

***M.S.A.D. NO. 75***  
***DISTRICT OFFICE (AND OTHER NON-UNION) EMPLOYEES***  
***WAGES AND BENEFITS SCHEDULE***  
***FY 2020-2021***  
***EFFECTIVE JULY 1, 2020***

***Approved by the Board of Directors at its regular meeting  
held on July 9, 2020***

**M.S.A.D. NO. 75  
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**EFFECTIVE JULY 1, 2020**

**I. WAGE AND CLASSIFICATION**

**A. Classification and wage scale**

See Appendix A on Page 8.

**B. Longevity stipend**

1. Employees will receive a longevity stipend of three percent (3%) over wage rate after three (3) years of continuous service in M.S.A.D. No. 75.
2. Employees will receive a longevity stipend of five percent (5%) over wage rate after eight (8) years of continuous service in M.S.A.D. No. 75.
3. Employees will receive a longevity stipend of eight percent (8%) over wage rate after 12 (twelve) years of continuous service in M.S.A.D. No. 75.
4. Employees will receive a longevity stipend of 10% (ten percent) over wage rate after 15 (fifteen) years of continuous service in M.S.A.D. No. 75.
5. Employees will receive a longevity stipend of 12% (twelve percent) over wage rate after twenty-five (25) years of continuous service in M.S.A.D. No. 75.

**II. BENEFITS**

Unless otherwise stated in this schedule, employees working fewer than 40 (forty) hours per week and 52 (fifty-two) weeks per year will receive a prorated share of benefits based on a percentage of the time they are employed.

**A. Health and Dental Insurance**

The Board will pay up to 95% (ninety-five percent) of the health insurance premium for the plan in which the employee is eligible to enroll and 100% (one hundred percent) of the premium for single dental insurance.

**B. Flexible Benefits Plan**

A flexible benefits plan with the following salient features will be offered to staff:

1. Effective 7/1/2015 an employee receiving health insurance coverage from another source may elect to receive a cash payment equal to 20% (twenty percent) of the total cost (employee and employer share) of the MEA Choice Plus single plan. This payment is in lieu of coverage through the District. Documentation substantiating coverage from the other source is required.

All employees covered under this wage and benefit schedule during FY 2015 who currently has a 50% (fifty percent) cash payment shall retain this benefit level until such time that the employee drops the benefit. If the Cash payment benefit is re-elected it will be at 20%.

2. The employee may elect to have his/her share of health and dental premiums taken on a pre-tax basis.

3. Employees will be able to participate in dependent care and medical expense reimbursement accounts. Further documentation concerning the flexible benefits plan is set forth in plan documents.

### **C. Sick Leave**

One day of sick leave consists of the number of paid hours in an employee's normal scheduled work day. Sick leave may be taken in increments of hours or half-hours.

School-year employees shall be entitled to 10 (ten) days per year, accumulative to 75 (seventy-five) days.

Full-year employees shall be entitled to 12 (twelve) days per year, accumulative to a maximum of 80 (eighty) days.

Upon reaching maximum sick leave accumulation, unused sick leave in subsequent years may be added to the accumulation at one-half ( $\frac{1}{2}$ ) rate, but not to exceed 140 (one hundred forty) days per year, capped back to 140 (one hundred forty) days on July 1 of each year.

No more than five (5) days sick leave can be used per fiscal year for qualifying family members. Family members are defined as spouse (domestic partner), child (stepchild & child of domestic partner), under 18 years of age, and parent and step-parent. A request for additional days can be approved by the Superintendent.

For all Workers' Compensation claims, there is an initial waiting period where claims are reviewed by the insurance carrier and determined to be valid (approved) or not. An employee may use accrued sick time for this initial waiting period. If a claim is approved, an employee's salary continuation will be paid directly by Workers' Compensation. As is current District policy, while on paid leave, such as sick leave, the District will continue to make payroll deductions to collect the employee's share of his/her health and dental benefits if applicable. While on unpaid leave, such as Workers' Compensation and FMLA, an employee will be responsible to pay his/her portion of the premiums for elected health and dental benefits during the period of leave, either in person or by mail. The payment must be received in the Business Office by the first day of each month. If the payment is more than thirty (30) days late, the employee's health care coverage may be dropped for the duration of the leave. The District will provide notification prior to the employee's loss of coverage. If a Workers' Compensation claim is denied, an employee may use accrued sick time to continue pay and benefits for the period he/she is out or until he/she have exhausted all sick time accrued. In a rare situation, a claim may first be denied by Workers' Compensation then overturned several months later in mediation. In claims such as these, an employee may receive the difference between the amount of the paid sick leave used and the (retroactive) Workers' Compensation salary continuation benefit. The difference shall be charged on a prorated basis to the employee's accumulated sick leave. After twelve (12) consecutive months of absence due to an injury, which occurred during the employee's work, the Superintendent may discharge the employee.

The employee shall be paid any severance benefits available at the time of discharge. Should the employee subsequently recover sufficiently to perform the required job responsibilities as determined by a physician to be paid by the Board, and provided a vacancy exists which the employee is qualified to fill as determined by the Superintendent, the employee shall have first refusal to the vacant position.

**D. Sick Leave Bank**

A sick leave bank will be provided for District Office non-union personnel.

In order to be considered eligible to contribute to the Sick Leave Bank an employee must have been employed by the District for one (1) full year as of October 1. Requests to participate in the District Office Sick Leave Bank must be received in the Human Resources Office no later than October 1. Employees are eligible to access the Sick Leave Bank upon contribution to the Bank of two (2) sick leave days which must be contributed between July 1 and October 1.

The Sick Leave Bank is designed to assist employees who have exhausted their individual sick, personal and vacation leave and who are suffering from an extended or catastrophic illness of their own. A request for use of the Sick Leave Bank must be made and approved by the Human Resources Director. Upon approval, an employee may draw up to a maximum of 20 (twenty) days from the Bank. Sick leave days may be accumulated in the Bank to a total of twice the number of District Office personnel. When the number of days in the Bank drops below 50% (fifty percent) of the maximum, District Office personnel will be asked to contribute additional sick leave days.

Lost time due to normal pregnancy and Worker’s Compensation claims does not qualify for use of the District Office Sick Leave Bank.

An employee who receives payments for the lost time from any other sources such as disability insurance or Workers’ Compensation will not be eligible for Sick Bank leave and must pay back the Sick Leave Bank if payments were received after the fact for the time period.

**E. Personal Leave**

An employee may take three (3) personal days per year without justification for religious, legal, business, household or family matters that cannot be conducted at times other than work hours. Allowance for said day shall be discretionary with the Superintendent of Schools. Personal days may be taken in hourly increments. Personal leave not used by the end of each year may be added to the accumulation of sick leave, subject to the same limitations as provided in Paragraph II C (Sick Leave).

Additional personal leave may be granted through arrangements with the Superintendent of Schools.

**F. Paid Holidays**

Paid holidays include:

- |                        |                                   |
|------------------------|-----------------------------------|
| New Year's Day         | Columbus Day                      |
| Martin Luther King Day | Veterans’ Day                     |
| Presidents’ Day        | Thanksgiving                      |
| Patriots’ Day          | The day after Thanksgiving        |
| Memorial Day           | The day before or after Christmas |
| Independence Day       | Christmas Day                     |
| Labor Day              |                                   |

To qualify for a paid holiday, an employee must work on his/her scheduled workdays immediately before and after the holiday, or take one or both days as approved vacation days.

If scheduled to work by his/her Supervisor during paid holidays, the employee shall receive holiday pay at the rate of time and one-half.

**G. Vacation**

1. Full-year employees will be eligible for paid annual vacation as follows:
  - a. Two (2) weeks annual vacation upon hire into a District Office position.
  - b. Three (3) weeks annual vacation after five (5) years of employment
2. Beginning with the anniversary date of hire at the end of the sixth year of continuous service, and at the end of each subsequent year, the employee will earn and receive one (1) additional day of vacation each year until five (5) weeks of vacation is reached. The total number of vacation days will be as follows:

Year Six:	16 days
Year Seven:	17 days
Year Eight:	18 days
Year Nine:	19 days
Year Ten:	20 days
Year Eleven:	21 days
Year Twelve:	22 days
Year Thirteen:	23 days
Year Fourteen:	24 days
Year Fifteen:	25 days

3. Employees already receiving six (6) weeks of vacation based upon the provisions contained in a previous schedule will continue to receive the six-week vacation benefit for the year covered by this schedule.
4. There will be no carryover or additional accumulation of vacation from prior years.
5. One (1) vacation day can be taken by calling in and requesting the day off. The limit for call-in vacation days is not to exceed one (1) day per year. However, additional vacation days may be taken on a call-in basis in circumstances as described in Section V.

A vacation day consists of the number of paid hours in an employee's normal scheduled work day.

**H. Bereavement Leave**

In the event of a death in the family of an employee, the employee shall (following the day of the event) be granted one (1) workweek leave of absence with full pay. An employee on probationary status shall be granted two (2) scheduled workdays with pay within a five (5) day period. The family of an employee means the following relatives: spouse, mother, father, sister, brother, child or stepchild, grandmother, grandfather, grandchild, mother-in-law, father-in-law, stepmother and stepfather.

In the event of the death of a person not listed above, the Superintendent may grant bereavement leave under this provision.

**I. Timekeeping of leave**

All use of paid leave will be recorded on timekeeping records in increments of hours and half-hours based upon each employee's normal work hours and work week.

**J. Jury Duty**

An employee shall be granted a leave of absence any time he/she is required to report for Jury Duty or Jury Service.

Upon presentation of an official statement of jury pay received, the employee shall be paid the difference between any Jury Duty compensation and his/her regular wages for each day of Jury Service, provided lost time falls within the scheduled work week of the employee.

Employees excused from Jury Duty during normal work hours shall report back to their place of employment promptly.

**K. Leave of Absence**

**1. Limited leaves of absence:**

The Board will follow the Federal and State Family Leave Act laws wherever applicable. The Superintendent may grant leaves of absences for a limited period, not to exceed six (6) months.

The Superintendent may extend these leaves for any reasonable period.

The Superintendent may not grant a leave of absence to any employee in order to accept employment outside M.S.A.D. No. 75 except under extenuating circumstances. An individual granted a leave of absence has the right to return to his/her original position if available or to a substantially equivalent position.

During the unpaid non-Federal or State medical leave period, the employee may continue his/her insurance benefits, provided the employee pays the total premium cost of the insurance benefit selected.

**2. Medical:**

Unpaid medical leave shall be granted to the employee upon proof provided by his/her physician that the employee is unable to perform his/her job. This leave shall not exceed a six (6) month period and shall run concurrently with FMLA leave (if the employee qualifies for such leave). An extension of an additional six (6) months may be approved by the Superintendent upon request by the employee.

**L. Course Reimbursement**

The Board will pay up to one hundred percent (100%) of the cost of tuition, to a maximum of \$750 per fiscal year, for courses an employee completes that have been pre-approved by the Superintendent of

Schools and are relevant to the applicant's employment. The District will pay for courses at registration provided the employee agrees to repayment through payroll deduction should the employee fail to successfully complete the course. Payment at registration will be made only in the same fiscal year in which the course is taking place. Employees are not eligible for this benefit until completion of one (1) year of employment.

**M. Employee Travel**

Employees who may be required to use their own automobiles in the performance of their duties shall be reimbursed for all such travel at the current State of Maine reimbursement rate. Such travel shall consist of all driving on school business minus the round trip from the employee's home to the nearest site at which he/she works that day. A form for this purpose shall be available through the Business Office.

**N. Severance Compensation**

Reimbursement for one-half (1/2) of the total accumulated sick leave may be made when separated from the system after five (5) to 15 (fifteen) years of employment.

Upon separation from the District, after 15 (fifteen) years of satisfactory continuous service in M.S.A.D. No. 75, employees will be compensated for the full amount of accumulated sick leave (not to exceed 140 {one hundred forty} days), except in the instance of involuntary termination. Reduction in work force will not constitute involuntary termination.

In the event of death after 10 (ten) or more years of continuous employment, the value of total accumulated sick leave will be paid to the estate of the employee.

**III. HOURS OF WORK**

**A. Meal and Break Periods**

1. All employees' work schedules provide for a fifteen (15) minute rest period, to be scheduled at the discretion of the supervisor, during each three (3) consecutive hours worked. Employees working at least a 6-hour workday are entitled to two 15-minute rest periods per day.
2. All employees shall be granted a minimum duty-free unpaid thirty (30) to sixty (60) minute lunch period during each workday.

**B. Flextime**

Employees may establish a flex time schedule, subject to supervisory approval and the following conditions:

1. An employee's flex time schedule must result in the employee working his/her average weekly hours within a pay period, without incurring overtime pay.
2. Employees working an eight (8) hour day must be present between the hours of 9:00 a.m. and 3:00 p.m., with the remaining hours in the workday wrapped around those times.

#### **IV. EVALUATION**

Monitoring and observation of employee performance for evaluation purposes is of both a formal and informal nature. Informal observations and monitoring occur regularly during the course of an employee's work year. Both praise for work well done and concerns about work performance may be expressed at any time during the year. Formal evaluation of performance will occur annually.

Copies of formal written evaluations of performance by the employee's supervisor will be given to the employee and placed in the employee's personnel file.

The employee has the right to attach a formal written response to his/her evaluation to submit to the supervisor and to be placed in the employee's personnel file.

#### **V. OFFICE CLOSURE**

In the event of unforeseen circumstances beyond the control of M.S.A.D. No. 75, such as inclement weather that creates hazardous travel for employees, or loss of utilities in the work place that results in closure of the office, each employee may use vacation or personal days as compensation, if available, for that portion of the work day the District Office is closed and the employee is not in attendance. The employee must notify his or her supervisor on each work day in which the employee intends not to report to work or intends to report to work late because of these circumstances.

This document constitutes the entire compensation package afforded the District Office Employee Group.



**Appendix A**  
**DISTRICT OFFICE STAFF WAGE SCALE**  
**Fiscal year 2020-2021**

<b>Position</b>	<b>0-1 Year</b>	<b>Base</b>
Secretary/Receptionist (Adult Ed and Transportation)	18.54 – 20.26	19.52 – 21.28
Accounts Payable Specialist Administrative Assistant (Facilities)	18.98 – 20.70	19.99 – 21.83
Special Services Administrative Assistant Human Resources Representative Payroll Specialist Transportation Specialist Adult Education Administrative Assistant OPAC Coordinator	19.42 – 21.25	20.36 – 22.30
Superintendent Administrative Assistant	21.06 – 23.06	22.18 – 24.27

The above wage scale reflects a 3% increase for 2020-2021

Movement within the above pay ranges must be by recommendation of the employee’s Supervisor and approval of the Superintendent.

After one (1) year an employee will be reviewed and an increase may be provided.

Employees will receive a longevity stipend of three percent (3%) over base rate after three (3) years of continuous service.  
 Employees will receive a longevity stipend of five percent (5%) over base rate after eight (8) years of continuous service.  
 Employees will receive a longevity stipend of eight percent (8%) over base rate after twelve (12) years of continuous service.  
 Employees will receive a longevity stipend of ten percent (10%) over base rate after fifteen (15) years of continuous service.  
 Employees will receive a longevity stipend of twelve percent (12%) over base rate after twenty-five (25) years of continuous service.