

Brunswick School Board  
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THE BRUNSWICK SCHOOL DEPARTMENT IS AN EQUAL OPPORTUNITY EMPLOYER

BRUNSWICK SCHOOL DEPARTMENT  
46 Federal Street  
Brunswick, Maine 04011

EMPLOYMENT POLICY COMPENSATION PLAN

ADMINISTRATIVE SECRETARIAL PERSONNEL

August 1, 2013 - July 31, 2017

Employees covered under this plan are administrative secretarial and central office personnel. This plan is not a contract, and it may be modified by the School Committee at any time with or without prior notice.

- I. Categories of employees: 52 week employees are those employees who are scheduled to work throughout the year

45 week employees are those employees who have seven weeks of unpaid vacation during the year. These employees are also entitled to paid vacation as discussed in II below, but such paid vacation must not result in more than 45 weeks where the employee is receiving pay from the school for either services rendered or vacation during the year.

- II. Paid Vacation - from the first year through the sixth year of employment in the Brunswick School Department - 1 day per month.
- beginning with the seventh year through completion of the thirteenth year – 1 1/4 days per month.
  - beginning with the fourteenth year and thereafter - 2 days per month.
- A. Entitlement - Vacation entitlement shall be as of July 1 of each year for all personnel employed prior to August 1, 1979. For those employed subsequent to August 1, 1979, entitlement shall be as of August 1 of each year.
- B. All vacation must be used within the plan year August 1 - July 31 (July 1 - June 30) for which it is granted, except as follows:

Unused vacation from the previous contract year may be taken between August 1 (July 1) and the start of the new school year in September. A maximum of ten (10) days from the previous year which have not been taken by September 1 may be added to the employee's vacation during the next plan year if approved by the Superintendent of Schools.

- C. No vacation may be taken during the first six months of employment.
- D. Employees, other than probationary employees, may be allowed vacation time up to the amount of their entitlement for the year with the understanding that, should their employment terminate during the year, their pay will be adjusted to reflect that vacation which is earned through the date of termination. Partial days shall be rounded off to the nearest 1/2 day when termination pay is calculated.

III. Sick Leave (personal illness)

Seventeen (17) days per year cumulative to 130 days for 52 weeks employees, and fifteen (15) days cumulative to 108 days for 45 week employees. Sick leave shall not be paid when income benefits are paid under any other provisions of this plan. Up to 8 days of the employee's accumulated sick leave may be used for immediate family member illness each year. (Immediate family is defined as spouse, child, stepchild, parents, brothers, sisters, parent-in-law, and grandparents, or other persons at the discretion of the Superintendent in individual cases.)

IV. General Leave

Up to four (4) days of absence per year with pay for urgent personal matters which cannot be conducted outside of work hours (such as sickness in the family, legal matters, or a birth or marriage in the immediate family) may be taken, and days three and four, if taken, shall be deducted from an Administrative Secretary's accumulated sick leave. Application to the Superintendent through the principal for such leave shall be made in writing at least one week in advance. The applicant shall state the reasons for requesting such leave. In case of emergency, when one week's notification may be waived, the principal may tentatively approve a request for general leave. The Administrative Secretary shall subsequently file a formal, written application as required above for the Superintendent's review and decision. One of the defined general leave days can be used as unspecified when used for the reasons stated above.

V. Bereavement Leave

Up to five (5) days with pay may be taken for each death in the immediate family. It is understood that the purpose of bereavement leave is to allow personal participation in services held for the decedent or to manage details relating to the service or burial. Immediate family shall be defined as: spouse, child, stepchild, parents, brothers, sisters, parent-in-law, and grandparents, or other persons at the discretion of the Superintendent in individual cases.

VI. Leave of Absence

A leave of absence without pay or benefits may be requested for up to one year and may be granted at the discretion of the Superintendent. The leave must be requested of the Superintendent of Schools at least one month in advance, except in emergencies, in which case the Superintendent may waive this requirement. Insurance benefits may be continued if the employee wishes to assume the full financial responsibility for them.

VII. Professional Leave and Continuing Education

- A. Requests for professional leave for the purpose of attending continuing education programs may be granted at the discretion of the Superintendent. Reimbursement for fees and travel expenses associated with such leave may be requested and granted at the Superintendent's discretion.
- B. 1. Requests for college credit courses are suspended.
- 2. For two (2) approved in-service training courses at actual cost of the tuition or registration.
- 3. All leave taken under this section must be related to the person's current employment assignment within the Brunswick School Department as determined by the Superintendent of Schools.
- 4. All leave eligible for reimbursement under this article shall require the advanced written approval of the Superintendent of Schools utilizing such forms as may be developed for that purpose.

#### VIII. Jury Duty

In the event an employee is called for jury duty, the Board agrees to make up the difference between jury pay and the employee's pay for the work days on which such duty is performed. The employee shall present an official copy of jury pay received.

#### IX. Health/Dental/Long-Term Disability Insurance

See Appendix B.

#### X. Workers' Compensation

All employees of the School Department are covered under Workers' Compensation Insurance.

#### XI. Payroll Deductions Available at Employee's Cost

State group life insurance

Tax sheltered annuities: Regardless of any other language in this plan, all employees regardless of hours worked shall be eligible to elect salary reduction deferrals to a tax sheltered annuity.

#### XII. Overtime

Time and a half shall be paid for scheduled overtime (excess of 40 hours per week). All overtime shall be requested of the Superintendent of Schools.

#### XIII. Paid Holidays

Labor Day, Columbus Day, Veterans Day, Thanksgiving Day and day after, Christmas Day and the day before or after Christmas as determined by the Superintendent of Schools, New Year's Day, Martin Luther King Day, Washington's Birthday, Patriot's Day, Memorial Day, and Independence Day. In no case will an employee be eligible for a paid holiday that does not occur during a person's paid week of employment.

#### XIV. Retirement Stipend

Whenever an employee covered by this plan with 15 years consecutive service in the Brunswick school system retires, that employee shall be paid for one-quarter of his or her accumulated sick leave not to exceed thirty (30) days at his or her per diem based on the employee's hourly rate. The

employee shall notify the Superintendent by January 1st of the calendar year in which the employee is retiring and is eligible for the stipend to be added to the employee's final salary check.

XV. No Smoking Plan

- A. General rule prohibiting use of tobacco. Except as provided in section C, no person, including students and school employees, is allowed to use tobacco in the buildings or on the grounds of any school.
- B. Tobacco Use. "Tobacco use" includes smoking, which means carrying or having in one's possession a lighted cigarette, cigar, pipe or other object giving off or containing any substance giving off tobacco smoke, and also includes the use of smokeless tobacco.
- C. Classroom Demonstrations. Tobacco use may be permitted in classrooms only as part of a bona fide demonstration during a class lesson, with prior notice being given to the school's administrator.

XVI. Experience Credit

Persons who have been previously employed by the Brunswick School Department and who are assigned to a position covered by this compensation plan may request that the superintendent grant experience credit for previous employment in the Brunswick School Department. If in the sole judgment of the superintendent, such previous employment experience in the Brunswick School Department is pertinent, germane, and relevant to the instant position, the superintendent may, at his/her discretion, grant experience credit for some or all of the previous employment.

Appendix A: Compensation	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>
<u>Administrative Secretary I</u>			
Less Than 6 Months	19.03		
6 Months-Less Than 5 Years	20.31		
5 Years - Less Than 10 Years	21.03		
10 Years or Less Than 15 Years	21.46		
15 Years - Less Than 20 Years	21.77		
20 Years or More	22.19		
<u>Administrative Secretary II/Accounts Clerk:</u>			
Less Than 6 Months	20.91		
6 Months - Less Than 5 Years	22.25		
5 Years - Less Than 10 Years	23.01		
10 Years or Less Than 15 Years	23.35		
15 Years - Less Than 20 Years	23.64		
20 Years or More	24.07		
<u>Payroll and Benefits Clerk:</u>			
Less than 6 Months	21.09		
6 Months - Less Than 5 Years	22.47		
5 Years - Less Than 10 Years	23.21		
10 Years or Less Than 15 Years	23.59		
15 Years - Less Than 20 Years	23.87		
20 Years or More	24.32		
<u>Bookkeeper:</u>			
Less Than 6 Months	22.55		
6 Months - Less Than 5 Years	23.98		
5 Years - Less Than 10 Years	24.80		
10 Years or Less Than 15 Years	25.01		
15 Years - Less Than 20 Years	25.44		
20 Years or More	25.77		
<u>Administrative Secretary to Superintendent:</u>			
Less Than 6 Months	22.81		
6 Months - Less Than 5 Years	24.20		
5 Years - Less Than 10 Years	24.88		
10 Years - Less Than 15 Years	25.16		
15 Years - Less Than 20 Years	25.52		
20 Years or More	25.94		

Years beyond will be developed by the School Board at a later date.

APPENDIX BINSURANCE

The Board agrees to make available a group medical insurance plan which consists of the MEA Health Insurance Trust Standard Plan, MEA Choice Plus or comparable insurance coverage with another company. The Board's premium contributions will be made only on behalf of employees, persons legally married to those employees, domestic partners as defined by Maine registry, and their dependent children. On behalf of each employee eligible for and electing to take such coverage, the Board will contribute at the appropriate level (single subscriber, single subscriber with children, and two-person or full family) in:

85% of the subscriber rate established as of July 1, 2013.

An employee married to another Brunswick School Department employee working the same length of work year will receive only the lowest cost health insurance plan for which he or she is eligible. By way of illustration, in the case of two employees without children married to each other, if the cost of two single plans is less than one two-person plan, each employee will receive a single plan.

The Board also agrees to make available dental insurance. The Board will pay 100% of single person coverage.

NOTE: To be eligible for health and dental insurance benefits, employees must work 20 hours or more per week. Benefits are based on a prorated amount tied to time worked compared to 40 hours per week (40 hours per week considered full time).

The insurance rates are established in June and the new rates are effective in July of each year.

The Board will also include this group in the School Department's long-term disability insurance plan.