

**MILLINOCKET SCHOOL BOARD POLICY
CENTRAL OFFICE HOURLY CLERICAL STAFF**

Classifications & Hours

Administrative Assistant – 7.5 hours per day 52 weeks

Special Education Secretary – up to 8 hours per day but equal to 1,888 hours per year with flexibility through the summer as necessary

The Administrative Assistant will be required to work on days school is canceled due to storms. (The Board reserves the right to change this schedule.)

Wages

Central Office employees will be paid an hourly wage as approved by the Board annually.

Fringe Benefits

Clerical staff will receive time and one-half after forty (40) hours of actual working time.

Retirement & Sick Leave

The Central Office staff must work in the school system for fifteen (15) years and state his/her intent to retire one (1) year prior to the anticipated retirement date to receive a maximum of \$1,000 for thirty (30) accumulated sick leave days.

Vacation

Vacations taken during the regular school year (when school is in session) will be at the discretion of the Superintendent.

One week paid vacation after one year of continuous work in the system.

Two weeks paid vacation after three years of continuous work in the system.

Three weeks paid vacation after eight years of continuous work in the system.

Four weeks paid vacation after fifteen years of continuous work in the system.

Five weeks paid vacation after twenty years of continuous work in the system.

Health Insurance

The School Board agrees to pay a health insurance benefit plan of its choosing at 80% of single, two person, adult with child, or family plan, at Board's discretion.

Sick Leave

Each Central Office Employees will be granted twelve (12) days sick leave per year, with the unused time carried over to accumulate to a maximum of not more than one hundred and fifty (150) days. Sick leave must be used for personal illness.

A maximum of four (5) days in total will be allowed for serious illness of spouse, daughter, son, mother, father, mother-in-law, father-in-law, sister or brother, grandchildren, which must be approved by the Superintendent of Schools. Days will be deducted from their cumulative sick leave.

Sick leave will not apply if lost time is due to an accident which occurs while gainfully employed outside the school department.

The School Board reserves the right to request a doctor's certification of illness.

Holidays

The following days will be considered paid holidays:

- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving Day
- Christmas Eve, at Superintendent of Schools discretion
- Christmas Day
- New Year's Day
- Martin Luther King, Jr. Day
- Washington's Birthday
- Patriot's Day
- Memorial Day
- Fourth of July (for year around employees)

Personal Leave

Central Office Employees will be granted two (2) days of personal leave per year for compelling, non-recreational reasons. Any personal request for leave will be made to the Superintendent of Schools. S/he will render a decision on the basis of previous School Board rulings.

Bereavement Leave

Central Office Employees will be granted a maximum of four (4) days in each case of death of spouse, daughter, son, mother, father, or foster parents, mother-in-law, father-in-law, sister, brother, step-mother, step-father, grandchildren and grandparents.

Central Office Employees will be granted a maximum of one (1) day per year or two (2) half days per year to attend a funeral of a relative not listed in section (a) above or that of a personal friend.

Time off Without Pay

At the discretion of the Superintendent

Courses

Central Office Employees will be reimbursed for:

1. Tuition and textbooks at the Superintendent's discretion for work-related college courses.
2. Workshop Fees

Mileage

All Central Office Employees will be reimbursed for work-related out of district travel expenses at the State rate or the rate of \$.44 per mile, whichever is less. The Superintendent's Administrative Assistant will be paid \$25 per month to be submitted bi-annually for in-town travel.

Phone

The Administrative Assistant will be reimbursed bi-annually for the use of his/her personal cell phone, not to exceed \$360 annually.

Jury Duty

The Board agrees to pay the difference between the daily jury pay and the regular daily rate of a secretarial worker who is summoned to serve on a jury.

First reading: April 6, 2010

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