

**EMPLOYMENT AGREEMENT
BY AND BETWEEN
TOWN OF WARREN
AND
Jaclyn Bonner
TOWN ACCOUNTANT**

This agreement made under the authority of MGL Chapter 14, § 108N by and between the Town of Warren, 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 Board” and Jaclyn Bonner, Town Accountant hereinafter referred to as “the Town Accountant”.

WHEREAS, the Board of Selectmen and Town Accountant desire to enter into a written agreement of employment setting forth terms and conditions of such employment.

NOW THEREFORE, the parties hereto mutually agree as follows:

1. **EMPLOYMENT:** The board employs the Town Accountant, and the employee accepts employment as Town Accountant.
2. **TERM:** The term of this agreement shall commence on March 25, 2024, and continue until June 30, 2027. Discussion(s) for renewal of this contract shall begin prior to the Annual Town Meeting of the respective fiscal year.
3. **COMPENSATION:** Subject to annual appropriation by Town Meeting, the Town Accountant shall receive the following salary, subject to applicable withholdings and deductions:
 - A. Effective March 25, 2024, the Town Accountant shall be paid a salary of \$63,000.00, to be paid in the same manner as other Town employees.
 - B. Effective July 1, 2025, the Town Accountant shall be paid a salary of \$64,890.00, to be paid in the same manner as other Town employees.
 - C. Effective July 1, 2026, the Town Accountant shall be paid a salary of \$66,837.00, to be paid in the same manner as other Town employees.

If the Town Accountant maintains certification as a Town Accountant by the Massachusetts Municipal Auditors’ and Accountants Association during the term of this agreement, the Town Accountant shall be compensated an additional \$1,000.00 every 1st of July.

4. **DUTIES:** The Town Accountant shall perform faithfully, to the best of his/her ability, the duties and responsibilities as set forth in the job description attached hereto as *Exhibit 1*, and any other such duties as shall be legally assigned by the Board or the Town Administrator.

5. HOURS OF WORK: The regular workweek of the Town Accountant shall be thirty-two (32) hours. The regular workweek shall be 8:00am to 4:00pm Monday to Thursday, which can be subject to change based on the operational needs of the Town. The Town Accountant shall attend meetings of the Board of Selectmen, Annual Town Meetings, Special Town Meetings and such other meetings of other boards or committees as the Board may direct, which are relevant to the performance of said duties. From time to time the Town Administrator may request the Town Accountant to work beyond their regularly scheduled hours to assist the Town Administrator on special projects.
6. VACATION, HOLIDAYS, AND OTHER LEAVES OF ABSENCE: The Town Accountant shall be entitled to three (3) weeks paid vacation effective on July 1, 2024, July 1, 2025, and July 1, 2026. Vacation time may not be carried over to the next fiscal year. The Town Accountant shall be granted paid holidays, and other leaves of absence in accordance with the provisions of Articles VII, VIII, and X of the Town of Warren Personnel By-Law.
7. INSURANCE: The Town Accountant shall be eligible for participation in the Town's group health, dental, vision and life insurance plans.
8. PROFESSIONAL DEVELOPMENT AND RELATED EXPENSES: The Town Accountant shall be permitted to attend courses, seminars, and meetings with the approval of the Board to develop skills and abilities as Town Accountant, Costs associated with the attendance at courses, meeting, and seminars in addition to cost of travel shall be reimbursed to the Town Accountant in the Accordance with town policy.
9. EMPLOYEE EVALUATION: It shall be the responsibility of the Town Administrator and the Chair of the Board of Selectmen or the Chair's designee to conduct an annual evaluation of the Town Accountant's job performance pursuant to Section VI of the Town of Warren's personnel by-law.
10. PROBATIONARY PERIOD: There shall be a six (6) month probationary period starting on March 25, 2024, which the Board may terminate employment at any time and for any reason.
11. VOLUNTARY SEPERATION: The Town Accountant may voluntarily resign the position with the Town by providing thirty (30) days written notice of the intended resignation to the Chair of the Board of Selectmen.
12. TERMINATION: Dismissal may be at the discretion of the Board only for cause and the Town Accountant shall have the right to appeal said dismissal through the provision of Article XII of the Warren Personnel By-Law. For cause under this agreement shall mean poor performance, as documented through the performance review process, or serious misconduct in violation of any law or Town policy.


13. ENTIRE AGREEMENT: This agreement embodies the whole agreement between the Board and the Town Accountant and there are no inducements promises, terms, conditions, or obligations made or entered into by either party other than those contained in this agreement and/or the Warren Personnel By-Law. This agreement may not be changed except by written approval of all parties.

14. INVALIDITY: If any paragraph or portion of this agreement is invalid, it shall not affect the remainder of the agreement, but said remainder shall be binding and effective.


IN WITNESS WHEREOF, the parties have hereunto signed and seal this agreement on this 7th day of March 2024.

TOWN OF WARREN
BOARD OF SELECTMEN

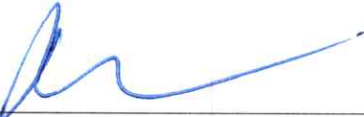
TOWN ACCOUNTANT



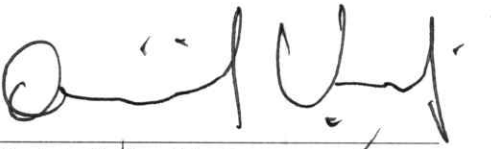
David P. Dufresne, Chair



Jaelyn Bonner, Town Accountant



Richard J. Eichacker, Vice-Chair



Derick Veliz, Clerk