

RSU/MSAD 37

SUPPORT

STAFF

BUS
DRIVERS

CUSTODIANS

ED
TECHS

FOOD
SERVICES

ADMIN
ASSTS

2022-2023

WAGE AND

BENEFIT HANDBOOK

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PROCEDURES/DEFINITIONS FOR ALL CATEGORIES:

M.S.A.D. #37 defines support personnel as those employed in the full-time and part-time positions of bookkeeper, bus driver, cook, custodian, educational technician and Administrative Assistant (referred to as "employee" in this handbook).

PRORATION OF BENEFITS: Any employee who works less than full time shall receive prorated salary and benefits based upon time worked compared to the number of hours/days worked by full time employees in his/her category.

JURY DUTY: Employees who serve on jury duty during their normal work year must sign their check from the State for service/mileage reimbursement and turn it in to the Superintendent's Office. The bookkeeper will then issue a check to the employee for the mileage portion only at the same rate that the State paid. Employees will not be docked anything from their regular pay for any time served on jury duty.

WORKERS' COMPENSATION: It is the responsibility of the employee to immediately report on the job injuries or illnesses to his/her supervisor. An accident report shall be completed and submitted to the central office within 48 hours. In the event of a lost time injury or illness, the School District's insurance company will pay workers' compensation benefits. The difference between the employee's normal pay and workers' compensation will be made up by the School District providing the employee elects to use his/her accumulated sick leave. Upon exhaustion of accumulated sick leave credits, only workers' compensation benefits will be forthcoming.

FAMILY MEDICAL LEAVE (FMLA): It is the responsibility of the employee to fill out FMLA request forms when they will be out for a serious health condition, birth, or adoption or foster placement of a child. Please contact the central office for these forms.

EXCUSED ABSENCE LEAVE: An employee needing time off may be granted paid leave at the discretion of the Superintendent. Sick leave days may be used for personal or immediate family illness. Family medical leave forms must be filled out prior to extended paid/unpaid sick leave absences. **Unless there are emergency circumstances, unpaid leave will not be approved.**

The Board may request a physician's certificate for any employee who has:

1. been absent for at least five (5) consecutive days;
2. been absent on four (4) or more Mondays and/or Fridays;
3. been absent for more than ten (10) days in any school year; or,
4. utilized sick leave in a manner which indicates possible abuse.

TIME SHEETS/PAYROLL INFORMATION: It is the responsibility of the employee to complete the necessary paperwork required by the Superintendent's Office in a timely manner. Time sheets must be signed by the employee and approved by the appropriate supervisor. Time sheets must be received at the Superintendent's Office on the Monday before the payday. Time sheets received after this cut-off date will be held and paid on the next payroll. Payroll changes must be submitted in the same manner.

Employees should report the actual number of hours worked, taking special care to enter explanations on time sheets for variations in normal work hours, i.e., sick leave, personal leave, bereavement leave, professional leave, jury duty, work related injury/illness, etc. For unpaid absences, employees should enter "unpaid" in the section marked "Other".

OVERTIME PAY: Definition of pay week for overtime purposes is Saturday to Friday.

Employees should take care to submit overtime hours in the appropriate week. **Any overtime MUST be approved in advance by your supervisor and/or the Superintendent.**

Employees will be paid at the rate of 1 and 1/2 times their hourly rate for any hours worked over 40 in any one week. In the computation of the forty hours accumulation for determining payment at the overtime rate, sick leave, vacation time, holidays, bereavement leave, and personal leave will not be included. Compensatory time should be taken within the week the overtime was worked.

WAGES: The wages of support personnel shall be paid bi-weekly on Friday, effective the first payroll in July for bookkeepers, custodians and central office/high school Administrative Assistants, or the first payroll in September for bus drivers, cooks, elementary Administrative Assistants, and educational technicians. Bus drivers, cooks, elementary Administrative Assistants, and educational technicians will be given the option of 21 or 26 equal installments or pay by timesheet September through June, unless other arrangements have been made. See attached list of payroll dates.

STEP ZERO (0): "Step 0" is defined as the first level of employment on the support personnel wage scales for those employees with no experience or education directly related to the position of employment. Experience level is determined and authorized by the Superintendent of Schools.

SUBSTITUTES: Per Diem Substitutes will be pre-approved by the appropriate supervisor for each employee category and will be paid on Step 0 of the current wage scale (unless otherwise approved by the Superintendent of Schools/School Board). It will be the responsibility of the substitute (in any position) to submit all necessary payroll information, including time sheets. Substitutes will be paid a week behind.

POSTINGS: A copy of required federal and state labor law postings, including the Fair Labor Standards Act, OSHA, Minimum Wage, etc. will be found in the teachers' room at each school and at the central office.

MSAD #37 does not discriminate in the educational and employment policies, which it operates and will honor all appropriate laws relating to discrimination. We are an equal opportunity employer.

Affirmative Action Officer: Denise Vose, 1020 Sacarap Road, Harrington, ME 04643 Tel. 483-2734

HEALTH INSURANCE: The district will pay a health insurance allowance for eligible employees beginning the first day of the month following employment. The district currently participates in the MEA Blue Cross/Blue Shield Option #2 Plan. The maximum allowance available to support staff is equal to the single subscriber value of the Standard Plan.

During the months of July and August, for those employees paid on a 21-pay basis the district pays the health insurance premiums in whole. Therefore, if an employee does not notify the district before the payments (July 1st and/or August 1st) and does not return to work after the summer break, he/she will owe the district for these amounts. Payment is expected in a timely manner. Notification of this provision will be included in the annual letter of reasonable assurance.

POLICIES:

GBP-R: MSAD #37 EARNED PAID LEAVE ADMINISTRATIVE PROCEDURE

This procedure implements Maine's Earned Paid Leave (EPL) Law, 26 MRSA §637. The law takes effect January 1, 2022. This law requires most Maine employers– including school units– with more than 10 employees to provide earned paid leave that is accrued based on hours worked. EPL may be used for any purpose. The law applies as of January 1, 2022 to non-unionized school unit employees.

For unionized employees covered by a collective bargaining agreement that addresses paid time off, the law does not apply until the expiration of the current collective bargaining agreement. Accordingly, unionized employees should refer to the provisions for paid leave in the collective bargaining agreement and follow the school unit's procedures for requesting and/or accounting for paid leave.

A. ACCRUAL OF EARNED PAID LEAVE

1. Effective (beginning) January 1, 2022, employees shall accrue one hour of EPL for every 40 hours worked, beginning with the first day of employment, up to a maximum of 40 hours per year. Exempt employees, e.g., teachers and administrators, will be presumed to work 40 hours per week.
2. Employees may not use EPL until they have been employed for 120 calendar days. EPL cannot be used before it is earned and must be used in one-hour increments.
3. Employees employed by the school unit prior to January 1, 2022 will be eligible to use accrued EPL 120 days after their start date.
4. The designated year for purposes of accrual and use of earned paid time off shall be July 1 to June 30.
5. For business office accounting purposes, depending on an employee's regularly scheduled hours, up to 40 hours of EPL may be "front-loaded" into the school unit's payroll/personnel benefits accounting system for some employees for ease of administration, but EPL may not be used until the 120-day employment requirement has been met.

B. ALLOWABLE USES AND NOTICE REQUIREMENTS

1. EPL leave may be used for any purpose. Notice requirements will differ between leave for planned purposes and leave for unplanned/emergency purposes.
 - a. Planned Purpose: Employees shall provide at least three (3) days' advance written notice to their supervisor to use EPL for a purpose that can be planned. Such purposes include, but are not limited to, weddings/social events, vacation, or recreational activity.

In general, planned EPL should not be used for more than three (3) consecutive work days. Planned EPL cannot be used on any days determined by the employee's supervisor to conflict with the school unit's employee contracts or wage agreements.
 - b. Unplanned/ Emergency Purpose: EPL may be used for an emergency, illness or injury, or other sudden necessity for which the employee does not have advance notice; is beyond the employee's control to schedule; and is otherwise unforeseeable. Examples include, but are not limited to, sudden illness or injury; motor vehicle accident, unanticipated child care closure; or residential issues such as burst pipes. In such cases, the employee is required to notify his/her supervisor as soon as practicable in the circumstances.

The employee's supervisor will request appropriate documentation demonstrating the necessity of using EPL for unplanned purposes if an employee requests such leave for three (3) consecutive work days or more.

2. Any use of such EPL shall run concurrently with any other type of paid leave for which the employee is eligible (such as sick, personal or vacation leave).

C. CARRYOVER

Up to 40 hours of unused, accrued EPL may be carried over to the next designated year. However, the amount of leave that an employee may accrue in that year will be reduced by the number of hours carried over. For example, if an employee carries over eight (8) hours of EPL from one year to the next the employee shall only be eligible to earn 32 hours in the second designated year.

D. SEPARATION FROM EMPLOYMENT

Earned paid leave will not be paid out upon separation of employment, and it may not be used to extend an employee's employment beyond the last day actually worked.

However, if the employee returns to work within one year of leaving, the accrued/remaining leave will be reinstated.

Adopted: February 24, 2022

MSAD #37 POLICY--HARASSMENT AND SEXUAL HARASSMENT OF STUDENTS

Harassment of students because of race, color, sex, sexual orientation, gender identity or expression, religion, ancestry or national origin, or disability is prohibited. Such conduct is a violation of Board policy and may constitute illegal discrimination under state and federal laws.

As defined in Maine law and for the purpose of this policy, “sexual orientation” means a person’s actual or perceived heterosexuality, bisexuality, homosexuality, or gender identity or expression. “Gender identity” means gender-related identity, appearance, mannerisms, or other gender-related characteristics of an individual, regardless of the individual’s assigned sex at birth.

Harassment

Harassment includes but is not limited to verbal abuse based on race, color, sex, sexual orientation, gender identity or expression, religion, ancestry or national origin, or disability. Harassment that rises to the level of physical assault, battery and/or abuse is also addressed in the Board policy JICIA – Weapons, Violence and School Safety and JICK – Bullying.

Sexual Harassment

Sexual harassment includes but is not limited to unwelcome sexual advances, requests for sexual favors or pressure to engage in sexual activity, physical contact of a sexual nature, gestures, comments, or other physical, written or verbal conduct that is gender-based that interferes with a student’s education. School employees, fellow students, volunteers and visitors to the school, and other persons with whom students may interact in order to pursue school activities are required to refrain from such conduct.

Harassment/sexual harassment of students by school employees is considered grounds for disciplinary action, up to and including discharge. Harassment/sexual harassment of students by other students is considered grounds for disciplinary action, up to and including expulsion. The Superintendent will determine appropriate sanctions for harassment of students by persons other than school employees and students.

The Superintendent or the employee designated as the Title IX Coordinator/AAO Officer will investigate complaints of harassment in accordance with the Student Harassment Complaint Procedure. School employees, students, and parents shall be informed of this policy/procedure through handbooks and/or other means selected by the school administration.

Legal Reference:	Title IX of the Education Amendments of 1972 (20 USC § 1681, et seq.) Title VI of the Civil Rights Act of 1964 (42 USC § 2000(d)) 5 MRSA §§ 4602; 4681 et seq. 20-A MRSA § 6553
Cross Reference:	AC – Nondiscrimination/Equal Opportunity and Affirmative Action ACAA-R – Student Harassment Complaint Procedure ACAD - Hazing JICIA – Weapons, Violence and School Safety JICK - Bullying

Adopted: February 16, 2000, Revised: October 31, 2001; February 25, 2009; January 29, 2022

MSAD #37 POLICY--TOBACCO USE AND POSSESSION

In order to promote the health and safety of all students and staff and to promote the cleanliness of all facilities, MSAD #37 prohibits smoking and the use of all other tobacco products in school buildings and facilities, on school buses, and at all other times on school grounds by all persons, including students and employees.

In addition, students are further prohibited from possessing, selling, distributing or dispensing tobacco products in school buildings and facilities, on school grounds and buses, during school-sponsored events and at all other times on school grounds.

Employees and all other persons are also strictly prohibited, under law and Board policy, from selling, distributing or in any way dispensing tobacco products to students.

All of these same prohibitions shall apply to electronic cigarettes and other devices designed to deliver nicotine through inhalation or “vaping,” or used to simulate smoking.

The school unit’s policy and corresponding disciplinary actions for infractions of this policy shall be printed in employee and student handbooks. Parents/guardians shall also be sent notification of the tobacco policy and administrative procedures.

Legal References:	22 MRSA §1578(B); 1580(A)(3) ME PL 470 (An Act to Reduce Tobacco Use By Minors) 20 USC 6081 (Pro-Children Act of 1994—Goals 2000)
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Adopted: August 28, 1996; Revised: March 29, 2000; April 30, 2008; February 27, 2021

MSAD #37 POLICY--DRUG-FREE WORKPLACE

The Board of Directors recognizes that alcoholism and drug dependency are treatable diseases. Left untreated, they may result in serious personal and family problems. At the same time, the Board is also seriously concerned about the effects of alcohol and drug dependency upon an employee's job performance and ability to serve as a role model for our students.

The Board believes strongly that all employees and students should be able to work and learn in an environment free from alcohol and drug abuse. Accordingly, the Board expects all employees to report for work and to perform their duties in a manner which does not jeopardize the health, safety and well-being of co-workers and students.

No employee shall distribute, dispense, possess, use or be under the influence of any alcoholic beverage, malt beverage or fortified wine or other intoxicating liquor. Nor shall an employee unlawfully manufacture, distribute, dispense, possess, use or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid or any other controlled substance (as defined in schedules I through V of section 202 of the federal Controlled Substance Act [21 USC § 812]; by regulation at 21 CFR, § 1400.11 through 1400.15; and in 17-A MRSA, § 1101). This applies before, during and after school hours, at school or in any other school system location, defined as follows:

“School system location” means in any school building or on any school premises; in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school unit; or during any period of time such employee is supervising students on behalf of the school system or otherwise engaged in school unit business.

Any employee who suspects that he/she may have an alcohol or drug dependency problem is strongly encouraged to contact his/her supervisor to seek voluntary diagnosis and treatment. The employee will be provided confidential referral services to an outside agency upon request and assisted in determining the extent to which insurance coverage to help pay for such services is available. All voluntary referrals shall be kept confidential.

Any illegal use, possession, furnishing, selling or provision of assistance in obtaining alcoholic beverages or scheduled drugs not covered by the preceding paragraph may, depending upon the circumstances, constitute sufficient grounds for discipline, up to and including dismissal. Referrals under foregoing paragraphs of this policy will not preclude disciplinary action under this paragraph, depending on the circumstances.

As provided in the Drug-Free Workplace Act of 1988, any employee is required to notify the school unit of a criminal or civil conviction for a drug violation occurring in the workplace no later than five calendar days after such conviction. In turn, the Superintendent, within 10 calendar days of learning of such a conviction, is to give written notification to the U.S. Department of Education and to any other federal agency from which the unit receives grant funds.

Any employee who violates the terms of this policy may be allowed to participate in a drug abuse assistance or rehabilitation program approved by the Board. If such employee fails to satisfactorily participate in and complete such program, the employee shall have appropriate disciplinary sanctions taken against him/her, up to and including dismissal.

Communication

A copy of this policy is to be given or mailed to all current employees and to new employees at the time of their employment and is to be posted in appropriate locations throughout the school system.

Legal Reference: 21 U.S.C. § 812 (Controlled Substances Act)
21 C.F.R. §§ 1400.11-1400.15
Fed. P.L. 101-226
17-A MRSA § 1101

Cross Reference: JICH - Drug and Alcohol Use by Students

Adopted: April 26, 2000

Revised: October 31, 2001

PAYROLL DEDUCTION INFORMATION:

All wages are subject to federal and state withholding tax. Taxes are withheld according to current tax tables as indicated on the Form W-4 currently on file. An employee may change his/her withholding at any time by completing a new Form W-4.

The following groups of personnel are required to contribute to the Maine State Retirement System at 7.65% of the gross wage:

- Educational Technicians II & III (Employed after June 30, 1986 and/or did not choose the option of remaining under Social Security)
- Administrative Assistants (Employed before July 1, 1986 and/or grand-fathered into the system.)

The following groups of personnel are required to contribute to Social Security at 6.2% of the gross wage:

- Bookkeepers
- Bus Drivers
- Cooks
- Custodians
- Educational Technicians I, II & III (Employed before July 1, 1986 and/or chose the option of remaining under Social Security)
- Administrative Assistants (Employed after June 30, 1986 and/or not grand-fathered into the MSRS System)

All employees hired after April 1, 1986 are required to contribute to Medicare at 1.45% of the gross wage.

The district offers participation in direct deposit of paychecks (or part of paychecks) to the following (list not all inclusive):

- | | |
|--|---------------------|
| ▪ Bar Harbor Banking & Trust | Bangor Savings Bank |
| ▪ BARCO Federal Credit Union | First National |
| ▪ Machias Savings Bank | Katahdin Trust |
| ▪ Maine Education Association Credit Union | Skowhegan Savings |
| ▪ People's Heritage | Key Bank |
| ▪ St. Croix Federal Credit Union | Fleet Bank |
| ▪ Union Trust Company | Merrill Lynch |

Please check with the payroll office if you have another bank you wish to make direct deposits to.

The district remits to several life insurance companies, tax shelters, etc. Among these are Horace Mann, Valic, and Voya/Reliastar. Please contact the payroll office for information.



BUS DRIVERS WAGE SCALE:

Experience in years	STEP	Wage
0-1	1	\$20.00
2-3	2	\$21.00
4-6	3	\$22.00
7-9	4	\$23.00
10-12	5	\$24.00
13+	6	\$25.00

Wage increases to begin on September 1 of each year. Extra hours and extra-curricular pay will be paid one week behind. Drivers will receive 63 hours at their regular rate included with their regular payroll for clean-up and maintenance duties. Clean-up duties to be done at least once a week include sweeping floors, emptying trash cans, removing trash in or around seats, removing graffiti, cleaning ALL interior/exterior glass including lights, cleaning dashboards, and refilling cleaning/spill supplies in the cage, and maintenance duties (not to exceed one hour) including transporting busses to and from the garage for regular maintenance, inspections, repairs, and fueling the bus as needed. Extra-curricular rate is the same as the driver's regular rate per hour.

Substitute Drivers: Substitute bus drivers paid on step 0 of the driver wage scale. One year of experience will be given to any sub driver that drives more than 350 hours in a year.

DAYS OF WORK: 175

DAYS PAID: A full-time bus driver is paid for at least 4 hours per day for 175 days per year September-June. Hours are based on the following: run departure and end time, 15-minute allowance for pre-trip, and 15-minute post-trip allowance.

FRINGE BENEFITS:

All benefits are prorated for those who do not work the full 175 days per year.

Stipend: Bus drivers who keep busses at their home will receive a \$400 annual stipend, payable in December, to help defray the cost of electricity/plowing/etc.

Vacation Days: As of July 1, 2001, bus drivers will receive five (5) days per year, after 12 months of **continuous** employment, ten (10) days after 36 months or fifteen (15) days after 10 years employment. (Included in pay, but not to be used as days off)

Holidays: Five (5) days per year. (Included in pay, but not to be used as days off.)

Sick/Personal Leave Days/Earned Paid Leave Days: Eight (8) days per year, accumulative to Seventy-five (75) for sick leave. Five (5) days per year as "No Questions Asked" EPL/personal days. Any unused EPL days will be added to your sick days at the end of the year. EPL/Personal days must be submitted to the supervisor, ASAP, for prior approval. Support staff will be eligible for EPL as outlined on page 5. EPL will run concurrently with other eligible leave. After 20

years of employment, bus drivers will receive ten (10) sick days per year. (effective 9/1/18)

Unpaid Leave: Unpaid leave will not be approved by the Superintendent unless in an emergency.

Sick Leave Pool: Bus Drivers may pool sick leave at the beginning of the year for their mutual benefit up to two (2) days per driver per year accumulated to sixty (60) days. The total number of days, which may be drawn from this sick leave pool, is 20% of the sixty (60) days for that school year, per individual. Such pooled leave may be used for any bus driver who donates to the pool and exceeds his/her normal sick leave allowance, upon the approval of the Superintendent and Board of Directors. Personal leave must also be exhausted before drawing from the pool. Unused sick leave pool days can then be rolled over to begin next year's maximum pool of sixty (60) days. Certification from a doctor regarding the employee's illness is a prerequisite for withdrawing days from the bank. The bank cannot be used for family member illness.

Bereavement Leave Days: In the event of a death or critical illness in the immediate family, an employee may be granted up to five (5) days leave with pay per occurrence. "Immediate family" shall mean grandparents, grandchildren, parents, spouse, child, brother, sister, including in-laws and step-relations, and significant other, provided that the identity of any "significant other" shall be listed by the employee with the Superintendent at the beginning of the school year in question. In the event of a death of a close friend or other relative, an employee may be granted one (1) day's leave with pay. Requests for such leave shall be made as soon as possible so that a suitable replacement may be found.

Health Insurance: Full-time Bus drivers working in a permanent position will receive single-subscriber insurance in either the Standard or MEA Choice Plus plan. Board will pay 100% of single subscriber coverage. Eligibility begins the first of the month following employment in a permanent position. No cash in lieu. Employees are responsible for costs not covered by the district-paid allowance. Deductions will be made on a 20-deduction schedule for 21 pays and 24-deduction schedule for 26 pays.

Mileage: Reimbursement for private vehicle use when authorized is at IRS rate as of July 1.

**CENTRAL OFFICE ADMINISTRATIVE ASSISTANTS AND BOOKKEEPERS
WAGE SCALE:**

Exp. in years	Step	A/P Bookkeeper	Admin Asst Front Desk & Special Ed
0-1	0	\$15.40	\$14.50
2	1	\$16.16	\$15.13
3	2	\$16.94	\$15.81
4	3	\$17.73	\$16.43
5	4	\$18.53	\$17.07
6	5	\$19.33	\$17.71
7	6	\$19.54	\$17.89
8	7	\$19.84	\$18.13
9	8	\$20.08	\$18.36
10	9	\$20.57	\$18.71
11	10	\$21.03	\$19.10
12+	11	\$21.67	\$19.60

Wage increases to begin on July 1 of each year. Central Office Administrative Assistants/Bookkeepers hired prior to July 1, 2016 will be paid-to-date. Those hired July 1, 2016 and later will be paid one week behind. For 2022-2023, Administrative Assistants/bookkeepers already at the top of the scale will receive a \$1.25 an hour increase to their hourly wage for 2021-2022.

DAYS OF WORK: 247

DAYS PAID: A full-time central office Administrative Assistant/Bookkeeper is paid for 8 hours per day for 260 days per year July-June.

FRINGE BENEFITS:

All benefits are prorated for those who do not work the full 247 days per year.

Vacation Days: As of July 1, 2001, Administrative Assistants/Bookkeepers will receive five (5) days per year, generated after 12 months of continuous employment, ten (10) days after 36 months, and fifteen (15) days after ten years employment. As of July 1, 2003, Administrative Assistants/Bookkeepers will receive twenty (20) days after fifteen years of continuous employment. *Vacation days may be carried over to the summer of the next wage year, but days not used before the end of August will be LOST, unless approved by the Superintendent due to extenuating circumstances!*

Holidays: Fourteen (14)

- | | |
|--------------------------------------|----------------------------------|
| 1. July 4 | 8. Day Before or After Christmas |
| 2. Labor Day | 9. New Year's Day |
| 3. Columbus Day | 10. Washington's Birthday |
| 4. Veterans' Day | 11. Martin Luther King Day |
| 5. Thanksgiving Day | 12. Patriot's Day |
| 6. Friday following Thanksgiving Day | 13. Memorial Day |
| 7. Christmas Day | 14. Juneteenth |

Any holiday falling on a Saturday will be observed on the preceding Friday, and any holiday falling on a Sunday will be observed on the following Monday.

When a paid holiday, as defined above, falls on a day when school is in session, central office Administrative Assistants/Bookkeepers will choose another day (non-school) for their paid holiday.

Sick/Personal Leave Days/Earned Paid Leave Days: Eleven (11) days per year, accumulative to One-hundred Twenty (120) for sick leave. Five (5) days per year as “No Questions Asked” EPL/personal days. Any unused EPL days will be added to your sick days at the end of the year. EPL/Personal days must be submitted to the supervisor, ASAP, for prior approval. Support staff will be eligible for EPL as outlined on page 5. EPL will run concurrently with other eligible leave.

Unpaid Leave: Unpaid leave will not be approved by the Superintendent unless in an emergency.

Sick Leave Pool: Administrative Assistants/Bookkeepers are allowed to contribute two (2) days to the pool for a maximum of sixty (60) days at the beginning of each year. The total number of days, which may be drawn from this sick leave pool, is 20% of the sixty (60) days for that year, July-June, per individual. Such pooled leave may be used for any Administrative Assistant/Bookkeeper who donates to the pool and exceeds his/her normal sick leave allowance, upon approval of the Superintendent and Board of Directors. Personal and vacation leave must also be exhausted before drawing from the pool. Unused sick leave pool days can then be rolled over to begin next year’s maximum pool of sixty (60) days. Certification from a doctor regarding the employee’s illness is a prerequisite for withdrawing days from the bank. The bank cannot be used for family member illness.

Bereavement Leave Days: In the event of a death or critical illness in the immediate family, an employee may be granted up to five (5) days leave with pay per occurrence. “Immediate family” shall mean grandparents, grandchildren, parents, spouse, child, brother, sister, including in-laws and step-relations, and significant other, provided that the identity of any “significant other” shall be listed by the employee with the Superintendent at the beginning of the school year in question. In the event of a death of a close friend or other relative, an employee may be granted one (1) day’s leave with pay. Requests for such leave shall be made as soon as possible so that a suitable replacement may be found.

Health Insurance: Central Office Administrative Assistants/Bookkeepers working in a permanent position will receive single-subscriber insurance in either the Standard or MEA Choice Plus plan. Board will pay 100% of single subscriber coverage. Eligibility begins the first of the month following employment in a permanent position. No cash in lieu. Employees are responsible for costs not covered by the district-paid allowance. Deductions will be made on a 24-deduction schedule for 26 pay employees.

Mileage: Reimbursement for private vehicle use when authorized is at IRS rate as of July 1.

Professional Course Reimbursement: Central Office Administrative Assistants/Bookkeepers shall be reimbursed for courses related to employment as authorized by the Superintendent.

Professional Leave Days: Days off from work, with pay, to attend workshops, conferences, etc. may be granted by the Superintendent.

Snow days: When school is cancelled due to inclement weather, central office Administrative Assistants/Bookkeepers are to make arrangements with the superintendent as to the needs of the office for the snow day. A snow day does not mean an automatic day off. Days missed due to snow will be made up or covered by vacation/personal leave.

**COOKS
WAGE SCALE:**

Experience in years	STEP	Wage
0-1	0	\$14.50
2	1	\$14.65
3	2	\$14.80
4	3	\$14.96
5	4	\$15.12
6	5	\$15.77
7	6	\$15.95
8	7	\$16.17
9	8	\$16.39
10	9	\$16.74
11	10	\$17.11
12+	11	\$17.59

*Wage increases to begin with the first payroll in September of each year.
For 2022-2023, Cooks already at the top of the scale will receive a \$1.25 an hour increase to their hourly wage for 2021-2022.*

DAYS OF WORK: 177

DAYS PAID: A full-time cook is paid for at least 6 hours per day for 182 days per year September-June.

Substitute Cooks: Substitute cooks paid on step 0 of the cook wage scale.

FRINGE BENEFITS:

All benefits are prorated for those who do not work the full 177 days per year.

Vacation Days: As of July 1, 2001, cooks will receive five (5) days per year, after 12 months of continuous employment, ten (10) days after 36 months or fifteen (15) days after 10 years employment. (Included in pay, but not to be used as days off)

Holidays: Five (5) days per year. (Included in pay, but not to be used as days off.)

Sick/Personal Leave Days/Earned Paid Leave Days: Eight (8) days per year, accumulative to Seventy-five (75) for sick leave. Five (5) days per year as “No Questions Asked” EPL/personal days. Any unused EPL days will be added to your sick days at the end of the year. EPL/Personal days must be submitted to the supervisor, ASAP, for prior approval. Support staff will be eligible for EPL as outlined on page 5. EPL will run concurrently with other eligible leave. After 20 years of employment, cooks will receive ten (10) sick days per year. (effective 9/1/18)

Unpaid Leave: Unpaid leave will not be approved by the Superintendent unless in an emergency.

Sick Leave Pool: Cooks may pool sick leave at the beginning of the year for their mutual benefit up to two (2) days per cook per year accumulated to sixty (60) days. The total number of days, which may be drawn from this sick leave pool, is 20% of the sixty (60) days for that school year, per individual. Such pooled leave may be used for any cook who donates to the pool and exceeds his/her normal sick leave

allowance, upon the approval of the Superintendent and Board of Directors. Personal leave must also be exhausted before drawing from the pool. Unused sick leave pool days can then be rolled over to begin next year's maximum pool of sixty (60) days. Certification from a doctor regarding the employee's illness is a prerequisite for withdrawing days from the bank. The bank cannot be used for family member illness.

Bereavement Leave Days: In the event of a death or critical illness in the immediate family, an employee may be granted up to five (5) days leave with pay per occurrence. "Immediate family" shall mean grandparents, grandchildren, parents, spouse, child, brother, sister, including in-laws and step-relations, and significant other, provided that the identity of any "significant other" shall be listed by the employee with the Superintendent at the beginning of the school year in question. In the event of a death of a close friend or other relative, an employee may be granted one (1) day's leave with pay. Requests for such leave shall be made as soon as possible so that a suitable replacement may be found.

Health Insurance: Cooks working in a permanent position will receive single-subscriber insurance in either the Standard or MEA Choice Plus plan. Board will pay 100% of single subscriber coverage. Eligibility begins the first of the month following of employment in a permanent position. No cash in lieu. Employees are responsible for costs not covered by the district-paid allowance. Deductions will be made on a 20-deduction schedule for 21 pays and 24-deduction schedule for 26 pays.

Mileage: Reimbursement for private vehicle use when authorized is at IRS rate as of July 1.



CUSTODIANS WAGE SCALE

Experience in Years	Step	Wage
0-1	0	\$14.50
2	1	\$14.67
3	2	\$14.84
4	3	\$15.01
5	4	\$15.63
6	5	\$16.28
7	6	\$16.46
8	7	\$16.72
9	8	\$16.91
10	9	\$17.29
11	10	\$17.69
12+	11	\$18.18

Wage increases to begin on July 1 of each year. Custodians hired before July 1, 2016 will be paid-to-date for regular pay and one week behind for extra pay. Those hired July 1, 2016 and after will be paid one week behind for all earnings. For 2022-2023, Custodians already at the top of the scale will receive a \$1.25 an hour increase to their hourly wage for 2021-2022.

DAYS OF WORK: 247

DAYS PAID: A full-time custodian is paid for 8 hours per day for at least 260 days per year July-June.

BUILDING CHECKS: If necessary, and as determined by the immediate supervisor, one custodian, per building, from October 15th to April 15th, will be paid at 1 hour of overtime per building check. (The Senior Custodian in each building will be responsible for building checks, unless otherwise authorized by the Principal.)

Substitute Custodians: Paid on step 0 of the custodian wage scale.

FRINGE BENEFITS:

All benefits are prorated for those who do not work the full 247 days per year.

Vacation Days: As of July 1, 2001, custodians will receive five (5) days per year, generated after 12 months of continuous employment, ten (10) days after 36 months, and fifteen (15) days after ten years employment. As of July 1, 2003, custodians will receive twenty (20) days after fifteen years of continuous employment. All vacation days subject to the pre-approval of the principal and superintendent. Vacation days may be carried over to the summer of the next wage year, but days not used before the end of August will be LOST, unless approved by the Superintendent due to extenuating circumstances!

Holidays: Fourteen (14)

- | | |
|--------------------------------------|----------------------------------|
| 1. July 4 | 8. Day Before or After Christmas |
| 2. Labor Day | 9. New Year's Day |
| 3. Columbus Day | 10. Washington's Birthday |
| 4. Veterans' Day | 11. Martin Luther King Day |
| 5. Thanksgiving Day | 12. Patriot's Day |
| 6. Friday following Thanksgiving Day | 13. Memorial Day |
| 7. Christmas Day | 14. Juneteenth |

Any holiday falling on a Saturday will be observed on the preceding Friday, and any holiday falling on a Sunday will be observed on the following Monday.

When a paid holiday, as defined above, falls on a day when school is in session, custodians will choose another day (non-school) for their paid holiday.

Sick/Personal Leave Days/Earned Paid Leave Days: Ten (10) days per year, accumulative to One-hundred Twenty (120) for sick leave. Five (5) days per year as "No Questions Asked" EPL/personal days. Any unused EPL days will be added to your sick days at the end of the year. EPL/Personal days must be submitted to the supervisor, ASAP, for prior approval. Support staff will be eligible for EPL as outlined on page 5. EPL will run concurrently with other eligible leave.

Unpaid Leave: Unpaid leave will not be approved by the Superintendent unless in an emergency.

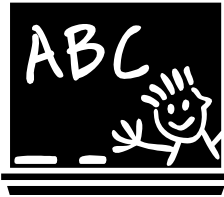
Sick Leave Pool: Custodians may pool sick leave at the beginning of the year for their mutual benefit up to two (2) days per custodian per year accumulated to sixty (60) days. The total number of days, which may be drawn from this sick leave pool, is 20% of the sixty (60) days for that year, July-June, per individual. Such pooled leave may be used for any custodian who donates to the pool and exceeds his/her normal sick leave allowance, upon the approval of the Superintendent and Board of Directors. Personal and vacation leave must also be exhausted before drawing from the pool. Unused sick leave pool days can then be rolled over to begin next year's maximum pool of sixty (60) days. Certification from a doctor regarding the employee's illness is a prerequisite for withdrawing days from the bank. The bank cannot be used for family member illness.

Bereavement Leave Days: In the event of a death or critical illness in the immediate family, an employee may be granted up to five (5) days leave with pay per occurrence. "Immediate family" shall mean grandparents, grandchildren, parents, spouse, child, brother, sister, including in-laws and step-relations, and significant other, provided that the identity of any "significant other" shall be listed by the employee with the Superintendent at the beginning of the school year in question. In the event of a death of a close friend or other relative, an employee may be granted one (1) day's leave with pay. Requests for such leave shall be made as soon as possible so that a suitable replacement may be found.

Health Insurance: Custodians working in a permanent position will receive single-subscriber insurance in either the Standard or MEA Choice Plus plan. Board will pay 100% of single subscriber coverage. Eligibility begins the first of the month following employment in a permanent position. No cash in lieu. Employees are responsible for costs not covered by the district-paid allowance. Deductions will be made on a 24-deduction schedule.

Mileage: Reimbursement for private vehicle use when authorized is at IRS rate as of July 1.

Snow days: When school is cancelled due to inclement weather, custodians are to make arrangements with their building principal as to the needs of the school for the snow day. A snow day does not mean an automatic day off for custodians. Days missed due to snow will be made up or covered by vacation/personal leave.



EDUCATIONAL TECHNICIANS WAGE SCALE:

Exp. In years	STEP	I	II	III
0-1	0	\$14.50	\$14.83	\$15.41
2	1	\$14.62	\$15.13	\$16.11
3	2	\$14.74	\$15.81	\$16.83
4	3	\$14.86	\$16.41	\$17.49
5	4	\$14.96	\$17.07	\$18.22
6	5	\$15.09	\$17.71	\$18.95
7	6	\$15.20	\$17.89	\$19.12
8	7	\$15.28	\$18.13	\$19.39
9	8	\$15.40	\$18.36	\$19.62
10	9	\$15.69	\$18.71	\$20.04
11	10	\$16.06	\$19.10	\$20.45
12+	11	\$16.53	\$19.60	\$21.02

Wage increases to begin with the first payroll in September of each year. For 2022-2023, Ed Techs already at the top of the scale will receive a \$1.25 an hour increase to their hourly wage for 2021-2022.

DAYS OF WORK: 180

DAYS PAID: A full-time Ed. Tech. I, II, or III is paid for at least 7.0 hours per day for at least 185 days per year, September-June.

FRINGE BENEFITS:

All benefits are prorated for those who do not work the full 180 days per year.

Vacation Days: As of July 1, 2001, ed techs will receive five (5) days per year, after 12 months of continuous employment, ten (10) days after 36 months or fifteen (15) days after 10 years employment. (Included in pay, but not to be used as days off.)

Holidays: Five (5) days per year. (Included in pay, but not to be used as days off.)

Sick/Personal Leave Days/Earned Paid Leave Days: Eight (8) days per year, accumulative to Seventy-five (75) for sick leave. Five (5) days per year as “No Questions Asked” EPL/personal days. Any unused EPL days will be added to your sick days at the end of the year. EPL/Personal days must be submitted to the supervisor, ASAP, for prior approval. Support staff will be eligible for EPL as outlined on page 5. EPL will run concurrently with other eligible leave. After 20 years of employment, Ed Techs will receive ten (10) sick days per year. (effective 9/1/18)

Unpaid Leave: Unpaid leave will not be approved by the Superintendent unless in an emergency.

Sick Leave Pool: Ed Techs may pool sick leave at the beginning of the year for their mutual benefit up to two (2) days per ed. tech. per year accumulated to sixty (60) days. The total number of days, which may be drawn from this sick leave pool, is 20% of the sixty (60) days for that school year, per individual. Such pooled leave may be used for any ed tech (within the pay categories) that donates to the pool and exceeds his/her normal sick leave allowance, upon the approval of the Superintendent and Board of Directors. Personal leave must also be exhausted before drawing from the pool. Unused sick leave pool days can then be rolled over to begin next year's maximum pool of sixty (60) days. Certification from a doctor regarding the employee's illness is a prerequisite for withdrawing days from the bank. The bank cannot be used for family member illness.

Bereavement Leave Days: In the event of a death or critical illness in the immediate family, an employee may be granted up to five (5) days leave with pay per occurrence. "Immediate family" shall mean grandparents, grandchildren, parents, spouse, child, brother, sister, including in-laws and step-relations, and significant other, provided that the identity of any "significant other" shall be listed by the employee with the Superintendent at the beginning of the school year in question. In the event of a death of a close friend or other relative, an employee may be granted one (1) day's leave with pay. Requests for such leave shall be made as soon as possible so that a suitable replacement may be found.

Health Insurance: Ed Techs working in a permanent position will receive single-subscriber insurance in either the Standard or MEA Choice Plus plan. Board will pay 100% of single subscriber coverage. Eligibility begins the first of the month following employment in a permanent position. No cash in lieu. Employees are responsible for costs not covered by the district-paid allowance. Deductions will be made on a 20-deduction schedule for 21 pays and 24-deduction schedule for 26 pays.

Mileage: Reimbursement for private vehicle use when authorized is at IRS rate as of July 1.

Professional Course Reimbursement: Ed Techs shall be reimbursed for a maximum of two courses per fiscal year related to employment as authorized by the Superintendent.

**ELEMENTARY ADMINISTRATIVE ASSISTANTS
WAGE SCALE:**

Exp. In years	STEP	
0-1	0	\$14.50
2	1	\$15.13
3	2	\$15.81
4	3	\$16.43
5	4	\$17.07
6	5	\$17.71
7	6	\$17.89
8	7	\$18.13
9	8	\$18.36
10	9	\$18.71
11	10	\$19.10
12+	11	\$19.60

Wage increases to begin with the first payroll in September of each year. For 2022-2023, Elementary Administrative Assistants already at the top of the scale will receive a \$1.25 an hour increase to their hourly wage for 2021-2022.

DAYS OF WORK: 185 (180 teacher days plus 5 days before/after school-year calendar)

DAYS PAID: A full-time Elementary Administrative Assistant is paid for 8 hours per day for at least 190 days per year.

FRINGE BENEFITS:

All benefits are prorated for those who do not work the full 185 days per year.

Vacation Days: As of July 1, 2001, elementary Administrative Assistants will receive five (5) days per year, after 12 months of continuous employment, ten (10) days after 36 months or fifteen (15) days after 10 years employment. (Included in pay, but not to be used as days off.)

Holidays: Five (5) days per year. (Included in pay, but not to be used as days off.)

Sick/Personal Leave Days/Earned Paid Leave Days: Eight (8) days per year, accumulative to Seventy-five (75) for sick leave. Five (5) days per year as “No Questions Asked” EPL/personal days. Any unused EPL days will be added to your sick days at the end of the year. EPL/Personal days must be submitted to the supervisor, ASAP, for prior approval. Support staff will be eligible for EPL as outlined on page 5. EPL will run concurrently with other eligible leave. After 20 years of employment, Elementary Administrative Assistants will receive ten (10) sick days per year. (effective 9/1/18)

Unpaid Leave: Unpaid leave will not be approved by the Superintendent unless in an emergency.

Sick Leave Pool: Elementary Administrative Assistants may pool sick leave at the beginning of the year for their mutual benefit up to two (2) days per Administrative Assistant per year accumulated to sixty (60) days. The total number of days, which may be drawn from this sick leave pool, is 20% of the sixty (60) days for that school year, per individual. Such pooled leave may be used for any or elementary Administrative Assistant (within the pay categories) that donates to the pool and exceeds his/her normal sick leave allowance, upon the approval of the Superintendent and Board of Directors. Personal leave must also be exhausted before drawing from the pool. Unused sick leave pool days can then be rolled over to begin next year's maximum pool of sixty (60) days. Certification from a doctor regarding the employee's illness is a prerequisite for withdrawing days from the bank. The bank cannot be used for family member illness.

Bereavement Leave Days: In the event of a death or critical illness in the immediate family, an employee may be granted up to five (5) days leave with pay per occurrence. "Immediate family" shall mean grandparents, grandchildren, parents, spouse, child, brother, sister, including in-laws and step-relations, and significant other, provided that the identity of any "significant other" shall be listed by the employee with the Superintendent at the beginning of the school year in question. In the event of a death of a close friend or other relative, an employee may be granted one (1) day's leave with pay. Requests for such leave shall be made as soon as possible so that a suitable replacement may be found.

Health Insurance: Elementary Administrative Assistants working in a permanent position will receive single-subscriber insurance in either the Standard or MEA Choice Plus plan. Board will pay 100% of single subscriber coverage. Eligibility begins the first of the month following employment in a permanent position. No cash in lieu. Employees are responsible for costs not covered by the district-paid allowance. Deductions will be made on a 20-deduction schedule for 21 pays and 24-deduction schedule for 26 pays.

Mileage: Reimbursement for private vehicle use when authorized is at IRS rate as of July 1.

Professional Course Reimbursement: Elementary Administrative Assistants shall be reimbursed for a maximum of two courses per fiscal year related to employment as authorized by the Superintendent.

**NARRAGUAGUS JR./SR. HIGH SCHOOL ADMINISTRATIVE ASSISTANTS
PRINCIPAL'S OFFICE AND GUIDANCE
WAGE SCALE:**

Exp. In years	STEP	
0-1	0	\$14.50
2	1	\$15.13
3	2	\$15.81
4	3	\$16.43
5	4	\$17.07
6	5	\$17.71
7	6	\$17.89
8	7	\$18.13
9	8	\$18.36
10	9	\$18.71
11	10	\$19.10
12+	11	\$19.60

Wage increases to begin on July 1 of each year. For 2021-2022, Narraguagus Administrative Assistants already at the top of the scale will receive a \$1.25 an hour increase to their hourly wage for 2020-2021.

DAYS OF WORK: 200 (180 Teacher days + 10 days each before/after school)

DAYS PAID:

A full-time Narraguagus Administrative Assistant is paid for 8 hours per day for at least 210 days.

FRINGE BENEFITS:

All benefits are prorated for those who do not work the full 200 days per year.

Vacation Days: As of July 1, 2001, Administrative Assistants will receive five (5) days per year, generated after 12 months of continuous employment, ten (10) days after 36 months, or fifteen (15) days per year after 10 years employment. (Included in pay but not to be used as days off.)

Holidays: Ten (10) days per year. (Included in pay but not to be used as days off.)

Sick/Personal Leave Days/Earned Paid Leave Days: Nine (9) days per year, accumulative to One-hundred Ten (110) for sick leave. Five (5) days per year as “No Questions Asked” EPL/personal days. Any unused EPL days will be added to your sick days at the end of the year. EPL/Personal days must be submitted to the supervisor, ASAP, for prior approval. Support staff will be eligible for EPL as outlined on page 5. EPL will run concurrently with other eligible leave. After 20 years of employment, Narraguagus Administrative Assistants will receive eleven (11) sick days per year. (effective 9/1/18)

Unpaid Leave: Unpaid leave will not be approved by the Superintendent unless in an emergency.

Sick Leave Withdrawal: For employees hired before May 26, 1998: After five (5) years continuous employment, the employee shall be compensated on a per diem basis for one half of his/her unused sick leave.

Sick Leave Pool: Administrative Assistants are allowed to contribute two (2) days to the pool for a maximum of sixty (60) days at the beginning of the year. The total number of days, which may be drawn from this sick leave pool, is 20% of the sixty (60) days for that year, July-June, per individual. Such pooled leave may be used for any Administrative Assistant who donates to the pool and exceeds his/her normal sick leave allowance, upon the approval of the Superintendent and Board of Directors. Personal leave must also be exhausted before drawing from the pool. Unused sick leave pool days can then be rolled over to begin next year's maximum pool of sixty (60) days. Certification from a doctor regarding the employee's illness is a prerequisite for withdrawing days from the bank. The bank cannot be used for family member illness.

Bereavement Leave Days: In the event of a death or critical illness in the immediate family, an employee may be granted up to five (5) days leave with pay per occurrence. "Immediate family" shall mean grandparents, grandchildren, parents, spouse, child, brother, sister, including in-laws and step-relations, and significant other, provided that the identity of any "significant other" shall be listed by the employee with the Superintendent at the beginning of the school year in question. In the event of a death of a close friend or other relative, an employee may be granted one (1) day's leave with pay. Requests for such leave shall be made as soon as possible so that a suitable replacement may be found.

Health Insurance: NJSHS Administrative Assistants working in a permanent position will receive single-subscriber insurance in either the Standard or MEA Choice Plus plan. Board will pay 100% of single subscriber coverage. Eligibility begins the first of the month following employment in a permanent position. No cash in lieu. Employees are responsible for costs not covered by the district-paid allowance. Deductions will be made on a 20-deduction schedule for 21 pays and 24-deduction schedule for 26 pays.

Mileage: Reimbursement for private vehicle use when authorized is at IRS rate as of July 1.

Professional Course Reimbursement: Narraguagus Administrative Assistants shall be reimbursed for a maximum of two courses per fiscal year related to employment as authorized by the Superintendent.

Professional Leave Days: Days off from work, with pay, to attend workshops, conferences, etc. may be granted by the Superintendent.

MSAD #37 2022-2023 PAYROLL DATES		
Fiscal Year Payroll #	DATE	Teacher Year Payroll #
1	July 1, 2022	22
2	July 15, 2022	23
3	July 29, 2022	24
4	August 12, 2022	25
5	August 26, 2022	26
6	September 9, 2022	1
7	September 23, 2022	2
8	October 7, 2022	3
9	October 21, 2022	4
10	November 4, 2022	5
11	November 18, 2022	6
12	December 2, 2022	7
13	December 16, 2022	8
14	December 30, 2023	9
15	January 13, 2023	10
16	January 27, 2023	11
17	February 10, 2023	12
18	February 24, 2023	13
19	March 10, 2023	14
20	March 24, 2023	15
21	April 7, 2023	16
22	April 21, 2023	17
23	May 5, 2023	18
24	May 19, 2023	19
25	June 2, 2023	20
26	June 16, 2023	21
1	**July 7, 2023**	22
2	July 21, 2023	23
3	August 4, 2023	24
4	August 18 2023	25
5	August 31, 2023	26
6	September 8, 2023	1

****Note the three-week pay period between June 16th and July 7th!!! Plan ahead! :)**