



WINDSOR LOCKS BOARD OF EDUCATION

CONDITIONS OF EMPLOYMENT

Handbook for 2025-2026

This Conditions of Employment Handbook establishes the wages, hours, benefits, and other conditions of employment for non-affiliated District Employees. The conditions of employment are subject to change at the discretion of the Windsor Locks Public Schools Board of Education, but no such change shall be implemented before thirty (30) days' written notice to the Employee(s).

This Handbook is not a contract of employment, but is a summary description of the working conditions of employment.

Throughout this Handbook, the term "Board" refers to the Windsor Locks Board of Education, and the term "Employee" refers to each individual non-affiliated Employee as defined in each of the categories.

NOTE: When there is a weather-related closure of the School District, twelve (12) month non-affiliated Employees have the option of working remotely at the sole discretion of the Superintendent or taking a vacation leave day. Employees should plan accordingly in the event of a forecasted weather event by taking the necessary work equipment and resources home that the Employee may need in the event that a remote workday is granted by the Superintendent of Schools.

**WINDSOR LOCKS BOARD OF EDUCATION
CONDITIONS OF EMPLOYMENT
Category 1
Revised July 1, 2025**

As used herein, the term “Board” refers to the Windsor Locks Board of Education and the term “Employee” shall mean:

- Executive Director of Operations
- Director of Facilities
- Director of Information Technology

Conditions of Employment for Category 1 employees shall be as detailed in their individual Conditions of Employment.

WINDSOR LOCKS BOARD OF EDUCATION
CONDITIONS OF EMPLOYMENT
Category 2
Revised August 11, 2025

As used herein, the term “Board” refers to the Windsor Locks Board of Education and the term “Employee” shall mean:

- Assistant Director of Finance
- Data Specialist
- Executive Assistant to the Superintendent
- Head Chef
- Network Administrator

1. POSITION AND DUTIES

These are twelve-month salaried positions subject to all the terms and conditions as outlined in the Conditions of Employment.

2. WORKING HOURS, ASSIGNMENTS

Employees’ regular working hours shall be determined by the Superintendent and may be similar to other Central Office personnel. It is, however, understood that Employees are employed for specific tasks as designated in the job description, and Employees are expected to work beyond the regular workday if necessary to accomplish such tasks. These positions require the exercise of independent professional judgment and shall be exempt from compensated overtime.

3. SALARY

Compensation for Employees for these positions shall be paid according to the salary established by the Board of Education.

Employee shall be paid according to the normal payroll schedule.

The Board will establish compensation adjustments each fiscal year and provide written notice to each employee of the adjustment.

4. EVALUATION

A written evaluation of the Employee’s performance will be made annually. The evaluation process will consist of goal setting and periodic observation and check-in meetings, to include a mid-year review.

5. EMPLOYMENT AT WILL/SEPARATION

Employee is an employee at will. Either Employee or Board may, upon thirty (30) days' written notice, terminate this agreement, with or without cause.

The separation notice from the Employee shall be in writing, and the Employee is responsible for delivery to the Superintendent of Schools not less than thirty (30) calendar days prior to the effective date of the resignation.

Unused accrued vacation shall be forfeited if the Employee resigns without thirty (30) calendar days' advance written notice to the Superintendent of Schools. If thirty (30) calendar days' written notice is provided, the Employee shall be entitled to payment of up to five (5) unused vacation days.

6. VACATION LEAVE

Employees will receive vacation leave as noted below. Vacation leave is prorated for partial years of employment. All vacation leave shall be scheduled with and mutually agreeable with the Employee's immediate supervisor.

- Employee will receive fifteen (15) vacation leave days per fiscal year upon hire.
- Employee will receive twenty (20) vacation leave days upon completion of five (5) years of service.
- Employee will receive Twenty-five (25) vacation leave days upon completion of fifteen (15) years of service.

Vacation leave of up to five (5) days may be carried over from one year to the next with approval of the Executive Director of Operations. Exceptions based on the needs of the District may be considered by the Superintendent upon request at least thirty (30) days prior to the end of the fiscal year.

7. SICK LEAVE

Employee shall be entitled to fifteen (15) days of sick leave per year, cumulative to a maximum of One hundred eighty days (180) days.

Note: The Executive Assistant to the Superintendent is "grandfathered" with a maximum accumulation of one hundred ninety-five (195) days.

A maximum of five (5) days of the above sick leave may be used for the purpose of attending to the illness of a member of the Employee's immediate family (defined as spouse, child, parent, sibling, mother-in-law or father-in-law, or any other person residing in the Employee's home).

Sick leave may be utilized only when the Employee's personal illness or disability prevents him/her from attending to his/her duties. The Executive Director of Operations may require medical verification of any sick leave, at his/her discretion.

8. PERSONAL LEAVE

The Employee shall be entitled to a maximum of five (5) personal days each year for the following reasons:

- a. Legal affairs (defined as formal court appearances, depositions, court orders, responses to subpoenas, and other mandatory legal appearances).
- b. Marriage (self, children, parents, siblings).
- c. Death in the family and/or attendance at funerals.
- d. Attendance at graduation exercises (self, spouse, son or daughter).
- e. Personal business that cannot be conducted outside the normal workday.

Specific reasons must be provided in order to obtain permission at least 48 hours in advance. No personal leave may be used to extend holidays or vacations, except in the case of an emergency.

All personal leave requests shall be submitted in writing in sufficient detail to apprise the supervisor of the reason for the request and may be taken only with the advance written approval of the supervisor.

The employee shall receive three (3) additional days off with pay for bereavement leave in the event of a death in his/her immediate family. Immediate family shall include: spouse, child, parent, sibling, mother-in-law, father-in-law, or any other person residing in the Employee's home.

9. HOLIDAYS

Employees are eligible for all holidays as identified on the Annual Holiday Closure Summary.

10. INSURANCE

The health insurance benefits (medical and dental) shall be equal to those of the Windsor Locks Administrative Assistant Bargaining Unit and are subject to change based on the outcome of negotiations. The employee shall have the option to enroll in individual, two-person, or family coverage under one of the health benefit plans.

The Board shall provide group life insurance coverage of twenty-five thousand (\$25,000) dollars of benefit for the employee.

Eligibility and implementation of all insurance benefits are subject to the conditions and terms of the insurance carriers.

11. TRAVEL EXPENSE REIMBURSEMENT

The Employee shall be reimbursed for the use of his/her personal automobile for District business. Such reimbursement shall be at the rate established by the Internal Revenue Service and shall be processed by the Employee monthly.

12. RETIREMENT

The Board shall contribute a percentage determined by MERF B of the Employee's annual salary towards Municipal Employee Retirement Fund B (MERF B).

13. PROTECTION OF EMPLOYEE

The Board shall protect and save harmless Employee from financial loss and expense, including legal fees and costs, if any arising out of any claim, demand, suit, or judgment by reason of alleged negligence or other act resulting in accidental bodily injury to or death of any person or in accidental damage to or destruction of property within or without the school building, which acts are not wanton, reckless, or malicious, providing Employee at the time of the accident, which resulted in such injury, damage, or destruction, was acting within the discharge of Employee's duties or within the scope of her employment or under the direction of the Board or its designee per Connecticut General Statutes § 10-235.

14. GENERAL PROVISIONS

The Windsor Locks Board of Education with the Superintendent as the Chief Executive Officer (per Connecticut General Statutes § 10-157), retains the sole right, responsibility and prerogative to direct the operations of the Windsor Locks Public Schools in all of its aspects, including but not limited to, the acquisition, control and regulation of all property, the employment, supervision, transfer, assignment reduction or expansion of hours and/or number of days of employment, discipline or dismissal, assignment of duties, reduction in force, and the organization and administration of the Windsor Locks Public Schools. The Board, with the Superintendent as the Chief Executive Officer reserves the right to deploy the District's resources in the best interest of the School District and the students. The Windsor Locks Board of Education does not discriminate on the basis of sex, race, religion, national origin, sexual orientation, age, or any other identified category.

WINDSOR LOCKS BOARD OF EDUCATION
CONDITIONS OF EMPLOYMENT
Category 3
Revised August 11, 2025

As used herein, the term "Board" refers to the Windsor Locks Board of Education, and the term "Employee" shall mean:

- Human Resources Specialist
- Technology Support Specialist

1. POSITION AND DUTIES

These are twelve-month non-exempt positions based subject to all the terms and conditions as outlined in these Conditions of Employment. Employees will perform the duties of the position as set forth in the job description.

2. WORKING HOURS, ASSIGNMENTS

Employees' regular working hours are seven and one-half (7 ½) hours a day plus a thirty (30) minute unpaid lunch.

3. SALARY

Compensation for Employees for these positions shall be paid according to the hourly rate established by the Board of Education.

Employee shall be paid according to the normal payroll schedule.

The Board will establish compensation adjustments each fiscal year and provide written notice to each employee of the adjustment.

All overtime is subject to prior authorization of the immediate supervisor.

4. EVALUATION

A written evaluation of the Employee's performance will be made annually. The evaluation the process will consist of goal setting and periodic observation and check-in meetings, to include a mid-year review.

5. EMPLOYMENT AT WILL/SEPARATION

Employee is an employee at will. Either Employee or Board may, upon thirty (30) days written notice, terminate this agreement, with or without cause.

The separation notice from the Employee shall be in writing and Employee is responsible for delivery to the Superintendent of Schools not less than thirty (30) calendar days prior to the effective date of the resignation.

Unused accrued vacation shall be forfeited if Employee resigns without thirty (30) calendar days' advance written notice to the Superintendent of Schools. Any unused vacation days at the time of resignation will not be permitted to be paid out.

6. VACATION LEAVE

Employees will receive vacation leave as noted below. Vacation leave is prorated for partial years of employment. All vacation leave shall be scheduled with and mutually agreeable with the Employee's immediate supervisor.

- Employee will receive Ten (10) vacation leave days per fiscal year upon hire.
- Employee will receive Fifteen (15) vacation leave days upon completion of five (5) years service.
- Employee will receive Twenty (20) vacation leave days upon completion of fifteen (15) years service.

Vacation leave of up to five (5) days may be carried over from one year to the next with approval of the Executive Director of Operations. Exceptions based on needs of the District may be considered by the Superintendent upon request at least thirty (30) days prior to the end of the fiscal year.

7. SICK LEAVE

Employee shall be entitled to fifteen (15) days of sick leave per year, cumulative to a maximum of One hundred eighty days (180) days. Sick leave is pro-rated for partial years of employment.

A maximum of five (5) days of the above sick leave may be used for the purpose of attending to the illness of a member of Employee's immediate family (defined as spouse, child, parent, sibling, mother-in-law or father-in-law, or any other person residing in Employee's home).

Sick leave may be utilized only when Employee's personal illness or disability prevents him/her from attending to his/her duties. The Executive Director of Operations may require medical verification of any sick leave, at his/her discretion.

8. PERSONAL LEAVE

The Employee shall be entitled to a maximum of five (5) personal days each year for the following reasons:

- a. Legal affairs (defined as formal court appearances, depositions, court orders, responses to subpoenas and other mandatory legal appearances).
- b. Marriage (self, children, parents, siblings).
- c. Death in the family and/or attendance at funerals.
- d. Attendance at graduation exercises (self, spouse, son or daughter).
- e. Personal business that cannot be conducted outside the normal workday.

Specific reasons must be provided in order to obtain permission at least 48 hours in advance. No personal leave may be used to extend holidays or vacations, except in the case of emergency.

All personal leave requests shall be submitted in writing in sufficient detail to apprise the supervisor of the reason for the request and may be taken only with the advance written approval of the supervisor.

The employee shall receive three (3) additional days off with pay for bereavement leave in the event of a death in his/her immediate family. Immediate family shall include: spouse, child, parent, sibling, mother-in-law, father-in-law, or any other person residing in the Employee's home.

9. HOLIDAYS

Employees are eligible for all holidays as identified on the Annual Holiday Closure Summary.

10. INSURANCE

The health insurance benefits (medical and dental) shall be equal to that of the Windsor Locks Administrative Assistant Bargaining Unit and is subject to change based on the outcome of negotiations. The employee shall have the option to enroll in individual, two-person or family coverage under one of the health benefit plans.

The Board shall provide group life insurance coverage of twenty-five thousand (\$25,000) dollars of benefit for the employee.

Eligibility and implementation of all insurance benefits are subject to the conditions and terms of the insurance carriers.

11. TRAVEL EXPENSE REIMBURSEMENT

The Employee shall be reimbursed for the use of his/her personal automobile for District business. Such reimbursement shall be at the rate established by the Internal Revenue Service and shall be processed by the Employee monthly.

12. RETIREMENT

The Board shall contribute a percentage determined by MERF B of Employee's annual salary towards Municipal Employee Retirement Fund B (MERF B).

13. PROTECTION OF EMPLOYEE

The Board shall protect and save harmless Employee from financial loss and expense, including legal fees and costs, if any arising out of any claim, demand, suit, or judgment by reason of alleged negligence or other act resulting in accidental bodily injury to or death of any person or in accidental damage to or destruction of property within or without the school building, which acts are not wanton, reckless, or malicious, providing Employee at the time of the accident, which resulted in such injury, damage, or destruction, was acting within the discharge of Employee's duties or within the scope of her employment or under the direction of the Board or its designee per Connecticut General Statutes § 10-235.

14. GENERAL PROVISIONS

The Windsor Locks Board of Education with the Superintendent as the Chief Executive Officer (per Connecticut General Statutes § 10-157), retains the sole right, responsibility and prerogative to direct the operations of the Windsor Locks Public Schools in all of its aspects, including but not limited to, the acquisition, control and regulation of all property, the employment, supervision, transfer, assignment reduction or expansion of hours and/or number of days of employment, discipline or dismissal, assignment of duties, reduction in force, and the organization and administration of the Windsor Locks Public Schools. The Board with the Superintendent as the Chief Executive Officer reserves the right to deploy the District's resources in the best interest of the School District and the students. The Windsor Locks Board of Education does not discriminate on the basis of sex, race, religion, national origin, sexual orientation, age or any other identified category.

WINDSOR LOCKS BOARD OF EDUCATION
CONDITIONS OF EMPLOYMENT
Category 4
Revised August 11, 2025

As used herein, the term “Board” refers to the Windsor Locks Board of Education and the term “Employee” shall mean:

- BCBA-Certified.
- BCBA-Eligible.
- Occupational Therapist.
- Physical Therapist.

NOTE: State of Connecticut Department of Public Health Licensure is required for these positions.

1. DURATION

These are ten-month positions based on the school calendar and subject to all the terms and conditions as outlined in this Condition of Employment.

2. WORKING HOURS, ASSIGNMENTS

The employee shall be considered a full-time (1.0 FTE), ten-month employee, which shall be equal to the teacher work year of one hundred eighty-six (186) days. Employee’s regular working hours shall consist of six hours and forty-five (6:45) per day, including a 30 minute paid lunch. The employee will participate in professional development as required. Assignments and/or transfers of Employees shall be made by the Superintendent in accordance with the needs of the Windsor Locks Public Schools.

3. SALARY

Compensation for Employees for these positions shall be paid according to the salary established by the Board of Education.

Employee shall be paid according to the normal payroll schedule.

		BCBA Eligible	BCBA Certified
Step 1	0 Years District Experience	\$70,000	\$ 80,000
Step 2	1 Year District Experience	\$72,500	\$ 85,000
Step 3	2 to 3 Years District Experience	\$75,000	\$ 90,000
Step 4	4 Years District Experience	\$77,500	\$ 95,000
Step 5	5+ Years District Experience	\$80,000	\$100,000

The Board will establish compensation adjustments each fiscal year.

4. EVALUATION

A written evaluation of Employee’s performance will be made annually. The evaluation process will consist of goal setting and periodic observation and check-in meetings, to include a mid-year review.

5. EMPLOYMENT AT WILL/SEPARATION

Employee is an employee at will. Either Employee or Board may, upon thirty (30) days written notice, terminate this agreement, with or without cause.

The notice shall be in writing and Employee is responsible for delivery to the Superintendent of Schools not less than thirty (30) calendar days prior to the effective date of the resignation.

6. SICK LEAVE

Employee shall be entitled to fifteen (15) days of sick leave per year, cumulative to a maximum of One hundred twenty days (120) days.

A maximum of five (5) days of the above sick leave may be used for the purpose of attending to the illness of a member of Employee's immediate family (defined as spouse, child, parent, sibling, mother-in-law or father-in-law, or any other person residing in Employee's home). Except for illness in the immediate family, sick leave may be utilized only when Employee's personal illness or disability prevents him/her from attending to his/her duties. The Executive Director of Operations may require medical verification of any sick leave, at his/her discretion.

7. PERSONAL LEAVE

The Employee shall be entitled to a maximum of five (5) personal days each year for the following reasons, provided that business cannot be conducted outside the normal working hours.

- a. Legal affairs (defined as formal court appearances, depositions, court orders, responses to subpoenas and other mandatory legal appearances).
- b. Marriage (self, children, parents, siblings).
- c. Death in family and/or attendance at funerals.
- d. Attendance at graduation exercises (self, spouse, son or daughter).
- e. Personal business that cannot be conducted outside the normal workday.

Specific reasons must be provided in order to obtain permission at least 48 hours in advance. No personal leave may be used to extend holidays or vacations, except in the case of emergency.

All personal leave requests shall be submitted in writing in sufficient detail to apprise the building administrator of the reason for the request and may be taken only with the advance written approval of the building administrator.

The employee shall receive three (3) additional days off with pay for bereavement leave in the event of a death in his/her immediate family. Immediate family shall include: wife, husband, son, daughter, mother, father, brother, sister, mother-in-law, father-in-law, or any other person domiciled in the employee's home.

8. INSURANCE

The health insurance benefits (medical and dental) shall be equal to that of the Windsor Locks Administrative Assistant Bargaining Unit and is subject to change based on the outcome of negotiations. The employee shall have the option to enroll in individual, two-person or family coverage under one of the health benefit plans.

The Board shall provide group life insurance coverage of twenty-five thousand (\$25,000) dollars of benefit coverage for the employee.

Eligibility and implementation of all insurance are subject to the conditions and terms of the insurance carriers.

9. TRAVEL EXPENSE REIMBURSEMENT

The Employee shall be reimbursed for the use of his/her personal automobile for District business. Such reimbursement shall be at the rate established by the Internal Revenue Service and shall be processed by the Employee monthly.

10. RETIREMENT

The Board shall contribute a percentage determined by MERF B of Employee's annual salary towards Municipal Employee Retirement Fund B (MERF B).

11. PROTECTION OF EMPLOYEE

The Board shall protect and save harmless Employee from financial loss and expense, including legal fees and costs, if any arising out of any claim, demand, suit, or judgment by reason of alleged negligence or other act resulting in accidental bodily injury to or death of any person or in accidental damage to or destruction of property within or without the school building, which acts are not wanton, reckless, or malicious, providing Employee at the time of the accident, which resulted in such injury, damage, or destruction, was acting within the discharge of Employee's duties or within the scope of her employment or under the direction of the Board or its designee per Connecticut General Statutes § 10-235.

12. GENERAL PROVISIONS

The Windsor Locks Board of Education with the Superintendent as the Chief Executive Officer (per Connecticut General Statutes § 10-157), retains the sole right, responsibility and prerogative to direct the operations of the Windsor Locks Public Schools in all of its aspects, including but not limited to, the acquisition, control and regulation of all property, the employment, supervision, transfer, assignment reduction or expansion of hours and/or number of days of employment, discipline or dismissal, assignment of duties, reduction in force, and the organization and administration of the Windsor Locks Public Schools. The Board with the Superintendent as the Chief Executive Officer reserves the right to deploy the District's resources in the best interest of the School District and the students. The Windsor Locks Board of Education does not discriminate on the basis of sex, race, religion, national origin, sexual orientation, age or any other identified category.

WINDSOR LOCKS BOARD OF EDUCATION
CONDITIONS OF EMPLOYMENT
Category 5
Revised August 11, 2025

As used herein, the term “Board” refers to the Windsor Locks Board of Education and the term “Employee” shall mean:

- Cafeteria/Recess Aide
- Clerical Aide – Library/Media
- Crossing Guard
- Housekeeper
- In School Suspension
- Parent as Teacher Educator
- Safe School Climate Officer
- Substitute – Building Substitute
- Substitute – Food Services
- Substitute – Long Term Teacher Substitute
- Substitute – Custodian
- Substitute – Nurse – RN
- Substitute – Nurse – LPN
- Substitute – ParaEducator
- Tutor

1. DURATION

These positions generally follow the school calendar or are day-to-day or long-term substitutes. These Employees are subject to all the terms and conditions as outlined in this Condition of Employment as well as on the Non-Affiliated Wage Chart.

2. WORKING HOURS, ASSIGNMENTS

These Employees will work the hours designated on the Non-Affiliated Wage Chart.

Their schedule will be as set by their immediate supervisor.

The employee will participate in professional development as required.

Assignments and/or transfers of Employees shall be made by the Superintendent in accordance with the needs of the Windsor Locks Public Schools.

3. WAGES

Compensation for Employees for these positions shall be paid according to the hourly rates established by the Board of Education and published on the Non-Affiliated Wage Chart annually.

Employee shall be paid according to the normal payroll schedule.

4. EVALUATION

A written evaluation of Employee's performance will be made annually. Where feasible, the Evaluation process will consist of goal setting and periodic observation and check-in meetings, to include a mid-year review.

5. EMPLOYMENT AT WILL/SEPARATION

Employee is an employee at will. Either Employee or Board may, with written notice, terminate this agreement, with or without cause at any time.

6. SICK LEAVE

Only the Clerical Aide positions are eligible for sick leave. Employees shall be entitled to twelve (12) days of sick leave per year, cumulative to a maximum of One hundred twenty days (120) days.

A maximum of five (5) days of the above sick leave may be used for the purpose of attending to the illness of a member of Employee's immediate family (defined as spouse, child, parent, sibling, mother-in-law or father-in-law, or any other person residing in Employee's home). Except for illness in the immediate family, sick leave may be utilized only when Employee's personal illness or disability prevents him/her from attending to his/her duties. The Director of Human Resources may require medical verification of any sick leave, at his/her discretion.

7. PERSONAL LEAVE

Clerical Aide positions are entitled to a maximum of three (3) personal days each year for the following reasons, provided that business cannot be conducted outside the normal working hours. The Safe School Climate Officer at the High School only is entitled to a maximum of five (5) personal days each year.

- a. Legal affairs (defined as formal court appearances, depositions, court orders, responses to subpoenas and other mandatory legal appearances).
- b. Marriage (self, children, parents, siblings).
- c. Death in family and/or attendance at funerals.
- d. Attendance at graduation exercises (self, spouse, son or daughter).
- e. Personal business that cannot be conducted outside the normal workday.

Specific reasons must be provided in order to obtain permission at least 48 hours in advance. No personal leave may be used to extend holidays or vacations, except in the case of emergency. All personal leave requests shall be submitted in writing in sufficient detail to apprise the building administrator of the reason for the request and may be taken only with the advance written approval of the building administrator.

8. INSURANCE

Only the Tutor positions are eligible for health insurance benefits (medical and dental) equal to that of the Windsor Locks Administrative Assistant Bargaining Unit and is subject to change based on the outcome of negotiations. The employee shall have the option to enroll in individual health benefit plans only.

Eligibility and implementation of all insurance are subject to the conditions and terms of the insurance carriers.

9. TRAVEL EXPENSE REIMBURSEMENT

The Employee shall be reimbursed for the use of his/her personal automobile for District business. Such reimbursement shall be at the rate established by the Internal Revenue Service and shall be processed by the Employee monthly.

10. RETIREMENT

Category 5 Employees are not eligible for a Retirement benefit.

11. PROTECTION OF EMPLOYEE

The Board shall protect and save harmless Employee from financial loss and expense, including legal fees and costs, if any arising out of any claim, demand, suit, or judgment by reason of alleged negligence or other act resulting in accidental bodily injury to or death of any person or in accidental damage to or destruction of property within or without the school building, which acts are not wanton, reckless, or malicious, providing Employee at the time of the accident, which resulted in such injury, damage, or destruction, was acting within the discharge of Employee's duties or within the scope of her employment or under the direction of the Board or its designee per Connecticut General Statutes § 10-235.

12. GENERAL PROVISIONS

The Windsor Locks Board of Education with the Superintendent as the Chief Executive Officer (per Connecticut General Statutes § 10-157), retains the sole right, responsibility and prerogative to direct the operations of the Windsor Locks Public Schools in all of its aspects, including but not limited to, the acquisition, control and regulation of all property, the employment, supervision, transfer, assignment reduction or expansion of hours and/or number of days of employment, discipline or dismissal, assignment of duties, reduction in force, and the organization and administration of the Windsor Locks Public Schools. The Board with the Superintendent as the Chief Executive Officer reserves the right to deploy the District's resources in the best interest of the School District and the students. The Windsor Locks Board of Education does not discriminate on the basis of sex, race, religion, national origin, sexual orientation, age or any other identified category.

WINDSOR LOCKS PUBLIC SCHOOLS 2025-2026 NON AFFILIATED WAGE INCREASES

POSITION	Benefits	2025-2026		
		hrs/days	Hourly	Annually
Category 1				
Executive Director of Operations	Y	261		167,587.50
Director of Facilities	Y	261		114,330.00
Director of Human Resource	Y	261		0.00
Director of Information Technology	Y	261		118,900.00
Category 2				
Assistant Director of Finance	Y	261		97,500.00
Data Specialist	Y	261		76,705.17
Executive Assistant to Superintendent	Y	261		85,218.12
Head Chef	Y	261		tbd
Network Administrator	Y	261		59,974.52
Category 3				
Human Resources Specialist	Y	261	28.88	56,541.41
Technology Support Specialist	Y	261	23.11	46,373.18
Category 4				
BCBA Certified	Y	186		100,000.00
BCBA Certified	Y	186		95,000.00
Occupational Therapist	Y	186		84,197.18
Physical Therapist	Y	186		84,197.18
Category 5				
Cafeteria/Recess Aides	N	2/181	16.35	5,918.70
Clerical Aide, Library/Media	N	5.0/193	16.35	15,777.75
Crossing Guard	N	181	63.60	11,511.60
Crossing Guard	N	181	72.67	13,153.27
Housekeeper 1	N	19.5/wk	17.00	
Housekeeper 2	N	19.5/wk	18.00	
Housekeeper 3	N	19.5/wk	19.00	
In School Suspension	Y	181	150.00	
Parent as Teacher Educator	N	as needed	19.33	
Safe School Climate Officer	Y	8/181	22.63	28,672.21
Substitute - Building Substitute	Y	181	150.00	
Substitute - Food Services	N		16.35	Minimum Wage
Substitute - Long Term Subs (after 60 days-BA/1)	Y		269.11	
Substitute - Custodian (Step I of Custodian II)	N		24.81	
Substitute Housekeeper	N		16.35	Minimum Wage
Substitute - Nurse (RN)	N		27.00	
Substitute - Nurse (LPN)	N		24.00	
Substitute - ParaEducator	N		16.35	Minimum Wage
Tutors - Special Education	N	6.5/183	30.74	
Tutors - ELL, General Education	N	6/181	30.74	

Windsor Locks Public Schools

Central Office/School Offices 2025-2026 Holiday Closures

July 3 & 4, 2025	Independence Day Break
September 1, 2025	Labor Day
October 13, 2025	Columbus Day
November 11, 2025	Veterans' Day
November 27 & 28, 2025	Thanksgiving Break
December 25 & 26, 2025	Christmas Break
January 1 & 2, 2026	New Year's Break
January 19, 2026	Martin Luther King Jr. Day
February 16, 2026	Presidents' Day
April 3, 2026	Good Friday
May 25, 2026	Memorial Day
June 19, 2026	Juneteenth

NOTE: Custodial Staff work December 26th and January 2nd unless they choose to use a Floating Holiday.

