

**EXECUTIVE SECRETARY  
EMPLOYMENT AGREEMENT**

**THIS AGREEMENT**, made and entered into this **15th** day of **February, 2000**, by and between the **TOWN OF HANSON**, a municipal corporation (hereinafter referred to as the "Board of Selectmen") and **E. WINN DAVIS**, an individual (hereinafter referred to as the "Executive Secretary").

**WITNESSTH:**

**WHEREAS**, the **Board of Selectmen** desires to employ the services of the **Executive Secretary** as provided by Town By-Laws and Massachusetts General Law; and

**WHEREAS**, it is the desire of the **Board of Selectmen**, to provide certain benefits, establish certain conditions of employment, and to set working conditions of the **Executive Secretary**, and

**WHEREAS** it is the desire of the **Board of Selectmen** (1) to secure and retain the services of the **Executive Secretary**, and to provide inducement for him to remain in such employment, (2) to make possible full work productivity by assuring the **Executive Secretary's** morale and peace of mind with respect to future security, (3) to act as a deterrent against malfeasance or dishonesty for personal gain on behalf of the **Executive Secretary**, and (4) to provide a just means for terminating the **Executive Secretary's** services at such time as he may be unable to fully discharge his duties or when the **Board of Selectmen** may desire to otherwise terminate his employment; and

**WHEREAS**, the **Executive Secretary** desires to accept employment as the **Executive Secretary** in the Town of Hanson.

**NOW THEREFORE**, in consideration of the mutual covenants herein contained, the parties mutually agrees as follows:

**SECTION 1.     *DUTIES***

Town hereby agrees to employ the **Executive Secretary** to perform the functions and duties specified in the Town By-Laws and to perform such other legally permissible and proper duties and functions as outlined in the **Executive Secretary's** job description, and as the **Board of Selectmen** shall from time to time assign.

## **SECTION 2.      *TERM***

**A.**      The **Board of Selectmen** hereby agrees to employ the **Executive Secretary** for a **forty (40) month** term commencing on February 28, 2000 and ending June 30, 2003. The first **six (6) months** of the terms of this Agreement shall be deemed a probationary period.

**B.**      Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of the **Executive Secretary** to resign at any time from his position, subject only to the provision set forth in Section 3, Paragraph D of this agreement.

## **SECTION 3      *TERMINATION AND SEVERANCE PAY***

**A.**      The **Executive Secretary** may be terminated and this Agreement deemed null and void by a majority vote by three (3) members of the **Board of Selectmen** voting in favor of termination.

**B.**      In the event the **Executive Secretary** is terminated and this Agreement is deemed null and void by the **Board of Selectmen** during such time that the **Executive Secretary**, is willing and able to perform the duties of the **Executive Secretary**, the **Board of Selectmen** agrees to pay the **Executive Secretary** a cash payment equal to **three (3) month's** aggregate salary as severance pay. In addition, the **Board of Selectmen** agrees to pay the **Executive Secretary** unused vacation on a pro-rated basis. The portion of this paragraph pertaining to severance pay shall not take effect until the **Executive Secretary**, has in the **Board of Selectmen** sole discretion, successfully completed the probationary period outlined in Section 2, Paragraph A above.

**C.**      The **Board of Selectmen** shall provide the **Executive Secretary** with **thirty (30) days** notice upon termination and declaration that this Agreement is null and void. In the event the **Executive Secretary** is terminated because of conviction of a felony or any illegal act involving personal gain, the **Board of Selectmen** shall have no obligation to pay the aggregate severance and sum designated in Paragraph B and shall have the right to terminate this Agreement immediately upon a majority vote of the **Board of Selectmen**, notwithstanding other provisions of this paragraph..

**D.**      In the event the **Executive Secretary** voluntarily resigns his position with the Town, the **Executive Secretary** shall give the **Board of Selectmen** **thirty (30) days** notice, unless a shorter notice is approved by the **Board of Selectmen**. In the event the **Executive Secretary** terminates his employment, he shall not be entitled to severance referenced in Paragraph 3B above.

#### **SECTION 4.      *SALARY***

The **Board of Selectmen** agrees to pay **Executive Secretary** the amount of **Sixty Two Thousand (\$62,000.00) Dollars** per annum for the period beginning February 28, 2000 and ending June 30, 2001. Said salary payable in installments in the same manner as all other employees of the Town. The **Board of Selectmen** agrees to negotiate with the **Executive Secretary** a salary for the remaining two (2) fiscal years of the Agreement. The **Executive Secretary's** annual salary shall include any and all expenses that the **Executive Secretary** may incur in and be incidental to the performance of his duties except as outlined in Sections 7 and 8 below. The **Executive Secretary's** annual salary shall be subject to Town Meeting approval.

In addition, the **Board of Selectmen** agrees to increase additional benefits in such amounts and to such extent as granted other non-union Town employees for the purpose of general benefit adjustments.

#### **SECTION 5      *PERFORMANCE REVIEW***

The **Board of Selectmen** will conduct evaluations of the **Executive Secretary's** performance on an annual basis and a probationary evaluation at the end of the six (6) months probation. Such evaluation will be in writing in a format that is determined by the **Board of Selectmen**.

#### **SECTION 6      *HOURS OF WORK***

It is recognized that the **Executive Secretary** must devote a great deal of time outside normal office hours to perform the business of the Town, and to that end, the **Executive Secretary** will be allowed to take reasonable time off as he shall deem appropriate during normal office hours. This privilege is not intended to be used as compensatory time. It is expected that the **Executive Secretary's** normal work week will consist of forty (40) hours.

#### **SECTION 7      *DUES AND SUBSCRIPTIONS***

The **Board of Selectmen** agrees to budget and to pay the professional dues and subscriptions of the **Executive Secretary** as in its discretion it deems necessary for his continuation and full participation in national, regional, state and local associations and organizations which may be necessary and desirable for his continued professional participation and growth as it relates to his duties and responsibilities as **Executive Secretary**.

## **SECTION 8      *PROFESSIONAL DEVELOPMENT***

The **Board of Selectmen** hereby agree to budget and to pay the tuition costs of the **Executive Secretary** related to participation in mutually agreed upon continuing education including courses, seminars and programs which may be necessary to his professional development and the performance of his duties as **Executive Secretary**.

## **SECTION 9      *VACATION AND SICK LEAVE***

**A.** The Board of Selectmen recognizes the special nature of the **Executive Secretary's** employment and that his appointment was based on experience gained in other jurisdictions. Therefore, beginning July 1, 2000 the **Executive Secretary** shall be granted fifteen (15) days vacation leave for each fiscal year. In the event the **Executive Secretary** does not utilize his entire annual vacation, the **Board of Selectmen** agrees he may be reimbursed for up to one week of any unused portion thereof. If the **Executive Secretary** intends to be reimbursed for any unused portion of his vacation, he must inform the **Board of Selectmen** two weeks prior to the close of May's Special Town Meeting Warrant of said year. The **Board of Selectmen** further agrees that the **Executive Secretary** will be granted one week paid vacation during the period of February 28, 2000 through June 30, 2000.

**B.** The **Executive Secretary** shall be granted unlimited sick leave. However, in the event such leave substantially interferes with his duties and responsibilities, the **Board of Selectmen** shall be entitled to exercise all of its rights under Section 3 of this Agreement.

## **SECTION 10.      *OTHER TERMS AND CONDITIONS OF EMPLOYMENT***

The **Board of Selectmen** shall fix any such other terms and conditions of employment as it may determine from time to time, relating to the performance of the **Executive Secretary**, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this Agreement, the Town By-Laws, or any other law.

## **SECTION 11.      *RETIREMENT, HEALTH INSURANCE***

**A.** The **Executive Secretary** shall be entitled to be enrolled in the Plymouth County Retirement Plan, the cost of which is borne jointly by the Town and the **Executive Secretary**.

**B.** The **Executive Secretary** shall be entitled to enroll in one of the health insurance programs offered by the Town. The Town shall pay a portion of his health insurance premium

which is dictated by the health insurance program of his choice.

**SECTION 12.    *GENERAL PROVISIONS***

**A.**     This agreement incorporates all of the discussion and negotiations between the **Board of Selectmen** and the **Executive Secretary** either express or implied, concerning the matters herein. No such discussions or negotiations shall limit, modify, or otherwise affect the provisions hereof. No modification, amendment, or waiver of any provision of this Agreement shall be effective unless executed in writing by the parties hereto.

**B.**     If any section of this Agreement shall be held invalid by operation of a law or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any section should be restrained by such tribunal pending a final determination as to its validity, the remainder of this Agreement or the application of such sections to persons or circumstances other than those as to which it has been held invalid or as to which compliance with or enforcement of has been restrained, shall not be affected thereby.

**C.**     In the event that any section is held invalid or enforcement of or compliance with which has been restrained, as set forth in Paragraph B, the parties affected thereby shall enter into immediate negotiations upon the request of either party, for the purpose of arriving at a mutually satisfactory replacement, if any, for such section during the period of invalidity or restraint.

**D.**     The parties warrant and represent:

- (1) that they have read and understand all of the terms and conditions of this Agreement
- (2) intend to be bound by the terms of this agreement
- (3) are executing this agreement freely and voluntarily.

In witness whereof, this agreement has been executed this 15th day of February, 2000.

By the Town of Hanson

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*Daniel K. Webster*

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*E. Winn Davis*

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*Peter Jones*

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*Catherine Kuchinski*

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*Stephanie McSweeney*

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*Judith Murdoch*