

**MILLBURY PUBLIC SCHOOLS**  
**2023-2024 BENEFITS/RATE SUMMARY**  
**INSTRUCTIONAL ASSISTANTS AND ABA/RBT TECHNICIANS**

Sick Leave: Ten (10) sick days earned per year. Sick days may accumulate and carry forward to a total of 100 days.

*\*\*Taken from the MPS Employee Handbook: Sick leave is to be used in the event of personal illness, eligible family leave, or non-job related injury or disability. Employees are encouraged to use sick leave days only when medically necessary, in order to utilize the accumulation of sick leave, in the event of a lengthy illness.*

Personal Leave: Two (2) days per year – non-cumulative, though may be converted to sick days at the end of the school year.

*\*\*Taken from the MPS Employee Handbook: Personal days may be used for religious, legal, business, household, family, or emergency matters which require absence during school hours. Personal days are paid days and may be taken in full or half days and may not be used to extend a vacation or holiday weekend. Personal Days may not be requested during the first five (5) days of school and the last five (5) days of school.*

Holidays: Ten (10) paid holidays - Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, the day after Thanksgiving Day, Christmas Day, New Year's Day, Martin Luther King Day, Memorial Day, and Juneteenth.

Bereavement Leave: Three (3) days for employee's immediate family (father, mother, sister, brother, spouse or children), one (1) day for grandmother, grandfather, aunt, uncle.

Health & Life Insur.: Available if weekly hours exceed 20 per week on a sustained basis. The available plan is Blue Cross/Blue Shield Health Plan. The contribution rate will be the same as other non-union Town/school employees. It is currently a 30% employee contribution rate, 25% for employees hired before August 2020. Term life insurance is also available for eligible staff. A dental plan is available at 100% employee premium cost.

Retirement Plans: If hours exceed 28 per week on a sustained basis, membership in Worcester County Retirement System is mandatory, otherwise OBRA.

Longevity: Longevity recognition of \$375 per year for those who have worked 10-14 years and \$750 per year for those working 15 years or more will be payable as one lump sum in May.

Other Post-Retirement Benefits (OPEB) Contribution:

- A. Each full-time (over 20 hours per week) Town of Millbury employee shall contribute the equivalent of 0.5% of their pay to an Other Post-Employment Benefits (OPEB) Trust Fund established and maintained by the Town of Millbury for the purpose of funding other post-employment benefits for retired Millbury employees. The post-employment benefits are primarily health insurance premiums paid for by the town during the retiree's retirement. Contributions shall be made in equal installments for each payroll period in the amount equal to 0.5% of the employee's pay rate for that pay period.
- B. Should the Employee, upon the cessation of employment with the Town of Millbury, elect to forgo other post-employment benefits from the Town of Millbury, they shall be reimbursed the entirety of their OPEB contributions made during their employment upon written request to the Town of Millbury's Finance Director.

Wages: Per salary schedule. Placement on the steps reflects years of service as an instructional assistant.

Pay Dates: Payday for hourly rate staff including instructional aides and ABA/RBT Technicians is bi-weekly on Friday. Because there is a two-week turnaround for payroll preparation, pay received on Friday is for work completed two weeks prior.

<b>Salary Scale for Instructional Assistants</b>		
<b>Step</b>	<b>Non-Degreed</b>	<b>Degreed*</b>
**		
1**	15.95	21.45
2**	16.37	21.87
3**	16.81	22.29
4**	17.36	22.86
5**	17.94	23.43
6**	18.78	23.94

\*\*Please note: The previous Step 1 (\$15.58/\$21.01) has been eliminated and all steps have been renumbered. Each step does reflect an increase of 2.5%.

\*Degreed includes an associate's, bachelor's or master's degree from an accredited institution. Transcripts must be submitted for verification.

#### ABA Technician Stipends and Differentials:

- ABA Technicians having earned Registered Behavior Technician (RBT) certification and working within the role of an ABA Technician will receive a one-time \$250 stipend for the certification upon completion of the course.
- ABA Technicians not having earned Registered Behavior Technician (RBT) certification and working within the role of an ABA Technician will receive an additional \$1.00 per hour.
- ABA Technicians having earned Registered Behavior Technician (RBT) certification and working within the role of an ABA Technician will receive an additional \$0.75 per hour more than ABA Technician with no RBT certification. This certification must be active and up to date in order to be eligible for this stipend/differential.
- RBTs will be required to submit evidence of annual renewal of their RBT certification to the Director of Pupil Services.

Miscellaneous: Instructional Assistants working with medically fragile students or students that need special toileting (individualized toileting programs are in place and referenced in IEPs) will receive an additional \$2.00 per hour while they are in that role.