

DUDLEY-CHARLTON REGIONAL SCHOOL DISTRICT

Support Staff Wage and Benefits Schedule 2025-2028

Schedule B

Schedule B provides benefits for employees who work at least thirty (30) hours weekly, but less than forty (40) hours weekly and are not covered by individual contracts. Cafeteria workers are not covered by Schedule B.

A. Probationary Employees

The Dudley-Charlton Regional School District shall have the free exercise of the right to hire, fire, assign and promote. Any support staff member whose length of service is less than ninety (90) working days shall be considered a probationary employee. A probationary employee has no seniority rights, and his/her retention as an employee is entirely within the discretion of the District.

B. Discharge

The discharge of any employee who has worked beyond the probationary period shall be for cause only.

C. Transfers, Promotions and Vacancies

- o A **transfer** is a change from one school to another without any change in classification.
- o A **promotion** is defined as a change in classification that results in an increase in wages per hour.
- o A **vacancy** is a position created by the change in an employee's status or a new position created by the school committee.
- o Vacant positions may be filled through transfers, promotions or as a new hire. Positions will be posted throughout the school District for five (5) working days.
- o The superintendent or his/her designee will make District-wide assignments and transfers of support staff members for the efficient operation of the school department as necessary.
- o The preferences of employees will be taken into consideration in making assignments and transfers; however, the best interests of students and the school system will be given priority.
- o Within an individual school, the principal will assign support staff members to tasks appropriate to their positions and qualifications.

An evaluation period of up to sixty (60) working days will follow each voluntary transfer or promotion during which time the employee will receive the new appropriate wages and/or benefits. During the evaluation period, the retention of the employee in the new position is entirely within the discretion of the principal.

D. Holiday Pay

Employees will be compensated for holidays if they meet one of the following conditions:

1. They worked on both the last scheduled workday before the holiday and the first scheduled workday after the holiday.
2. They used an administrator-approved personal or vacation day on either or both of those workdays.
3. If a sick day was taken on either the last scheduled workday before the holiday or the first scheduled workday after the holiday, they must provide a doctor's note to their principal for holiday pay eligibility.

Floating Holiday/Vacation Day: Employees covered by this schedule may "float" their holiday vacation day if they meet the above criteria for holiday pay compensation.

Labor Day <i>(If school commences prior to this date).</i>	Friday After Thanksgiving	Martin Luther King Jr. Day	Juneteenth*
Columbus Day	Christmas Eve	Presidents' Day	
Veterans' Day	Christmas Day	Patriots' Day	
Thanksgiving Day	New Year's Day	Memorial Day	
*provided Juneteenth falls within the end of the school year schedule to include school on the 20 th or beyond in any given school year			

2. Employees will be compensated for Independence Day when their work schedule includes the holiday period.

Whenever New Year's Day, Juneteenth or Independence Day falls on a Saturday, the District will celebrate the holiday on the Friday immediately preceding that Saturday. If Christmas Day falls on a Saturday or Sunday, the holiday will be observed the following Monday. Whenever Christmas Eve falls on a Saturday, the superintendent will designate a day to be taken during the period when schools are closed between Christmas and New Year's Day. If Veterans' Day is not an observed holiday on the school calendar, then the superintendent will designate a day to be taken when schools are closed between Christmas and New Year's Day.

E. Personal Day

Regular attendance of employees contributes significantly to the quality of the educational experience; therefore, personal leave should be held to a minimum and utilized for the purpose of transaction of personal business that cannot be handled in any other way/or in the case of emergency. Employees will be entitled to three (3) personal days a year. Such days of personal leave are non-vacation days. Personal days cannot be accumulated and used in the next year. Personal days may only be taken consecutively or immediately preceding or following a vacation with prior principal/director approval. School employees should submit their request in writing to the principal/director at least two weeks in advance, except in the case of an emergency or extenuating circumstances. The principal/director's decision is final.

F. Jury Duty

Each employee is entitled to a maximum three (3) days leave with regular pay from the District, if selected and summoned for service on a grand jury or a trial jury, for any day, or part thereof, actually spent performing juror service.

The employer shall pay regular wages for the first three (3) days of juror service, and the Commonwealth shall pay for the fourth and subsequent days at a daily rate determined by the Commonwealth.

Employees will also receive the difference between the Commonwealth's payments for the fourth and subsequent days or part thereof spent in such service and his/her regular pay.

G. Vacation

1. For the purpose of this benefit the year is defined as the District's fiscal year, July 1 – June 30.
2. Vacation days must correspond with school vacations, (Christmas, February, April and the end of the school year). The purpose of vacation time is to ensure that paychecks for school-year employees remain consistent during vacation weeks which would otherwise be uncompensated.
3. Employees covered by this schedule will receive the following vacation benefits:
 - Upon hiring: 1 week of vacation is awarded immediately.
 - After completing years of service:

5 days after 1 year
10 days after 3 years
15 days after 6 years
17 days after 9 years
20 days after 12 years
4. First-Year employees will receive a pro-rated vacation pay in their first year. For example, an employee hired in mid-October would receive only 4 vacation days..
5. For current 2024-2025 employees in good standing as of January 1, 2025, and covered by this schedule, 1 additional week (5-days) of vacation will be added to the days they have already earned based on their years of service.
6. Vacation days cannot be carried beyond June 30 of the fiscal year.
7. If an employee resigns or retires prior to June 30th of a given year, they will receive a pro-rata share of vacation based upon the number of months worked in that year.

H. Sick Leave

1. Employees earn 12 days of sick leave per year.
2. First-Year employees receive a pro-rated portion of sick leave at the rate of one and one-fifth (1.20) day per month, to a maximum of 12 days.

3. Year is defined as the District's fiscal year July 1-June 30.
4. Sick leave may be accumulated to a maximum of 180 days.
5. The District may require a doctor's report when the employee has been ill for three (3) or more consecutive workdays or shows a pattern of absence.
6. Buy-Back Payment: Upon written notice of retirement to the superintendent, all employees who have 20 years of service or more with the Dudley-Charlton School Regional District shall, upon retirement, receive a sick leave compensatory benefit of \$25 per day up to a maximum of 75 days.

I. Additional Sick Leave

Employees may be granted additional sick leave days due to long-term illness or accident. A written request to the superintendent of Schools should include a detailed medical statement by the attending physician. Employees may be granted up to a maximum of twenty (20) days. Decisions will be based upon work history, years of service, accumulated sick leave, attendance and nature of long-term illness or accident.

J. Bereavement

1. When the death of a wife, husband, father, mother or child occurs in the family of an employee covered in this schedule, such employee is entitled to a leave of absence of up to four (4) working days without loss of compensation.
2. When the death of a mother-in-law, father-in-law, son-in-law, daughter-in-law, brother, sister, grandmother, grandfather, grandchild or relative living in the same household, or someone who has acted in loco parentis occurs in the family of the employee, such employee is entitled to a leave of absence of up to three (3) working days without loss of compensation.
3. One (1) working days leave of absence to attend the services of a brother-in-law, sister-in-law, aunt, uncle, nephew or niece.
4. In the case of the funeral of an employee, present or past, or student, a delegation of a limited number of employees may attend the funeral services at the discretion of the principal or director.

K. Retirement

1. For the purposes of this benefit the year is defined as the District's fiscal year July 1-June 30.
2. Employee must be 55 or over to be eligible. There shall be an added pay increment for the final year of service after the following years of continual service in the School District:

15 years	\$900
20 years	\$1450
25 years	\$1900
3. Irrevocable written notice of retirement must be made at least one year prior to the retirement date.

4. The pay increment shall be determined by the number of years of service that will be attained by the employee at the time of his/her retirement.
5. Upon written notice to the superintendent all employees who have 20 years of service or more with the Dudley-Charlton Regional School District shall, upon retirement, receive a sick leave compensatory benefit of \$25 per day up to a maximum of 75 days (see also section H.6).

L. Attendance Incentive

All employees, with the exception of First-Year employees, covered by this schedule will be entitled to an attendance incentive bonus of a maximum of \$300 in a lump sum payment after completion of the fiscal year (July 1-June 30).

The bonus will be reduced by \$50 for each sick leave day and/or unpaid leave day, or any portion thereof, used during the fiscal year.

M. Longevity

1. All employees covered by this schedule, will be entitled to longevity payments upon completion of the following years of continuous service:

10 - 14 years	\$500
15 - 19 years	\$600
20 - 24 years	\$800
25 or more years	\$900

2. Initial employment must occur July 1 - December 31 to receive credit for the first fiscal year. Otherwise, the First-Year will begin on the first July 1 of employment.

N. Insurance

The District will pay the same percentage of support for medical and basic life insurances as is provided for teachers.

O. Professional Development

Employees are eligible and encouraged to participate in staff development program activities. They may also be granted permission to attend workshops and/or conferences outside the system at the discretion of their principal or director.

1. Reimbursement may be received for individual attendance at out-of-district one-day professional meetings, seminars and/or workshops upon recommendation of principal and approval by the superintendent or his/her designee.
2. Reimbursement may also be provided for college credit/equivalent credit work which is approved in advance by the superintendent and the principal. Such reimbursement shall not exceed \$500 per assistant per school year. Compensation for college credit/equivalent credit work shall not include material fees, textbooks, mileage, or meals. Reimbursement will be provided following the

submission of proof of payment, participation in the activity, and evidence of successful completion of the work.

P. Orientation Day Meetings

Employees covered by this schedule will be required to attend orientation day meetings during their customarily scheduled hours as directed by the principal and will be compensated at their regular rate of pay.

Q. Short-term Uncompensated Leave

1. Employees are expected to work every scheduled day unless permission is granted by one's principal/director. In the event that an employee exhausts his/her available benefit time, an employee may request this short-term uncompensated absence.
2. Requests for uncompensated leave must be made via email and should include a reason for the request.
3. Uncompensated leave may be granted to employees. Written email application should be made to the employee's principal/director unless the employee works directly for a District-wide administrator, in which case the administrator shall receive the application. Such leave will be for a maximum of ten (10) days in any fiscal year. Said leave is subject to the approval of the principal/director or his/her designee.

R. Delayed Openings/Inclement Weather

- Adjustments to the workday schedule due to weather related decisions are at the discretion of the principal.
- If the principal permits employees to arrive late or leave early due weather-related delays or early releases, employees will receive their normal full-day pay.

S. Differential Pay

In the case of an extended absence of a head custodian, a custodian who performs the duties of a head custodian for a period of time longer than two weeks shall be eligible to be compensated for the difference between the normal rate, and the head custodian rate, retroactive to the first day of service. This is meant for continuous absence, but unique circumstances may be judged on their own merits by the superintendent or his/her designee.

T. Family Medical Leave Act (FMLA)

Employees covered under this agreement may be eligible for FMLA. Please check the FMLA posting on the District website or contact the HR Director for additional information.

U. Direct Deposit

The District requires all employees to use Direct Deposit.

V. Pro-ration of Creditable Service

If an employee has no break in service, been in the District for at least 5 years, and moves from a benefit-eligible position to another, there is no pro-ratio of credible service time. Creditable service will be calculated as years of service.

If an employee has not been in the District for at least 5 years and moves from a benefit-eligible position to another, the pro-ratio formula will be used to determine credible service.

If an employee moves from a non-benefit-eligible position to a benefit-eligible position, the pro-ratio formula will be used to determine credible service

W. Clothing Allowance

For all custodial and cafeteria employees, the District will reimburse employees up to \$200.00 per fiscal year for the cost of appropriate clothing needed for work, including footwear.

X. Substitute Coverage

1. Four (4) Elementary Secretaries covered by Schedule B will receive an annual stipend of \$1,500 to assist their school principal with arranging substitutes and class coverage.
2. If an employee resigns or retires before the end of the school year, they will receive a pro-rata share of the stipend based on the number of days worked.
3. The stipend will be prorated if the employee transfers to or is assigned to a different Schedule during the school year.
4. The stipend will be paid as a single payment in June.
5. All stipends will be prorated as necessary.

Y. Summer Work

Secretaries covered by this schedule are required to work five (5) days after the last day of school for students and ten (10) days before the first day of school for staff (convocation day).

In addition, secretaries may be assigned up to one workday per week during the summer months, at the discretion of their principal, not to exceed a total of seven (7) workdays.