

FY 22 Clerks' Salary and Benefits

(As recommended to School Committee on June 28, 2021)

School Committee Policy - File GDA

Support Staff Contracts and Compensation Plans (GDA)

In establishing salaries and salary schedules for support staff personnel, the School Committee will take into account the responsibilities of the position, the qualifications needed, past experience of the individual, and years of service in the school department.

Compensation plans will be reviewed annually for all categories of staff. Such review, where applicable, will be carried out in connection with negotiations with representatives of recognized bargaining units. The master agreements with these units will be considered appendices to this manual and will have the full force of the School Committee policy.

The School Committee will set the rates of pay for personnel not covered by collective bargaining agreements.

Support Staff Fringe Benefits (GDA)

Benefits in addition to basic salary are recognized by the School Committee as an integral part of the total compensation plan for staff members. The benefits extended to regular full-time support staff members will be designed to promote their economic security and will include a comprehensive health insurance program.

Certain fringe benefits are established through negotiations with employee bargaining units. Because the Committee wishes to be fair with all its employees, benefits granted to employees who are not members of a bargaining unit will be generally equal to those granted to employees in similar positions that are covered by a negotiated agreement.

School Secretarial/Clerk Salary Increases -2.0% July 1, 2021

Past practice has been to grant salary increases for non-union school clerks, secretaries and other positions that are not part of a union, Administrative, or individual contract, including school building secretaries, accounts payable clerk, payroll, and bookkeeper positions. The school clerks' salary table reflects a 2.0% salary increase across all group and step categories, effective July 1, 2021.

Step increases reflect annual continued employment progression from employee start date with the district. Below is the weekly school clerk group salary table inclusive of 2.0% increase effective July 1, 2021. These positions are non-exempt.

Groups by position:

Group 1:

High School Athletic Secretary/Clerk
Special Education Secretaries (school based)
High School/Middle School Guidance Secretary/Clerk

Group 2:

District Office Receptionist
Building Based Secretary/Clerk

Group 3:

Administrative Assistant to a Central Admin Director or Assistant Superintendent
Human Resource Assistant
Accounts Payable Clerk
Bookkeeper/Accounts Receivable Clerk
Payroll Clerk
Central Registrar/Receptionist

Weekly pay:

2021-2022		STEP				
		1	2	3	4	5
GROUP	1	\$710.64	\$753.24	\$793.89	\$836.54	\$879.19
	2	\$804.04	\$852.75	\$901.28	\$946.13	\$989.76
	3	\$895.17	\$907.61	\$956.32	\$1,007.07	\$1,057.84

Work Year

School year or ten (10) month employees are expected to work 204 days in total which shall include five days prior to the start of the teacher's first day of school, five days following the teacher's last day of school, and 10 days additional days as mutually agreed upon.

School Secretarial/Clerks Benefits

The full and part time clerical and school year secretarial employees of the Marblehead Public Schools will be eligible for the following benefits. These benefits will be pro-rated for employees working less than the 52 weeks with the exception of longevity, for which continuous 52 week service is required. As stated in School Committee policy GDA, the School Committee seeks to establish benefits considered fair to all its employees, benefits granted to employees who are not members of a bargaining unit will be generally equal to those granted to employees in similar positions that are covered by a negotiated agreement.

Sick Leave

Full time 52 week employees shall be entitled to fifteen (15) sick days per calendar year, granted on July 1st, which may be accumulated from year to year up to a maximum of 180 days.

School year employees shall be entitled to ten (10) sick days per year, granted on July 1 which may be accumulated from year to year up to a maximum of 180 days.

Vacations

Full time 52 week employees shall be entitled to vacation leave as outlined below.

<u>Length of Service</u>	<u>Vacation Leave</u>
0-5 years	10 days
5+ years	15 days
10+ years	20 days
15+ years	25 days

Employees may carry over up to one half of the employee's earned vacation to be used during the first six months of the new year. Vacation carry-over shall not exceed 10 days.

School year employees do not receive vacation days, but are not expected to work during school vacations.

Personal Days

52 week School clerical / secretarial staff shall be entitled to two (2) personal days per fiscal year Personal leave shall be for personal, legal, household or family matters which cannot be scheduled other than during work hours. Personal days cannot be accrued or carried forward to a new contract year. Personal days are subject to approval of the employee's Principal or department head.

Bereavement Leave

In the event of the death of a spouse, child, parent, father-in-law, mother-in-law, brother, sister, grandparent, grandchild, stepchild, brother-in-law, sister-in-law, aunt, uncle, son-in-law, daughter-in-law, or person living in the immediate household, an employee shall be granted five (5) consecutive days leave, without loss of pay, for the purpose of arranging funeral services and/or attending said funeral. The day of the funeral shall be one of said five days.

Jury Duty

The School Committee recognizes its obligations under Massachusetts General Laws regarding juror/witness service.

Family Leave

The School Committee recognizes its obligations under the Family Medical Leave Act.

Maternity Leave

The School Committee recognizes its obligations under the Family Medical Leave Act and the Massachusetts Maternity Leave Act.

Tuition Reimbursement

The conditions under which an employee may receive tuition reimbursement shall be determined solely at the discretion of the Superintendent of Schools. School clerical / secretarial employees shall be reimbursed for costs incurred for tuition and books in taking courses, subject to the following conditions:

- a) The course(s) must be related to the employee's current job
The taking of the course must be approved or required by the employee's department head
- b) The employee must satisfactorily complete the course(s)
- c) The maximum amount that an employee may be eligible for reimbursement per contract year shall be \$1,000.

Longevity

A School clerical / secretarial employee who has been employed for five consecutive years as a regular full time 52 week employee shall be paid longevity pay, in accordance with the following schedule. Longevity payment will be included in the employee's regular payroll check on the first regular payroll week of December that year with determination of eligibility to occur before the payroll period ahead of the longevity payment. Only those employed on the determination date and qualified by their consecutive years of service shall receive longevity for that calendar year.

Longevity Payment as follows:

<u>Length of Service</u>	<u>Amount</u>
Not less than 5 consecutive years	\$600
Not less than 10 consecutive years	\$700
Not less than 15 consecutive years	\$800
Not less than 20 consecutive years	\$900
Not less than 25 consecutive years	\$1,000
30 years and over	\$1,100

Retirement

Retirement

The School Committee requests at least 30 days' notice of a planned retirement.