

**REGIONAL SCHOOL UNIT NO 68  
WAGE SCHEDULE AND BENEFITS EXPLANATION — CLERICAL POSITIONS  
2018-2019**

Steps		0	1	2	3	4
	Subs	0-1 yrs. exp.	2-3 yrs. exp.	4-6 yrs. exp.	7-9 yrs. exp.	10+ yrs. exp.
Level 1	State Minimum Wage	13.31	13.95	14.55	15.16	15.79
Level 2	State Minimum Wage	14.76	15.39	16.00	16.62	17.24

**SCALE COVERS:****Level 1**

- Building Secretary

**Level 2**

- Data Entry Clerk/Building Secretary
- Special Services Administrative Assistant

1. Placement on the salary schedule for all positions is determined by the amount of time one has effectively worked for the district; **credit for years of experience is determined by the number of years one has completed on the job.**
2. Entry level placement status on the pay scale for all positions will be determined by the RSU 68 Superintendent, based upon the quality of their prior performance in similar roles.
3. July 1st will be the anniversary date of employment. If a person has worked for the system for six months or more prior to a significant anniversary date and has satisfactory evaluations, he/she will be placed on the appropriate step at the beginning of the next school year.
4. Work Year:
  - *School Year Employees:* Generally student school days plus additional approved days as outlined in annual individual Informational Letter up to 239 days.
  - *Year Round Employees* - scheduled to work at least 240 days.
5. Minimum work day: As described in individual Informational Letter.

**BENEFITS:**

Definition: Part-time employment (for accrual of benefits)

- Any individual working fewer than 20 hours in a usual five-day work week is not eligible for any paid benefits. Any individual working at least twenty (20) but no more than thirty-two (32) hours in a usual five-day work week will be eligible for 50% of the health insurance benefit if needed and requested. All other benefits will be paid on normal hours worked based on a five-day average.
- Any individual requested to work occasional additional days or hours may not use paid leave benefits for that additional time if he/she does not then work.

Sick Leave: 10 days cumulative to 90; personal and up to five (5) days family illness for family members domiciled with employee. Sick leave may not be used to cover routine personal or family medical or dental appointments. After five (5) consecutive days use of sick leave, a doctor's note will be required.

Sick Leave - (New Hires as of July 1, 2009)

- *School Year Employees* – Five (5) days annually cumulative to 30 days; up to three (3) days of family illness for family domiciled with employee.
- *Year-Round Employees* – Seven (7) days annually cumulative to 40 days; up to five (5) days of family illness for family domiciled with employee.

Health Insurance:

- The Board will contribute a dollar amount equal to 80% of the cost of the premium for a single subscriber under the Choice Plus plan.

Personal/Emergency Leave:

- *School Year Employees*: One (1) personal/emergency day may be used if needed for non-recreational business that cannot be arranged outside working hours. Prior approval required.
- *Year Round Employees*: Two (2) personal/emergency days may be used if needed for non-recreational business that cannot be arranged outside working hours. Prior approval required.

Bereavement:

- Four (4) bereavement days will be available annually. Additional days will be granted at the discretion of the Superintendent.

Vacation:

- *School Year Employees*: None
- *Year Round Employees*: Year round employees earn no vacation during the first year of employment, earn 10 days of vacation time during their second year of employment; and earn 1 additional day every two years according to the following schedule. Only full years (as distinguished from school years) will be used in the calculation of vacation time accrual.

After Completion of Year	Days Earned
1	10
3	11
5	12
7	13
9	14
11	15
13	16
15	17
17	18
19	19
21	20

- Vacation must be taken in the year earned or lost. There is no pay-up for unused vacation days and a pay-back will be required if an employee leaves the system, having used more vacation time than his/her employment period indicates he/she has accrued. It is expected that vacation

time will be scheduled well in advance of the time taken, approved by the employee's supervisor, and arranged at a reasonable time based on the work scheduled.

**Paid Holidays:**

- *School Year Employees:* Ten (10) days: Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Christmas Day, New Year's Day, Martin Luther King, Jr. Day, Presidents' Day, Patriots' Day and Memorial Day.
- *Year Round Employees:* Twelve (12) days: 4<sup>th</sup> of July, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day and the day after Thanksgiving, Christmas Day, New Year's Day, Martin Luther King, Jr. Day, Presidents' Day, Patriots' Day and Memorial Day.

**In-Service:**

- Employees who obtain prior approval from the Superintendent or designee to take or attend courses or other training shall be reimbursed for all tuition cost upon successful completion of the course or other training. An employee who is required to participate in a course or other training will also receive pay at his/her regular hourly rate for all hours of such attendance, and be reimbursed for fees, books, and mileage at the district rate.

**Method of Payment:**

- Bi-weekly payment with one-week delay based on actual verified timecard hours.

**Teacher Workshop Days; Parent/Teacher Days; Orientation:**

- *School Year Employees:* Non-student days will not be paid unless otherwise determined. Orientation day(s) will be paid if worked.

**Snow Days:**

- For occasions when time is lost within the normal work week due to an early dismissal later than 11:45, employees may utilize one half day of unused sick leave to compensate for time lost. For occasions when time is lost within the normal work week due to a full day of no school, employees may utilize up to two full unused sick days to compensate for time lost.

**Leave:**

- "Leave without pay" for non-recreational reasons necessitate prior discretionary approval of the Superintendent.

**REDUCTION IN FORCE:**

- Decisions regarding reductions in force will be based upon performance evaluations reviewed by the Superintendent.

**DEDUCTIONS:**

- The Board will make deductions from an employee's pay as are legally required such as federal taxes, social security and state taxes. Deductions may be requested by the employee for insurance premiums and/or annuities.
- The Board will direct deposit an employee's pay to any bank or credit union selected by the employee providing that an electronic routing number is provided to the Superintendent's Office.

- Approved travel reimbursements will be paid at the rate set by the state as of July 1<sup>st</sup> of each year.
- There will be only one official personnel file per employee for any employee in the direct employ of RSU 68 and this personnel file shall be maintained at the Office of the Superintendent.
- An employee may submit appropriate material for inclusion in her/his personnel file as outlined in 20A MRSA §6101.
- If material is no longer to be retained in the file, the employee will be notified and given the opportunity to claim unnecessary papers within 15 office days.
- All positions fall under Social Security.

The contents of this Wage Schedule and Benefits Explanation summarize present RSU 68 policies and are intended as guidelines only. The employee should be aware that these policies may be amended at any time. Depending upon the particular circumstances of a given situation, the system's action may vary from written policy. As such, these contents DO NOT CONSTITUTE THE TERMS OF A CONTRACT OF EMPLOYMENT. Nothing contained in this Wage Schedule and Benefits Explanation should be construed as a guarantee of continued employment; but rather, employment with RSU 68 is on an AT-WILL basis. This means that the employment relationship may be terminated at any time by either the employee or RSU 68 for any reason not expressly prohibited by law. Any written or oral statement to the contrary by a supervisor, administrator, or other agent of the system is invalid and should not be relied upon by any prospective or existing employee.

Adopted: August 6, 2013

Revised: June 19, 2018