

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

CAFETERIA WORKERS

Effective: 8/1/16 – 7/31/19

This plan is not a contract, and it may be modified by the School Committee at any time with or without prior notice.

I. Part-Time Employment

- A. Any employee who works less than 20 hours a week, or 36 weeks per year, shall be considered a part-time employee for the purpose of this plan.
- B. Part-time employees are not eligible for benefits.
- C. Substitutes shall not be eligible for benefits.

II. Sick Leave (personal illness)

11 days per year, cumulative to 101 days.

Employees who find that they must stay home to attend a sick child, spouse or parent may report their absence as child, spouse, or parent sick day. Such leave days will be charged against the employee's accumulated sick leave up to a maximum of 8 days per year.

Sick leave shall not be paid when income benefits are paid under any other provision of this plan.

III. General Leave (urgent personal business)

An employee may utilize up to three (3) days per year for leave, to be deducted from sick leave accumulation, for matters of urgent personal business which cannot be conducted outside work hours. Except in an emergency, the request for such leave, in the form developed by the Superintendent of Schools, must be submitted three (3) days in advance.

IV. Bereavement Leave

Up to five (5) days may be taken for a death in the immediate family as determined by the Superintendent of Schools. 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.

V. 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.

VI. Continuing Education and Professional Leave

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 may be requested and granted at the Superintendent's discretion for:

- A. Programs approved as professional leave
- B. Continuing education programs attended on non-work days for which no salary or wages are received.

VII. 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.

VIII. Health & Dental Insurance

See Appendix B

IX. Worker's Compensation

All employees of the School Department are covered under Worker's Compensation.

X. 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.

XI. Hours

A. A one-half hour unpaid lunch break shall be provided for all personnel covered by this plan.

B. Hours Per Week - The number of hours worked each week shall be determined by the School Nutrition Director, subject to the knowledge and approval of the Superintendent of Schools, in no case to exceed forty hours.

XII. Overtime

A. Time and a half shall be paid for overtime, i.e., time worked over forty hours per week. All overtime shall be requested of the Superintendent of Schools.

B. Any call-in after regularly scheduled hours shall be paid at the rate of time and a half or two hours pay, whichever is greater.

XIII. Paid Holidays

A. Columbus Day, Veteran's Day, Thanksgiving Day and day after, Christmas and day before or after Christmas as determined by the Superintendent of Schools, Martin Luther King Day, Memorial Day and Labor Day for those employees who were employed by the Brunswick School Department the previous year.

B. In no case will an employee be eligible for a paid holiday that does not occur during a person's full week of employment except for Labor Day for those employees who were employed by the Brunswick School Department the previous year.

XIV. Snow Days

Days when school is cancelled due to storms or emergencies are considered non-work days.

Employees may work at the discretion of the Superintendent of Schools, upon the recommendation of the School Nutrition Director.

XV. Retirement

Whenever an employee with 15 years of consecutive service in the Brunswick school system retires, that qualified 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 pay based on their 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.

XVI. Employment Agreements

Annual employment agreements shall be prepared for each of the employees covered by this plan. The agreement shall include the assignment, number of weeks, regular hours and rate of pay. In the case of an employee who is new to the system, it shall have a copy of this policy attached.

XVII. Wages/Compensation

- A. Wages will be paid bi-weekly in accordance with the pay schedule in Appendix A which is part of this agreement.
- B. Wages will be paid by direct deposit. Paystubs will be distributed via email to an employee designated email address.

XVIII. Vacation Days

52 Week full-time (20 hours per week or more) employees:

less than four years of continuous service	5 days
less than eight years of continuous service	10 days
less than sixteen years of continuous service	15 days
sixteen or more years of continuous service	20 days

School Year (36 weeks) full-time (20 hours per week or more) employees:

After 10 years of continuous service but less than 15 years:	3 days
After 15 but less than 20 years:	4 days
After 20 years:	5 days.

For vacation purposes, a “day” shall be the number of hours a person is scheduled to work in a normal work week divided by the number of days the person is scheduled to work in that same week. All vacation time must be scheduled when the school is not in session. No vacation may be taken during the first six months of employment.

XIX. 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>Food Service Manager:</u>			
Less Than 6 Months	18.06	18.42	\$18.79
6 Months or More	19.48	19.87	\$20.27
<u>Food Service Specialist II:</u>			
Less Than 6 Months	15.54	15.85	\$16.17
6 Months or More	16.93	17.27	\$17.62
<u>Food Service Specialist I:</u>			
Less Than 6 Months	14.20	14.48	\$14.77
6 Months or More	15.57	15.88	\$16.20
<u>Food Service Worker II:</u>			
Less Than 6 Months	13.58	13.85	\$14.13
6 Months or More	14.95	15.25	\$15.56

APPENDIX B
INSURANCE

HEALTH INSURANCE

The Board agrees to make available a group medical insurance plan which consists of the MEA Health Insurance Trust Standard Plan, MEA Choice Plus Plan 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, two-person or full family) in:

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

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

This benefit is based on a prorated amount tied to time worked compared to 27.5 hours per week (27.5 hours per week is considered full time).

The Board will contribute for ten months each year.

The employee may arrange for biweekly deductions of the cost of summer coverage during the work year.

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.

DENTAL INSURANCE

The Employer shall provide single dental coverage for all eligible employees. The employer will pay 100% of the premium cost of the dental single coverage.

The Board will contribute for ten months each year.