

CONTRACT OF EMPLOYMENT - INTERIM SUPERINTENDENT

The (School District) Board of Education, “**Board**”, and _____ “**Interim Superintendent**” enters this agreement as follows:

Witnesseth:

1. The Board agrees to employ the Interim Superintendent as Superintendent of Schools for the balance of the (Year-Year) school year beginning October 1, (Year) and ending on or before June 30, (Year). The Interim Superintendent agrees to perform the duties of Superintendent of Schools in a competent and professional manner in accordance with the established policies and regulations of the Board and the laws of Michigan and the United States.

The Interim Superintendent represents that he/she has the proper qualification as required by the Board of Education and the State of Michigan to serve in the capacity of Superintendent at the time of signing this agreement, and further agrees that he/she shall maintain the proper qualification and certification during the life of this agreement or it shall immediately become void and of no effect.

2. The Interim Superintendent shall serve as chief executive officer and chief administrative officer of the Board. He/She shall be entitled to:

- present his/her recommendations on any subject under consideration by the Board;
- attend each meeting of the Board; and
- serve as an ex-officio (non-voting) member of each committee established by the Board.

3. The Board agrees to pay the Interim Superintendent a maximum of \$59,000.00 (Fifty-Nine Thousand and No/100 Dollars) for services during the period from October 1, (Year) through June 30, (Year), including 145 or less work days as follows:

- For services during the period beginning October 1, (Year) through December 31, (Year), the Interim Superintendent shall be paid the sum of \$19,000.00 in three (3) monthly payments of \$6,333.00 (est.) payable on the second payroll date of October, November, and December (Year). This period includes fifty (50) work days.
- Beginning January 1, (Year) the Interim Superintendent will be paid at the rate of \$420.00 per day for each day actually worked to a maximum of \$40,000.00 or ninety-five (95) work days. Payments will be made bi-weekly consistent with the payroll process currently in effect.

4. Leave, insurance, and other benefits shall be as follows:

- The Board will provide the Interim Superintendent with insurance protection as follows:
 - The Board shall pay the Interim Superintendent a total of \$1,275.00 for his/her out-of-pocket costs for the purchase of health, dental, and vision insurance for himself/herself and his/her spouse for a twelve (12) month period beginning October 1, (Year). Payment for the total amount will be made during the month of January, (Year).
 - The Board shall pay or reimburse the Interim Superintendent for the purchase of whole and term life insurance for a term of twelve (12) months. The maximum cost to the Board for life insurance premiums under this subsection shall be \$7,000.00.
- The Board will pay the Interim Superintendent \$650.00 (Six Hundred Fifty Dollars) per month for automobile related travel expense beginning October (Year) through June (Year). Payments under this section which exceed the actual cost of business travel expense shall be considered taxable compensation.

- c. The Board will not pay the Interim Superintendent for any leave of absence, including but not limited to, holidays or vacation days.
5. This contract of employment may be terminated at any time after January 1, (Year) by either party under the following conditions:
- a. The parties agree that the employment relationship is of an at-will nature and is terminable at any time after January 1, (Year) by either party. The party terminating the agreement will give one (1) week notice of the intent to terminate the agreement to the other party.
 - b. The benefits as described in #4 above shall not be prorated if the agreement is terminated before June 30, (Year).
6. It is mutually understood and agreed that this agreement does not confer tenure upon the Interim Superintendent in the above position or any other administrative position. The Interim Superintendent resigns from employment with the Board effective on or before June 30, (Year).
7. The Interim Superintendent may attend appropriate professional meetings at the local and state levels, and shall be reimbursed for his/her actual and necessary out-of-pocket expenses incurred on behalf of the Board. Attendance at community, business/social functions is encouraged and the Board shall reimburse reasonable expense incurred by the Superintendent and his/her spouse, according to Board established policy.

This agreement is executed by authorized officials in accord with official action by the Board of Education at its meeting held on (Date).

BOARD OF EDUCATION:

INTERIM SUPERINTENDENT:

President

Date

Secretary

Date