

WEYMOUTH PUBLIC SCHOOLS
Non-Union Employee Personnel Benefits
Effective July 1, 2025



Employee Categories/Salary Grades

Each non-union position in the school department is assigned a salary grade according to the duties and responsibilities of the position. Within each grade, there are steps upon which employees may progress based on years of service.

Full-Time, Twelve-Month Employees:

The following positions are considered full-time for the purposes of these policies. A full-time work schedule is 35 hours per week, 7 hours per day, and 52 weeks per year, except as noted. Salary and benefits are prorated accordingly for any part-time employee in one of these categories.

Role	Salary Grade
HR Secretary / IT Support Desk	Grade J
Head Secretary (twelve months)	Grade M
Finance Analyst	Grade N
Technician	Grade O
Athletic Trainer (223 work days)	Grade P
Jr. Systems Administrator	Grade Q
Supervisor	Grade R

School Year/Hourly Employees:

The following positions are school year positions (work the educator calendar -180 student school days plus three professional development days). (Educator Calendar, hours determined by building schedule)

Role	Salary Grade
Community Relations Liaison	Grade F
CFCE Supervisor	Grade G
Instructional Tutor	Grade HT
Food Service Manager (School lunch days + 10 additional days determined by the Food Service director)	Grade I
COTA/SLPA/PTA (Assistants) (Educator Calendar, hours determined by building schedule)	Grade L
Orientation & Mobility Specialist (Educator calendar and hours determined by building schedule)	Grade T

Hours of Employment

Office hours at the Administration Building are from 8:00 a.m. to 4:00 p.m. Monday through Friday, with one hour for lunch. School office hours vary according to each individual school's schedule. Schedule variations to conform to individual school hours will be set by the principal/administrator with the approval of the Superintendent.

Pay Frequency

All non-union employees will be paid bi-weekly.

Adjustments may be made for reductions/additions related to changes in work days or hours (e.g., unpaid leave, additional hours worked at a supervisor's request, etc.).

Holidays

New Years Day	Martin Luther King Day
Washington's Birthday	Good Friday
Patriot's Day	Memorial Day
Juneteenth	Independence Day
Labor Day	Columbus Day
Veteran's Day	Half Day Before Thanksgiving
Thanksgiving Day	Christmas Day
Day After Thanksgiving	

No School Days

When schools are closed because of inclement weather and the Superintendent closes the administration building and school offices, the Superintendent may establish a system of limited coverage. Only those individuals asked to do limited coverage will be granted compensatory time when the administration building and school offices are closed. When schools are closed because of inclement weather, but the administration and school offices are open, all non-union staff will have a regular work day and will not receive compensatory time.

Sick Leave

Full-time employees will accrue **1.25** days per month, or fifteen days per year, beginning July 1 of each year, with no limit on accumulation. Upon retirement or in the event of death, they will receive a payment equal to 25% of the value of the unused sick days or a maximum payment of \$4,500.00.

Vacations

Vacation Leave shall be granted to full-time/full-year (twelve-month) employees according to the following schedule:

Years of Service	Vacation Allotment
Less than five years	15 days
Five to 14 years	20 days
15 plus years	25 days

Vacation time is based on continuous full-time/full-year (12-month) service. Part-time positions will receive prorated accruals based on hours worked. You will receive your vacation days in full on July 1 of each year based on your anniversary date. The vacation period begins on July 1st and ends on June 30th. If a resignation is given before June 30th, your vacation payout will be prorated based on the amount of time worked between July 1 of the prior year and your date of resignation.

Starting July 1st, up to ten days of vacation may be carried over from the previous fiscal year and must be used by August 15th of the current fiscal year. Vacation days carried over from the previous fiscal year will lapse after August 15th of the current fiscal year.

Insurance

Employees working **20** or more hours per week will be eligible for health, dental, and life insurance.

Resignation

Any non-union employee who resigns from his/her position shall provide a minimum of 10 working days' notice.

Retirement

Employees working **20** or more hours per week are automatically a Weymouth Contributory Retirement System member. All retirement system employees are subject to the rules and regulations of the Massachusetts Public Employees Retirement System.

Longevity

After (10) years of continuous employment - **\$1400**

After (15) years of continuous employment - **\$2200**

After (20) years of continuous employment - **\$3550**

All longevity payments will be made by the last pay period in May.

Bereavement

In the event of a death occurring in the immediate family, an employee may be granted bereavement leave without loss of pay up to a maximum of five (5) regular work days commencing either on the day of death or the five (5) regular work days immediately following the day of death. For the purpose of this section, the "immediate family" shall be the employee's spouse, parents, parents-in-law, brother, sister, stepbrother, stepsister, children, foster children, grandchildren, or any member of the employee's household.

Three (3) days of leave will be granted for the death of a brother-in-law, sister-in-law, grandparent, daughter-in-law, or son-in-law.

One (1) day leave of absence will be granted without loss of pay for the funeral of the employer's own uncle, own aunt, niece or nephew.

Additional days may be granted for the above bereavement language upon approval of the superintendent.

Personal Days

All full-time and school-year employees may request up to three (3) paid days off per year to conduct business that cannot be completed outside of the workday. Part-time employees may request paid time off on a pro-rated basis. Unused personal days may not be carried over to the next year.

Jury Duty

An employee in continuous employment required to serve on the jury, requiring absence from regular duty, shall continue to receive regular pay and compensation.

Physicals

All newly hired employees are subject to a pre-employment physical by a physician appointed by the school committee.

Lunch Breaks

Lunch breaks are one hour long and are taken by non-instructional personnel as part of their normal daily schedule. They cannot be skipped to shorten the work day or accumulated to equal a total day to be taken at a future time.

Breaks

Employees are entitled to a fifteen-minute break for every four hours of employment.

Employee Assistance Program (EAP)

The Town of Weymouth provides a confidential and free-of-charge employee assistance plan (MIAA) for all employees and their immediate family members. More information is available through the Office of Human Resources.