Ridgedale Local Schools
Empowering students to reach their full potential
Dr. Erika Bower, Superintendent
Mr. Matthew Cordes, Treasurer

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Terms of Employment Agreement

This Agreement is entered into by and between the Ridgedale Local School District Board of Education ("Board") and Karen Miller ("Mrs. Miller"), collectively "the Parties".

WHEREAS, Mrs. Miller will be employed by the Board as the Treasurer's Assistant; and

WHEREAS, the Parties desire to establish a flexible work schedule for Mrs. Miller subject to certain agreed-upon terms.

NOW THEREFORE, the Parties agree to the following terms:

1. Mrs. Miller will be permitted to work on an as-needed basis as determined between the Treasurer and Mrs. Miller. It is anticipated that this arrangement will involve at least one day per week in the Treasurer's Office.
2. Each week the Treasurer and Mrs. Miller will discuss the needs of the Treasurer's Office and Mrs. Miller's job duties, as well as determine Mrs. Miller's work schedule for the upcoming week.
3. Mrs. Miller will track all of her work hours on a timesheet and will be paid by the Board following the Treasurer's approval of Mrs. Miller's timesheet. Her rate of pay will be $23.18 per hour.
4. Mrs. Miller will earn three (3) personal days per year and four and six-tenths hours (4.6) of sick leave for every eighty (80) hours worked. Mrs. Miller will not earn any vacation leave.
5. This Agreement will become effective 7/1/2023 following approval by the Board and Mrs. Miller.
6. This Agreement may be amended in writing by both Parties.

Mrs. Miller

_____
Date

Ridgedale Local School District Board of Education

_____
Board President Date

_____
Treasurer Date