

EMPLOYMENT AGREEMENT

THIS AGREEMENT made this 28th day of May 2025, by and between the Town of Dighton, a municipal corporation duly organized and existing under the laws of the Commonwealth of Massachusetts, acting by and through its Board of Selectmen, hereinafter referred to as the "Town", and Leeanne M. Kerwin of 42 Constitution Avenue, Attleboro, MA 02703, hereinafter referred to as "Kerwin".

WITNESSETH:

WHEREAS, the Board of Selectmen (hereinafter the "Board") voted unanimously on 5/28/2025, 2025 to enter into this agreement with Kerwin for the position of Administrative Assistant to the Board of Selectmen & Town Administrator with duties described in the attached job description; and

WHEREAS, the Board and Kerwin now desire to enter into a written contract of employment setting forth the terms and conditions of such employment;

NOW, THEREFORE, in consideration of the promises herein contained, the parties hereto mutually agree as follows:

1. **EMPLOYMENT.** The Town hereby employs Kerwin, and she hereby accepts employment as Administrative Assistant to the Board of Selectmen & Town Administrator with duties described in the attached job description.
2. **TERM.** The term of employment shall be a period of three (3) years, beginning July 1, 2025 and ending on June 30, 2028, unless this Agreement is sooner terminated as herein provided for.
3. **COMPENSATION.** The Town shall pay Kerwin an annual salary of \$56,125.44 (\$30.84 per hour) commencing on July 1, 2025, which includes the increase in job duties as outlined in the attached job description.

Commencing on July 1, 2026 and following a successful performance evaluation conducted as described below, the Board shall vote to increase the annual compensation by 2%. The Board may vote to increase the annual compensation by more than 2%, at its own discretion.

The annual salary shall be paid in equal weekly installments on the same day as other employees of the Town are paid. Future reviews of the terms and compensation shall occur with the Board at least 30 days prior to the expiration of each term of this agreement.

4. **DUTIES.** Kerwin shall perform faithfully, to the best of her ability, such duties and responsibilities as shall be assigned by the Board and including, without limitation, those set forth in the job description which is annexed hereto and incorporated herein by reference.

5. **LONGEVITY** Upon the anniversary of her tenth year of employment with the Town of Dighton, Kerwin shall receive a three percent (3%) increase in her base rate of pay.

6. **HOURS OF WORK.** The basic workweek of Kerwin shall be thirty-five (35) hours, normally scheduled on Monday through Thursday. In addition to her basic workweek, Kerwin may be required to attend Board of Selectmen meetings, Town Meetings, Department Head meetings, or such meetings of other boards or committees of the Town as the Board or Town Administrator may direct. Kerwin shall be granted either compensatory time off during her basic workweek for all such additional hours worked by her if approved by the Board and/or the Town Administrator or overtime at the Board's discretion and as the budget permits.

7. **VACATION.** The Administrative Assistant shall be entitled to five (5) working days' vacation without loss of pay in the first year with said vacation to be taken only after the completion of six (6) months of employment during that year. During the second year, she shall be granted ten (10) working days' vacation without loss of pay, of which (5) days are to be taken only after completion of twelve (12) months of continuous employment. Thereafter, Kerwin shall be granted ten working days' vacation without loss of pay per year. Then as follows:

<u>Length of Service as of June 30th Of the Current Fiscal Year</u>	<u>Amount of Vacation</u>
5 years – 9 years	15 days
10 years – 14 years	20 days
15 years	21 days
16 years	22 days
17 years	23 days
18 years	24 days
19 years	25 days

Vacation time is cumulative and must be used. In the event that Kerwin is unable to use her vacation by the end of the fiscal year, she may request to carry forward to the next fiscal year up to but not to exceed two (2) weeks' vacation time. Kerwin shall not take more than two (2) weeks' vacation consecutively unless a longer period of time is agreed to by the Board in advance.

8. **SICK LEAVE.** Sick leave shall consist of one and one-half (1 ½) days per month, not to exceed eighteen (18) days per year cumulative to two hundred (200) days maximum.

9. **PERSONAL LEAVE DAYS.** The Administrative Assistant shall receive four (4) personal days per year. Personal days are not cumulative and cannot be carried forward to another fiscal year. Unused personal days shall not be compensated.

10. **BEREAVEMENT LEAVE.** Bereavement Leave without loss of pay shall be granted for death in the immediate family up to three (3) days. These days are to be used within ten

(10) days of death unless funeral or burial is postponed:

Mother-in-Law	Father-in-Law
Grandparents	Grandchildren
Son-in-Law	Daughter-in-Law
Brother-in-Law	Sister-in-Law

Up to five (5) working days:

Mother	Father	Stepchild
Sister	Brother	Stepparents
Child	Spouse	Person living in Household
Grandchild (if grandparent is guardian)		

Up to one (1) working day for all other relatives (Aunt, Uncle, Niece, Nephew and Cousin).

11. **JURY DUTY.** In the event Kerwin is required to perform jury duty, she shall receive leave with pay for the duration of such duty. Kerwin shall be paid the difference between the jury duty pay, exclusive of mileage and expenses, and her regular compensation.

12. **UNPAID LEAVE.** Unpaid leave may be granted to Kerwin by the Board for any period or periods of absence which are not covered by any paid leave provided for hereunder.

13. **HOLIDAYS.** Kerwin shall be excused from work without loss of pay on the following holidays and any other holiday declared by the Governor, the General Court or the Board.:

New Year's Day (January 1)	
Martin Luther King Day	Columbus Day (second Monday in October)
President's Day (third Monday in February)	Veterans' Day
Patriot's Day (third Monday in April)	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Juneteenth	Independence Day
Christmas Eve (1/2 day)	Labor Day
Christmas Day	

If a holiday falls on a Saturday, the preceding workday shall be the designated holiday. If a holiday falls on a Sunday, the following Monday shall be the designated holiday.

14. **GROUP HEALTH AND LIFE INSURANCE.** The group health insurance plan and the group life insurance plan provided by the Town for its employees shall be available to Kerwin. The Town will continue to pay the current percentage in health care coverage of seventy five percent (75%) and the employee shall continue to pay the current percentage in health care coverage of twenty-five percent (25%) as currently provided for non-union employees.

15. **BENEFITS.** One hundred percent (100%) of accumulated sick days not to exceed a total of fifteen thousand dollars (\$15,000.00) will be paid to Kerwin or, in the case of death, the designated beneficiary or estate. Should Kerwin resign due to illness, she would be entitled to sell back one hundred (100%) of accumulated sick days, beholden to the limits listed in this section.

In the event of death, the Town agrees to pay buy back to the spouse or estate as provided above. The Town agrees to pay Kerwin the net difference between Worker's Compensation payments and her regular weekly pay which shall be charged to accumulated sick leave if she is injured on the job.

16. **PROFESSIONAL DEVELOPMENT.** Kerwin shall be permitted to attend courses, seminars, conferences and meetings, approved in advance by the Board, to develop her skills and abilities as Administrative Assistant to the Board of Selectmen. She shall also be allowed to become a member of professional organizations and to subscribe to professional publications approved in advance by the Board. The cost thereof shall be paid by the Town.

17. **PERFORMANCE EVALUATION.** The performance of Kerwin shall be evaluated in writing by the Board prior to the annual review of her salary provided for in paragraph 3. She shall have the right to make a written response to such evaluation, and the written evaluation and the response shall be filed in her personnel file.

18. **INDEMNIFICATION.** The Town agrees that if the Kerwin is required to participate in legal proceedings relating to all incidents in which she as employee of the Town is involved that is within the scope of her duties and responsibilities, she shall receive the appropriate legal representation from Town Counsel or a designee as provided by the liability insurer of the Town as provided for in Chapter 258 of the General Laws of the Commonwealth of Massachusetts.

19. **TERMINATION.** This Agreement may be terminated during its term by:

- a. Mutual agreement of the parties;
- b. Retirement of Kerwin;
- c. Disability of Kerwin that prevents the performance of her duties for a period of one hundred eighty (180) days;
- d. Death of Kerwin;
- e. Dismissal of Kerwin for inefficiency, incapacity, conduct unbecoming an employee of the Town, insubordination or other good cause. If any such dismissal is intended by the Board, Kerwin shall be given thirty (30) days written notice thereof containing the cause or causes for the proposed dismissal. If she so requests, she shall be given a hearing before the Board at which she may be represented by Counsel, present evidence, and call witnesses to testify in her behalf.

20. **RENEWAL OF AGREEMENT.** This agreement will not renew automatically. This Agreement shall terminate at the end of said term unless it is extended for an additional term of a year or years by the Board. The Board shall give Kerwin written

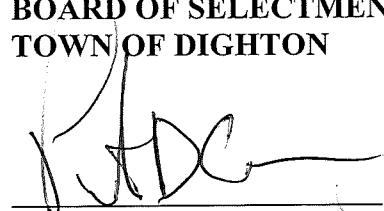
notice of at least sixty (60) days prior to the end of the term as to whereof it desires to renew the Agreement. In the event Kerwin is not interested in a renewal of the Agreement, she shall give the Board written notice of such fact at least sixty (60) days prior to the end of the term. In the absence of the aforementioned written notice from the Board or Kerwin referenced in this paragraph, this Agreement shall terminate at the end of its present term as set forth herein.

21. **ENTIRE AGREEMENT.** This Agreement embodies the whole agreement between the Board and Kerwin and there are no inducements, promises, terms, conditions or obligations made or entered into by either party other than those contained herein. This Agreement may not be changed except by writing signed by the party against whom enforcement thereof is sought.

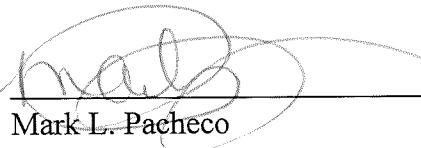
22. **SEVERABILITY CLAUSE.** If any paragraph or provision of this Agreement is invalid or deemed illegal or unenforceable, it shall not affect the remainder of the Agreement, but said remainder shall be binding and effective against all parties.

IN WITNESS WHEREOF, the parties have hereunto signed and sealed this Agreement in duplicate on the day and year first above written.

**BOARD OF SELECTMEN
TOWN OF DIGHTON**



Peter D. Caron
Chairman



Mark L. Pacheco
Clerk



Nicole L. Mello
Member

**ADMINISTRATIVE ASSISTANT TO THE BOARD OF SELECTMEN & TOWN
ADMINISTRATOR**



Leeanne M. Kerwin