

Cemetery Commission

November 8, 2012

Jennifer Morgan

Edgartown, MA 02539

Dear Jen:

It is my pleasure to offer you the position of Cemetery Superintendent (subject to formal appointment by the Board of Selectmen).

This position is Grade 7 step 1 (\$22.67/hr. FY2013) and is five hours a week year round. You will be paid for a total of 261 hours annually, but the nature of the job is such that some weeks you will work less than five hours and some weeks more than five hours. You will be paid a salary on a monthly basis. Since the position is less than 20 hours a week, it does not have health or life insurance benefits. Changes in your hourly rate occur on July 1st of each year if a step increase is earned and a cost-of-living-allowance is granted to town employees. You will be reimbursed at the established mileage rate for approved, cemetery related use of your vehicle, but not for commuting to the cemetery.

You will be part of the state's mandatory OBRA program. This is a deferred compensation plan in lieu of social security or county retirement. We encourage all employees to make use of direct-deposit for their payroll. Please see Jennifer Christy for a copy of town personnel policies, and Melanie Becker for a new hires package.

In addition to the duties outlined in the position description, a copy of which is enclosed. The Superintendent must up-date the town maps of the Abel's Hill Cemetery showing the ownership and burials, as well as enter all burials in the Superintendent's record book and file a copy of each month's burials in the Cemetery Commission files.

You will work closely with the elected Cemetery Commission. The Town Clerk stands ready to help you as needed. Please coordinate any purchases of supplies or services with the Town Accountant and the Executive Secretary.

Sincerely,

John O. Flender
Commissioner