

Harmony Union School District  
Employment Agreement/Contract for Office Manager

This Agreement is made by and between the Governing Board of the Harmony Union School District ("District") and Suzi Heron ("Office Manager").

**TERM:**

The District hereby employs the Office Manager on July 1, 2024, through June 30, 2026.

**SALARY:**

Placement under this Agreement shall be at Step 11, Column F, in accordance with the 2024-25 Classified Salary Schedule.

**FRINGE BENEFITS:**

The Office Manager shall be entitled to receive District paid health benefits not to exceed the Kaiser Family Middle rate plus dental and vision benefits. If a unit member's health benefits increase, the Office Manager's health benefits will follow the same increase. The District contribution will be at the same rate provided for the classified unit.

**TRAVEL:**

Travel by private vehicle that is required for District business shall be reimbursed at the Internal Revenue Service (IRS) established mileage rate.

**SICK LEAVE:**

The Office Manager shall be allocated 11 (11) days of sick leave July 1, 2024, through June 30, 2026.

**WORK YEAR:**

The Office Manager shall be required to render two hundred and thirty (230) days of full and regular service to the District during each annual period covered by this Agreement.

**DUTIES:**

May include, but not limited to, the following:

This Confidential Employee receives and processes confidential documents;

Prepares correspondence independently on matters not requiring personal attention of the administrators;

Gathers data from numerous sources and compiles informational and statistical reports, in accordance with written or oral instructions;

Conducts initial interviews with students, teachers, and parents, answers questions, and makes referrals to appropriate staff members;

Schedules meetings and appointments for administrators and acts as office receptionist;

Receives and distributes mail;

Maintains e-mail lists, receives and sends out e-news and other news articles;

Prepares a daily bulletin;

Maintains school records, as assigned;

Explains and interprets school policies, rules and regulations in response to inquiries;

Prepares a variety of written materials from rough draft or verbal instructions;

Performs basic first aid to students and staff, as needed.

Call and arrange for substitute teachers, as needed (stipend)

Assist Superintendent-Principal in scheduling the use of facilities

Assist with student testing programs

Provide basic technical support for staff members

Maintain attendance records, including daily contact with parents of absent students

Respond to the security company, sheriff and fire departments, and emergency calls  
Maintain office and school equipment in working order  
Carry-out the beginning of year check-in and end of year staff check out  
Attend board meeting and take minutes (stipend)

#### EVALUATION:

The Office Manager shall report to and be evaluated by the Superintendent-Principal. The evaluation shall be based on the Office Manager's performance of the full range of duties as prescribed by the laws of the State of California, Board Policies, this Agreement, and any District job description for this position. Nothing herein shall be construed to prohibit or in any manner limit the District from conducting additional evaluations of the Office Manager at any time during the school year. If the performance of the Office Manager is deemed by the District Board or Superintendent-Principal to be unsatisfactory in any area, the District Superintendent-Principal may provide the Office Manager a written description of the specific unsatisfactory performance and a recommendation for improvement. Nothing in this evaluation article prohibits the exercise of termination rights provided by law or this Agreement in the absence of any written evaluation of expression of unsatisfactory performance described herein.

#### TERMINATION PRIOR TO END OF CONTRACT TERM:

This Agreement may be terminated at any time by mutual consent of the Board and Office Manager with not less than thirty (30) days prior written notice.

#### DISCHARGE FOR CAUSE:

This Agreement and all of the Office Manager's employment rights may be terminated by the District for breach of contract or for cause at any time. Termination under this section shall not occur before the Board and the Office Manager have had an informal discussion in closed session regarding specific problems. If no informal resolution can be found, the Office Manager shall be served with a written statement of the alleged grounds for his/her removal and will have a reasonable opportunity, with a representative of his/her choice, to be heard by the Board by way of an explanation and defense. If the Office Manager chooses to be represented by legal counsel, he/she will assume the cost of his/her legal expenses. The Board's decision shall be provided in writing and shall be final. The conference with the Board shall be the Office Manager's exclusive right to any hearing that otherwise might be required by law.

#### TERMINATION WITHOUT CAUSE:

The Board may determine not to continue the employment of the Office Manager during the term of this Agreement by a majority vote. The Office Manager will be given a forty-five (45) day written notice of termination under this section. At the end of the forty-five (45) day notice period the Office Manager shall receive all aggregate salary that he/she would have earned from the termination date until the next June 30.

#### TERMINATION UPON BREACH OF CONTRACT:

If, during the term of this Agreement, the Office Manager commits a material breach of this Agreement or for cause the District may immediately terminate this Agreement. Prior to termination, the District shall give the Office Manager written notice of the grounds for termination and an opportunity to be heard before the Governing Board in closed session. If this Agreement is terminated for cause pursuant to this section, the Office Manager's compensation and benefits shall cease at the time of termination.

#### GOVERNING LAW AND VENUE:

This Agreement, and the rights and obligations of the parties, shall be construed and enforced in accordance with the laws of the State of California. The parties also agree that in the event of litigation,

