



## WEYMOUTH PUBLIC SCHOOLS

### Non Union Employee Personnel Policies

#### **Employee Categories/Salary Grades**

Each non-union position in the school department is assigned a salary grade according to the duties and responsibilities of the position (see Appendix A). Within each grade, there are ten steps upon which employees may progress based on years of service.

#### **Full Time, Twelve Month Employees:**

The following positions are considered full time for the purposes of these policies. A full time work schedule is 35 hours per week, 7 hours per day and 52 weeks per year except as noted. Salary and benefits are prorated accordingly for any part-time employee in one of these categories.

Role	Salary Grade
Secretary	Grade J
Security Liaison	Grade L
Head Secretary (twelve months)	Grade M
Finance Analyst	Grade N
Technician	Grade O
WHS Registrar	Grade P
Athletic Trainer (223 work days)	Grade P
Jr. Systems Administrator	Grade Q
Director of Food Services (work hours to accommodate lunch program)	Grade R
Supervisor	Grade R

#### **School Year Employees:**

The following positions are considered full time during the school year. A school year work schedule is defined for each position.

Role	Salary Grade
Night Security/Weycare Asst. Leader (AWNU)	Grade A
EEC (Early Education & Care) certified Teacher (child care) (Educator calendar, hours determined by building schedule)	Grade C
EEC (Early Education & Care) certified Lead Teacher (child care) (Educator calendar, hours determined by building schedule)	Grade D
Compliance Clerk (SPED) Educator calendar + 5 additional days when school is not in session to be determined by the Administrator of Special Education	Grade E
School Year Secretary*	Grade F
School Year Head Secretary*/WeyCare Site Coordinator	Grade G
Food Service Manager – Middle School (School lunch days + 10 additional days determined by the Food Service director)	Grade H
Assistant Finance Analyst (Educator calendar plus 10 days when school is not in session days to be determined by the building principal)	Grade H
Instructional Tutor (Educator Calendar, hours determined by building schedule)	Grade HT
WeyCare Group Leaders	Grade HW (hourly)

Food Service Manager – High School and Central Kitchen (School lunch days + 10 additional days determined by the Food Service director)	Grade I
COT/PT/SLP Assistants (Educator Calendar, hours determined by building schedule)	Grade M
Orientation & Mobility Specialist (Educator calendar and hours determined by building schedule)	Grade S (Bachelor) Grade T (Master)

\* All school year secretaries will work the Educator calendar plus 10 days when school is not in session (days to be determined by the building principal). In addition, there will be 10 discretionary days available that may be scheduled, at the request of the principal, at times mutually agreed upon by the secretary and the principal. These days will be paid as additional compensation at the secretary's per diem rate.

### **Hours of Employment**

Office hours at the Administration Building are Monday through Friday 8:30 a.m. to 4:30 p.m. with one hour for lunch. School office hours vary according to each individual school schedule. Schedule variations to conform to individual school hours will be set by the principal/administrator with the approval of the Superintendent.

### **Pay Frequency**

All non-union employees will be paid bi-weekly.

Adjustments may be made for reductions/additions related to changes in work days or hours. (ex. unpaid leave, additional hours worked at the request of a supervisor, etc.)

### **Holidays**

New Year's Day	Martin Luther King Day
Washington's Birthday	Labor Day
Patriot's Day	Columbus Day
Memorial Day	Veteran's Day
Juneteenth	Thanksgiving Day
Independence Day	Christmas Day

These holidays will be included in the salary payment if they occur during the workweek.

A day off will be granted on the day after Thanksgiving, when offices are closed.

A day off will be granted on the day after Christmas, when offices are closed.

A day off will be granted on Good Friday, when offices are closed.

### **No School Days**

When schools are closed because of inclement weather and the Superintendent closes the administration building and school offices, the Superintendent may establish a system of limited coverage. When the administration building and school offices are closed, only those individuals asked to do limited coverage will be granted compensatory time. When schools are closed because of inclement weather, but administration and school offices are open, all non-union staff will have a regular work day and will not receive compensatory time.

### **Sick Leave**

Full-time employees will accrue **1.25** sick days per month or fifteen days per year with no limit on accumulation, and upon retirement, or in the event of death, will receive a payment equal to **20%** of the value of the unused sick days or a maximum payment of **\$4,000.00**.

School year employees will accrue **1.25** sick days per month or twelve days per year with no limit on accumulation, and upon retirement, or in the event of death, will receive a payment equal to **20%** of the value of the unused sick days or a maximum payment of **\$3,000.00**.

Up to five (5) days of the employee's entitlement may be used per year for illness in his/her immediate family.

### **Vacations**

Vacation Leave shall be granted to full-time/full year (twelve month) employees according to the following schedule:

<b>Years of Service</b>	<b>Accrual rate per month</b>	<b>Total Vacation Allotment</b>
Less than one year	5.83 hours	70 hours (10 days)
1 – 7 years	8.75 hours	105 hours (15 days)
8 – 14 years	11.66 hours	140 hours (20 days)
15 years and more	14.58 hours	175 hours (25 days)

This accrual schedule is based on continuous full-time/full year (12 month) service. Part-time positions will have received prorated accruals based on hours worked. Vacation time accrues each month beginning July 1. The vacation period begins on July 1<sup>st</sup> and ends on June 30<sup>th</sup>. Non-union employees may carry over up to ten (10) days' (70 hours) vacation time per year.

### **Insurance**

Any employee working **18.75** or more hours per week will be eligible for health, dental and life insurance.

### **Resignation**

Any non-union employee who resigns from his/her position shall provide a minimum of 10 working days' notice.

### **Retirement**

Any employee working **20** or more hours per week is automatically a member of the Weymouth Contributory Retirement System. All employees in the retirement system are subject to the rules and regulations of the Massachusetts Public Employees Retirement System.

**Longevity - Effective July 1, 2005**

After (15) years of continuous employment - **\$1400**

After (20) years of continuous employment - **\$2200**

After (30) years of continuous employment - **\$3550**

All longevity payments will be made during the last pay period in May. Those employees, who would have fifteen years or more of continuous service by June 30 of the given year, will receive a longevity payment in May. Those employees, who hold a position that is categorized as full time but work fewer than 35 hours per week, will receive a pro-rated payment.

**Bereavement**

In the event of a death occurring in the immediate family, an employee may be granted bereavement leave without loss of pay up to a maximum of five (5) regular work days commencing either on the day of death or the five (5) regular work days immediately following the day of death. For the purpose of this section, the "immediate family" shall be the employee's spouse, parents, parents-in-law, brother, sister, stepbrother, stepsister, children, foster children, grandchildren or any member of the employee's household.

One (1) day's leave of absence will be granted for the death of a brother-in-law, sister-in-law, own aunt, own uncle, grandparent, daughter-in-law, son-in-law, niece or nephew.

**Personal Days**

All full time and school year employees may request up to two paid days off per year to conduct business that cannot be completed outside of the work day. Part time employees may request paid time off on a pro-rated basis. Unused personal days may not be carried over to the next year.

**Jury Duty**

An employee in continuous employment required to serve on the jury and thus, having to be absent from regular duty, may, upon application, be paid the difference between the compensation received from jury duty and his/her regular compensation, upon presentation of an affidavit of jury pay granted.

**Physicals**

All newly hired employees are subject to a pre-employment physical by a physician appointed by the school committee.

**Lunch Breaks**

Lunch breaks are one hour long, are to be taken by non-instructional personnel as a normal daily schedule, and cannot be skipped in order to shorten the work day nor accumulated to equal a total day to be taken at a future time.

**Breaks**

Employees are entitled to a fifteen-minute break for every four hours of employment.

**Employee Assistance Program (EAP)**

The Town of Weymouth provides a confidential and free of charge employee assistance plan (MIAA) for all of our employees and their immediate family members. More information is available through the Office of Human Resources.