

FY 24 Clerks' Salary and Benefits

(As recommended to School Committee on June 1, 2023)

School Committee Policy - File GDA

Support Staff Contracts and Compensation Plans

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

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% effective July 1, 2023

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 positions. The school clerks' salary table reflects a 2.0% salary increase across all group and step categories, effective July 1, 2023.

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, 2023. These positions are non-exempt.

Groups by position:

Group 1:

High School Athletic Secretary/Clerk
 High School/Middle School Guidance Secretary/Clerk

Group 2:

Building Based Secretary/Clerk
 Student Services Secretary (school based)

Group 3:

Administrative Assistant to a Central Admin Director or Assistant Superintendent
 Human Resource Assistant
 Accounts Payable Clerk
 General Business Office Clerk
 Payroll Clerk
 Central Registrar/Receptionist

Weekly Pay Rates for 52-week / 12-month staff

2023-2024 SCHOOL YEAR - Weekly Pay Rates						
2% Increase effective July 1, 2023						
		STEP				
		1	2	3	4	5
GROUP	1	739.35	783.67	825.96	870.34	914.71
	2	836.52	887.20	937.69	984.35	1,029.75
	3	931.33	944.28	994.96	1,047.76	1,100.58

Bi-weekly Pay Rates for School year staff (22 pays)

2023-2024 SCHOOL YEAR - 22 Bi-Weekly Pay Rates						
2% Increase effective July 1, 2023						
		STEP				
		1	2	3	4	5
GROUP	1	1,371.16	1,453.35	1,531.79	1,614.08	1,696.37
	2	1,551.37	1,645.35	1,738.99	1,825.53	1,909.71
	3	1,727.20	1,751.21	1,845.19	1,943.11	2,041.07

Bi-weekly Pay Rates for School year staff (26 pays, 22 bi-weekly with lump sum in June)

2023-2024 SCHOOL YEAR - 26 Bi-Weekly Pay Rates						
2% Increase effective July 1, 2023						
		STEP				
		1	2	3	4	5
GROUP	1	1,160.21	1,229.76	1,296.13	1,365.76	1,435.39
	2	1,312.70	1,392.22	1,471.45	1,544.68	1,615.91
	3	1,461.48	1,481.79	1,561.31	1,644.17	1,727.06

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 year employees are not scheduled to work during school breaks; however, the 10 additional days may be worked during school breaks if mutually agreed upon with the direct supervisor.

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 or ten (10) month employees do not receive vacation days.

Personal Days

52-week 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. No personal days shall be requested to extend a holiday weekend or school vacation period without Superintendent approval for extenuating circumstances. 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.

Holidays

The following holidays are considered paid holidays for 52-week clerical/secretarial staff. School year or ten (10) month employees are not eligible for paid holidays. Any part-time 52-week employee will be prorated for days when they are scheduled to work.

- | | |
|--|-----------------------------|
| New Year's Day | Independence Day |
| Labor Day | Martin Luther King, Jr. Day |
| Indigenous Peoples Day | President's Day |
| Veterans Day | Patriots Day |
| Thanksgiving Day & Friday after Thanksgiving | Memorial Day |
| Christmas Day | Juneteenth |

Pay Schedule

All 12-month/52-week clerical / secretarial staff will be paid weekly in accordance with all other 52-week staff. All 10-month staff will be paid in accordance with the teachers' pay schedule which is comprised of 22 or 26 bi-weekly pays.

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 up to 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.

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.

Annual Longevity Payments as follows:

Length of Service	Amount
After 5 consecutive years	\$ 600
After 10 consecutive years	\$ 700
After 15 consecutive years	\$ 800
After 20 consecutive years	\$ 900
After 25 consecutive years	\$ 1,000
After 30 consecutive years	\$ 1,100