

EMPLOYMENT AGREEMENT

This EMPLOYMENT AGREEMENT (“Agreement”) is entered into between Jackson Township Board of Fire Commissioners, Fire District #3 (“Board”), and Dawn Hode (“Hode”), Clerk/Board Secretary, subject to the following terms.

1. The Board shall pay a salary to Hode in the amount of \$46,800.00 for calendar year 2017.
2. If Hode continues to serve the Board as Clerk/Board Secretary in good standing, subject to the provisions of Title 11A and 4A of the Civil Service Commission, she will be compensated by the Board at the following levels: 2018 - \$47,736.00; 2019 - \$48,691.00; 2020 - \$49,299.00; and 2021 - \$49,916.00. Prior to December 31, 2021, the parties may renegotiate a new salary for Hode.
3. The Board and Hode agree that Hode will be promoted to the position of Administrative Clerk, first provisionally, and then permanently, subject to the Rules and Regulations of the Civil Service Commission.
4. Hode will be provided with sick leave at her regular rate of pay as follows, based on calendar years defined as January 1 to December 31: (a) 8 hours per month during her first year; (b) 120 hours beginning after her second year; (c) 128 hours beginning her sixth year; (d) 136 hours beginning her 15th year; (e) 144 hours beginning her 16th year; (f) 152 hours beginning her 21st year; and (g) 160 hours beginning her 25th year. All other provisions governing Hode’s sick leave will be consistent with that afforded to the FMBA Local No. 86 collective negotiations unit, as adjusted based on collective negotiations.
5. Hode will be provided with vacation leave at her regular rate of pay as follows, based on calendar years defined as January 1 to December 31: (a) 8 hours per month in her first six months of employment; (b) 96 hours beginning her third year; (c) 120 hours beginning her third

year; (d) 160 hours beginning her 10th year; and (e) 196 hours beginning her 20th year. All other provisions governing Hode's vacation leave will be consistent with that afforded to the FMBA Local No. 86 collective negotiations unit, as adjusted based on collective negotiations.


6. The Board expects Hode to work 8 hours per day, Monday through Friday, excluding holidays. She will be entitled to a 30 minute lunch break, and may request comp time in lieu of cash overtime (with a maximum of 40 hours banked). Hode is permitted to carry over up to 40 hours of comp time from one year to the next. All additional earned comp time in excess of 40 hours must be paid out as overtime.

7. As Clerk/Board Secretary, Hode is required as a condition of employment to attend all regularly scheduled and special meetings of the Board, unless she has received prior approval of the Board (due to a pre-scheduled vacation or personal reason) to be absent.


8. The Board shall provide Hode with the following holidays during which she will be paid but not be expected to work: New Year's Day; President's Day; Good Friday; Memorial Day; Fourth of July; Labor Day; Columbus Day; Veteran's Day; Thanksgiving Day; Day after Thanksgiving; Christmas Day and one floating holiday. If the holiday falls on a Saturday, the holiday shall be taken on the prior Friday, and if it falls on a Sunday, the holiday shall be taken on the following Monday. In addition to the aforementioned holidays, Hode shall receive three personal days per year, which will not carry from one year to the next.

9. Nothing in this Agreement shall be construed to bind Hode or the Board to guarantee a term of employment for Hode of any period of time. Consistent with the protections of the Civil Service Commission, the Board may not take any disciplinary or layoff action against Hode except as outlined in the pertinent statutory and code provisions. Hode agrees to provide the Board a minimum of two weeks' notice prior to and in the event of her resignation from employment with the Board.

10. Hode shall receive the same health and other insurance provided to members of FMBA Local No. 86 while she is an employee of the Board. During any suspension of less than 31 days, Hode shall remain on the Township's health and other insurance benefit plans.

Date: 10/2/2017


Chairman



Dawn Hode, Administrative Clerk