

**REGIONAL SCHOOL UNIT NO. 68
WAGE LISTING AND BENEFITS EXPLANATION
CENTRAL OFFICE STAFF
2018-2019**

CENTRAL OFFICE STAFF:

- Financial Manager
- Administrative Assistant

1. Salary 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 for all positions will be determined by the RSU 68 Superintendent, based upon the quality of their prior performance in similar roles.
3. Work Year: 260 days per year
4. Minimum work day - As described in individual Informational Letter.

BENEFITS:

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: 17 days cumulative to 183; personal and up to five (5) days family illness for family members domiciled with employee. Additional family sick leave use may be granted at the discretion of the Superintendent. 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)

- 13 days annually cumulative to 100 days; up to five (5) days of family illness for family members domiciled with employee.

Health Insurance:

- The Board will contribute a dollar amount equal to 85% of the premium cost under the Choice Plus Plan for single person, adult with children, two-person, or family subscriber insurance.

Personal/Emergency Leave:

- 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:

- 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. Vacation days shall not be permitted to accumulate from year to year, but with the permission of the Superintendent, unused days may be used the following year.

Paid Holidays:

- Twelve (12) days: 4th of July, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day and the day after Thanksgiving, Christmas Day, New Years Day, Martin Luther King, Jr. Day, Presidents' Day, Patriots' Day and Memorial Day.

Tuition and Coursework:

- 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.

LEAVE:

- "Leave without pay" for non-recreational reasons necessitates 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 1st 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.

Individuals initially employed prior to July 1, 1989, may have been offered the option to be in the Maine State Retirement because of prior classification; however, those initially employed after that date are part of the retirement system indicated.

Adopted: August 6, 2013

Revised: June 19, 2018