Sick time yearly:

Personal: 6 days, at the end of the year leftover personal days become sick days

Sick: 11 days year to a max of 130 days.

Upon termination, the PTO time accrued for that year will be re-figured using the percentage of the year actually worked by the employee. Any PTO time used in excess of what was earned will be deducted from the final paycheck.

#### Acceptance of Contract

As Party of the Second part, I accept the terms of this contract, including the Contract Provisions, and hereby agree to comply with the provisions herein set forth.

*Thomas Hansen*

Board President

Employee Signature

*Paul Sweat*

Superintendent

Date Signed

## CONTRACT PROVISIONS

1. The **First Party** requires certificated personnel to furnish the District Office, prior to the beginning of school, valid certification approved by the Utah State Office of Education. New employees will also furnish the District Office an official transcript of credits, if applicable. Salary cannot be paid until the above requirements are met. **Second Party will notify the District Office of their intent to make a lane change for the next school year by 10 April of the current school year.** Proof of additional college credits in courses master level or approved in-service hours for the lane change must be filed with the District Office on or before 10 September of the new school year. No increase in pay due to filing of additional credits will be allowed after this date. Semester hours to be applied toward the twenty (20) and, thirty-six and two-thirds (36.67) lanes must have been earned since the Bachelor's Degree and the initial teaching certificate. Bus drivers must file a certificate of physical examination with the Transportation Department every two years, as required.
2. The **Second Party** hereby agrees to perform faithfully the duties assigned to him or her to the best of his or her ability under the control, direction, and guidance of *the* Superintendent, principal or supervisor to which he or she may be assigned, to attend such meetings as shall be arranged by the Superintendent, principal or supervisor, and in performance of those duties to be subject to all rules, regulations, and policies of the **First Party** now existing.
3. When school is closed to prevent spread of disease or natural disaster, the **Second Party** shall be paid for the full time period school is so closed at the salary rate specified in the **Second Party's** contract and for such time as it is in force, provided that the **Second Party** makes up the time lost without extra pay. However, if schools are closed for any other unforeseen cause, over which the Board has no supervision, the **Second Party** shall not be paid for the period of time that the schools are closed.
4. The length of the school year will be determined by the **First Party**, depending upon the funds available. The **First Party**, in cooperation with the **WASATCH EDUCATION ASSOCIATION** and the **EDUCATIONAL SUPPORT PROFESSIONALS**, shall hold the right to reconsider the terms of the contract if found necessary due to lack of available funds.
5. The **Second Party** may be released for causes identified in the school board Orderly Termination Policy, and this agreement terminated by the **First Party** according to the provisions of the Utah Orderly School Termination Procedure Act of 1973.
6. This contract, other than for emergency reasons listed above, may not be broken except by mutual agreement of the **First Party** and the **Second Party**. Failure to observe this provision forfeits all monies due the **Second Party** from the **First Party**.
7. If the **Second Party** is absent from employment due to an emergency or a death, it shall be considered as an excused absence from sick leave, at the discretion of the principal or supervisor, up to five (5) days. If more days are needed, on application of the **Second Party**, they may be granted at the discretion of the **First Party**.
8. Permission for special absences other than those herein listed may be given, but only if prior approval of the Principal or Supervisor has been obtained. Any employee who absents himself or herself from work without proper and legal excuse shall have deducted from his or her paycheck one (1) day's pay for each and every day so absent.
9. One-twelfth (1/12) of the annual salary is to be deposited in any full-service banking institution in the State of Utah to the account of the **Second Party** on the last working day of each calendar month. Requests for deposits in nine (9) equal payments need to be filed with the Business Administrator in writing by September 10th of the new school year. If the **Second Party** is released, all balance of monies *due* at date of release shall be payable upon release, or if said **Second Party** is not employed for the succeeding year, all balance of annual salary due the **Second Party** shall be payable at the close of the last school term, upon request of the **Second Party**.
10. Certificated employees are required to report to school one-half (1/2) hour before school begins and to remain one-half (1/2) hour after the close of school, emergencies excepted, and beyond this limit *when* interviews or emergencies make it imperative.