Policy Committee 1st Review 11.4.25
Board 1st Reading: 11.24.25

RSU 63

a. NEPN/NSBA Code: **GBP**
b. Title: **Earned Paid Leave**
c. Author:
d. Replaces Policy: **NEW**
e. Date Approved: _____ **RSU #63**
f. Previously Approved:
g. Policy Expiration: **Review as Needed**
h. Responsible for Review: **Superintendent & Policy Committee**
i. Date Reviewed: _____ **Superintendent**
_____ **Policy Committee**

j. References:

Legal References: **26 MRSA § 637**
Maine Dept of Labor Bureau of Labor Standards Rule Ch. X

Cross Reference Policies: **GBN – Family and Medical Leave**
GBO – Family Sick Leave

k. Narrative:

RSU 63 (the District) will comply with all applicable provisions of Maine's Earned Paid Leave (EPL) law, which takes effect January 1, 2021, and with Maine Department of Labor rules governing EPL.

I. The Superintendent/designee will be responsible for developing and implementing administrative procedures to implement use of EPL under this policy.

II. Notice of EPL law will be posted in a visible location in each workplace.

III. Administrative procedures, including employee eligibility, use of leave, and employee notice requirements will be provided to employees in writing and/or through electronic communications, the school unit's employee handbook, or other suitable means.

Policy Committee 1st Review 11.4.25
Board 1st Reading: 11.24.25

RSU 63

a. NEPN/NSBA Code:	**GBP-R**
b. Title:	**Earned Paid Leave Administrative Procedure**
c. Author:	
d. Replaces Policy:	**NEW**
e. Date Approved:	_____ **RSU #63**
f. Previously Approved:	
g. Policy Expiration:	**Review as Needed**
h. Responsible for Review:	**Superintendent & Policy Committee**
i. Date Reviewed:	_____ **Superintendent**
	_____ **Policy Committee**
j. References:	
k. Narrative:	

This procedure implements Maine's Earned Paid Leave (EPL) law, 26 MRSA § 637. The law takes effect January 1, 2021.

I. This law requires most Maine employers - including school units – with more than 10 employees to provide earned paid leave that is accrued based on hours worked. EPL may be used for any purpose.

II. The law applies as of January 1, 2021 to non-unionized school unit employees.

III. For unionized employees covered by a collective bargaining agreement that addresses paid time off, the law does not apply until the expiration of the current collective bargaining agreement. Accordingly, unionized employees should refer to the provisions for paid leave in the collective bargaining agreement and follow the school unit's procedures for requesting and/or accounting for paid leave.

A. ACCRUAL OF EARNED PAID LEAVE

1. Effective (beginning) January 1, 2021, employees will accrue one hour of EPL for every 40 hours worked, beginning with the first day of employment, up to a maximum of 40 hours per year. Exempt employees, e.g., teachers and administrators, will be presumed to work 40 hours per week.

2. Employees may not use EPL until they have been employed for 120 calendar days. EPL cannot be used before it is earned and must be used in one-hour increments.

3. Employees employed by the school unit prior to January 1, 2021 will be eligible to use accrued EPL 120 days after their start date.

4. The designated year for purposes of accrual and use of earned paid time off shall be as defined in the respective collective bargaining agreements and/or staff handbooks.

5. For business office accounting purposes, depending on an employee's regularly scheduled hours, up to 40 hours of EPL time may be "front loaded" into the school unit's payroll/personnel benefits accounting system for some employees for ease of administration, but EPL may not be used until the 120-day employment requirement has been met.

B. ALLOWABLE USES AND NOTICE REQUIREMENTS

1. EPL leave may be used for any purpose. Notice requirements will differ between leave for planned purposes and leave for unplanned/emergency purposes.
   - **a.** Planned Purpose: Employees will provide at least four (4) weeks' advance written notice to their supervisor to use EPL for a purpose that can be planned. Such purposes include, but are not limited to, weddings/social events, vacation, or recreational activity. Any such use of EPL will run concurrently with any other type of paid leave for which the employee is eligible for this purpose (such as vacation or personal leave).

     In general, planned EPL should not be used for more than three (3) consecutive work days. Planned EPL cannot be used on the days immediately before and/or after a holiday or vacation period, or on any other days determined by the employee's supervisor to conflict with the school unit's operational needs.

   - **b.** Unplanned/Emergency Purpose: EPL may be used for an emergency, illness, or injury, or other sudden necessity for which the employee does not have advance notice; is beyond the employee's control to schedule; and is otherwise unforeseeable. Examples include, but are not limited to, sudden illness or injury; motor vehicle accident, unanticipated child care closure; or residential issues such as burst pipes. In such cases, the employee is required to notify his/her supervisor as soon as practicable in the circumstances.

     The employee's supervisor will request appropriate documentation demonstrating the necessity of using EPL for unplanned purposes if an employee requests such leave for three (3) consecutive work days or more.

     Any use of such EPL will run concurrently with any other type of paid leave for which the employee is eligible (such as sick, personal, or vacation leave).

C. CARRYOVER

1. Up to 40 hours of unused, accrued EPL may be carried over to the next designated year.

   However, the amount of leave that an employee may accrue in that year will be reduced by the number of hours carried over. For example, if an employee carries over eight (8) hours of EPL from one year to the next the employee shall only be eligible to earn 32 hours in the second designated year.

D. SEPARATION FROM EMPLOYMENT

1. Earned paid leave will not be paid out upon separation of employment, and it may not be used to extend an employee's employment beyond the last day actually worked.

   However, if the employee returns to work within one year of leaving, the accrued/remaining leave will be reinstated.

Policy Committee 1st Review 11/4/25
Board 1st Reading: 11/24/25

RSU #63

a.	**NEPN/NSBA Code:**	**EBBD**
b.	**Title:**	**Temperature Standards for Schools**
c.	**Author:**	
d.	**Replaces Policy:**	**NEW**
e.	**Date Approved:**	_____
f.	**Previously Approved:**	**NEW**
g.	**Policy Expiration:**	**Review as Needed**
h.	**Responsible for Review:**	**Policy Committee**
i.	**Date Reviewed:**	_____ **Policy Committee** _____ **Superintendent**
j.	**Legal References:**	**20-A MRSA § 1001(23)**
k.	**Narrative:**	

Maine law (20-A MRSA § 1001(23)) requires school boards to adopt and implement a policy establishing standards for minimum and maximum temperatures for school buildings.

The RSU 63 Board of Directors (the Board) believes that the optimal environment ("comfort zone") for teaching and learning is between a minimum of 62 degrees and a maximum of 82 degrees and adopts this as the "temperature standard" for the District's schools.

The Board recognizes that, due to age and manner of construction, the District's school buildings may not have HVAC (heating, ventilation, and air conditioning) systems capable of maintaining consistent temperatures in this range in some or all areas of the building. Some schools may have air conditioning in a few spaces, and some schools may have no air conditioning at all.

When temperatures in the building as a whole or in classrooms or other occupied spaces exceed the maximum comfort zone by 6 degrees, schools are expected to take practicable measures to relieve heat discomfort, such as (but not limited to):

- Opening windows, when this can be done safely
- Pulling down shades or blinds
- Using fans and/or opening doors within the building to improve air circulation
- Turning off heat-producing electronics and equipment
- Having water readily available to students and staff
- Allowing students and staff to bring battery operated personal fans to school
- If an individual classroom is affected, allowing teachers to move students to a cooler area of the building (e.g., air-conditioned library or space on shaded side of the building) or, if feasible, to move students to a cooler "outside classroom" for continued instruction
- On days of extreme heat, considering rescheduling tests/exams to another day to enable more effective demonstration and evaluation of student performance

This does not preclude building administrators from acting preemptively in anticipation of a rise in building/classroom temperature to the point that will require action to be taken.

On cold days, when building and classroom temperatures hover near the minimum, schools are encouraged to incorporate more opportunities for physical activity during class time and may consider having extra layers of clothing available.

Families should ensure that their students are dressed appropriately for expected weather conditions.

Building administrators will be responsible for implementation of this policy, including identifying and planning for measures that are feasible in their schools.

This policy will be posted/made accessible to the public on the District's website.

Policy Committee 1st Review 11.4.25
Board 1st Reading: 11.24.25

RSU 63

a.	**NEPN/NSBA Code:**	**GBO**
b.	**Title:**	**Family Care Leave**
c.	**Author:**	
d.	**Replaces Policy:**	**NEW**
e.	**Date Approved:**	**_____ RSU #63**
f.	**Previously Approved:**	
g.	**Policy Expiration:**	**Review as Needed**
h.	**Responsible for Review:**	**Superintendent & Policy Committee**
i.	**Date Reviewed:**	**_____ Superintendent**
		_____ Policy Committee
j.	**References:**	
	Legal References:	**26 MRSA § 636**
	Cross Reference Policies:	**GBN – Family and Medical Leave**

k. Narrative:

This policy governs employee leave under 26 M.R.S.A. § 636, "An Act to Care for Families," referred to in this policy as the "Family Care Act." Leave under this policy is referred to as "Family Care Leave" or "Family Sick Leave."

The RSU 63 Board of Directors (the Board) recognizes that under Maine's "Family Care Act," if an employer provides paid leave under the terms of a collective bargaining agreement or employment policy, the employer must allow an employee to use the paid leave for the care of an immediate family member who is ill.

I. In law and for the purpose of this policy, the following definitions apply:

A. "Employer" means a public or private employer with 25 or more employees.

B. "Immediate family member" means an employee's child, spouse or parent.

C. "Paid leave" means time away from work by an employee for which the employee receives compensation. Paid leave is limited to sick time, vacation time, compensatory time, and leave that is provided as an aggregate amount for use at the discretion of the employee for any of these purposes. Paid leave does not include paid short-term or long-term disability, catastrophic leave, or similar types of benefits.

II. Employees may take up to 40 hours of paid leave as Family Care Leave per 12-month period or the amount provided by an applicable collective bargaining agreement and/or staff handbook, whichever is greater.

A. The 12-month period shall be the same for all employees and shall be the contract year, fiscal year, or other fixed 12-month period.

B. An employee may elect which type of paid leave and the amount of each type of paid leave to use for Family Care Leave.

C. An employee is not entitled to use paid leave until that leave has been earned.

III. Notice/verification of illness for Family Care Leave shall be the same as that required for the employee's own illness. The employee must specify that leave is being taken pursuant to the Family Care Act.

IV. Application of Family Medical Leave Requirements

A. For purposes of applying family medical leave requirements (i.e., FMLA), the school unit shall treat leave under the Family Care Act in the same manner as the employer treats leave for an employee illness. Therefore, Family Care leave and FMLA leave shall run concurrently.

Policy Committee 1st Review 11.4.25
Board 1st Reading: 11.24.25

RSU #63

a. NEPN/NSBA Code: **JICJ**
b. Title: **Cell Phones and Other Personal Electronic Devices in Schools**
c. Author:
d. Replaces Policy: **NEW**
e. Date Approved: _____
f. Date Previously Approved: **NEW RSU #63**
g. Policy Expiration: **Review as Needed**
h. Date Reviewed: _____ **Policy Committee**
_____ **Superintendent**
i. Responsible for Review: **Superintendent /Policy Committee**
j. References: **20-A M.R.S.A. § 1001(23)**
k.

Cross References: Policies: **GBCC – Employee Use of Cell Phones**
IJNDB – Student Computer and Internet Use and Internet Safety
JIC - Student Code of Conduct
JIH – Questioning and Searches of Students

l. Narrative:

The intent of this policy is to support a focused learning environment, minimize distractions, and promote student social and emotional well-being by regulating and setting expectations regarding the use of student personal cell phones, smart watches, and other personal electronic devices (PED's) during the school day and while students are participating in other school-sponsored activities. This policy applies to all student-owned personal electronic devices with or without internet or cellular network connectivity capabilities, wearable or handheld.

I. Students Pre-K through Grade 8: No Personal Use During the School Day

A. Students are not permitted to carry/wear or access personal cell phones and may include smart watches, or other PED's during the school day.

B. Upon arrival at school, devices must be silenced and stored in lockers or designated storage areas.

C. Cell phones and may include smart watches, and other PED's may only be used before the first bell and after the last bell of the day.

~~**D.** Cell phones, smart watches, and other PED's may be used during bus transportation.~~

E. Exceptions to the prohibition on use may be granted for monitoring or management of a health condition in accordance with a health care provider's order as incorporated into a student's individual health plan (IHP) (e.g., glucose monitoring); implementation of a student's IEP; a documented Section 504 accommodation for an individual student (e.g., use of assistive technology); or in emergency situations as authorized by staff.

II. MISUSE OF CELL PHONES AND OTHER ELECTRONIC DEVICES

The use of a cell phone, smart watch, or any other electronic device in any manner that violates Board policy or school rules is prohibited. This includes but is not limited to bullying, harassment, cheating, and other violations of the student code of conduct. Use of cell phones and other devices with cameras and/or voice recording capabilities is strictly prohibited in bathrooms, locker rooms, and other places where privacy is generally expected. In all other school locations, permission must be granted before photographing or recording another person. Student cell phones and other electronic devices may be subject to search if there is reasonable suspicion of a violation.

A. At all grade levels, violations of this policy may result in:
1. A verbal warning.
2. Confiscation of the cell phone, smart watch, or other device for the remainder of the day.
3. For continued or repeated violations, a meeting with the student's parent/guardian may a be required.
4. Repeated or serious violations may require a parent/guardian meeting and/or result in additional disciplinary consequences as provided in the school unit's Student Code of Conduct.

B. At all grade levels, parent communications concerning their child should be directed to the school office.

In the event of a school emergency, the school/district will communicate with parents as promptly as possible in accordance with the school unit's Health and Safety and Emergency Management Plan.

RSU 63 will not be responsible for loss, theft, or damage to student cell phones, smart watches, or other PED's students bring to school or onto school property, including school buses.

Schools will include the appropriate use of cell phones, smart watches, and other electronic devices with internet and cellular connectivity in educating students and staff about digital citizenship, online safety, and responsible technology use.

Teachers and other school staff should be conscious of the impact of their own behavior on their students and avoid the use of their own cell phones, smart watches, and other electronic devices when engaged in classroom instruction or supervision of students, except as permitted in this policy.