

DUDLEY-CHARLTON REGIONAL SCHOOL DISTRICT

Support Staff Wage and Benefits Schedule 2022-2025

Schedule A

Schedule A provides benefits for full-time (40-hour week and 52 weeks/year) employees not covered by individual contracts.

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

A **transfer** is a change from one school to another without any change in classification.

A **promotion** is defined as a change in classification that results in an increase in wages per hour.

A **vacancy** is a position created by the change in an employee's status or a new position created by the school committee.

Vacant positions may be filled through transfers, promotions or as a new hire. Positions will be posted throughout the school District for five working days.

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.

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.

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 the following holidays, provided that they have worked on the last scheduled workday prior to the holiday and on the first scheduled workday following the holiday:

Labor Day	Friday after Thanksgiving	Martin Luther King Jr. Day	Independence Day
Columbus Day	Christmas Eve Day	Presidents' Day	Juneteenth
Veterans' Day	Christmas Day	Patriots' Day	
Thanksgiving Day	New Year's Day	Memorial Day	

E. Holiday Observance

Whenever New Year's Day 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.

F. 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 Superintendent approval. School employees should submit their request in writing to the Superintendent at least two weeks in advance, except in the case of an emergency or extenuating circumstances. The Superintendent's decision is final.

G. Jury Duty

Each employee is entitled to a maximum of 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.

H. Vacation

1. For the purposes of this benefit the year is defined as the District's fiscal year July 1 – June 30.
2. Employees covered by this schedule will earn vacation after completing year(s) of service as follows:
 - 10 days after 1 year
 - 15 days after 5 years

20 days after 10 years

22 days after 15 years

25 days after 20 years

3. Employees must complete a vacation request form. Vacation day requests must be approved in advance by the immediate supervisor.
4. No vacation days may be taken during the probationary period. However, upon successful completion of the probationary period, vacation days will accrue retroactively to the date of employment.
5. First-Year employees receive a pro-rated portion of vacation leave. Those who have completed the probationary period may apply to use up to three (3) pro-rated vacation days in their first fiscal year.
6. Vacation days cannot be carried beyond June 30 of the fiscal year.

I. Sick Leave

1. Employees earn twelve (12) days of sick leave per year.
2. First-Year employees receive a pro-rated portion of sick leave at the rate of one (1) day per month.
3. Sick leave may be accumulated to a maximum of 180 days.
4. 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.
5. Upon written notice of retirement 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 100 days.

J. Family Illness

An employee may use up to five (5) days annually of available sick leave to care for an immediate family member (which is defined as mother, father, sister, brother, spouse, child, grandparent, grandchild, mother-in-law, father-in-law, step-parent, or step-child). It is the employee's responsibility to inform his/her supervisor when applying sick leave for this purpose.

K. Additional Sick Leave

Employees may be granted additional paid 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 the medical information provided.

L. Bereavement

1. When the death of an immediate family member (which is defined as mother, father, sister, brother, spouse, child, grandparent, grandchild, mother-in-law, father-in-law,

step-parent, or step-child) occurs in the family of an employee, such employee is entitled to a leave of absence of up to three (3) days without the loss of wages.

2. In the event of death of an aunt, uncle, brother-in-law or sister-in-law, the District will pay for one (1) day's absence from work without loss of wages.

M. 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:

10 years	\$ 750
15 years	\$1,000
20 years	\$1,600
25 years	\$2,000

3. 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 of retirement 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 100 days (see also section I.5).

N. Attendance Incentive

1. 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 \$600 in a lump sum payment after completion of the fiscal year (July1-June 30).
2. The bonus will be reduced by \$100 for each sick leave day and/or unpaid leave day, or any portion thereof, used during the fiscal year.

O. Longevity

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

10 - 14 years	\$ 600
15 - 19 years	\$ 700
20 – 24 years	\$ 900
25 years or more	\$1,000

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.

P. Insurance

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

Q. 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 administrator.

1. Reimbursement may be received for attendance at one-day professional meetings, seminars and/or workshops upon recommendation of the Principal and approval by the Superintendent or his/her designee. Payment will be for attendance during school hours.
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 will be paid up to \$500 per 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.

R. Short-term Uncompensated Leave

1. Employees are expected to work every scheduled day unless permission is granted by one's supervisor. In the event that an employee exhausts his/her available benefit time, an employee may request this short-term uncompensated leave.
2. Requests for uncompensated leave must be made in writing and should include a reason for the request.
3. Uncompensated leave may be granted to employees. Written application should be made to the employee's Principal 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 Superintendent or his/her designee.

S. Inclement Weather

All year-round secretaries on the Secretarial Salary Schedule will be eligible for one snow day per fiscal year. Such day will be allowed only after the approval of the Superintendent or Principal. Employees will not be allowed to accumulate this day. Any adjustments to the workday schedule due to inclement weather is at the discretion of the Superintendent or his/her designee. If allowed to go home early due to inclement weather, employees will receive their normal full-day pay.

T. 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.

U. 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 District Office for additional information.

V. Direct Deposit

The District may require all employees to use Direct Deposit.

W. Pro-ratio 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 creditable 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 creditable 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 creditable service

X. Clothing Allowance

For all custodial and cafeteria employees, the District will reimburse employees up to \$150.00 per fiscal year for the cost of appropriate clothing needed for work, including footwear.

DUDLEY-CHARLTON REGIONAL SCHOOL DISTRICT

Support Staff Wage and Benefits Schedule 2022-2025

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

A **transfer** is a change from one school to another without any change in classification.

A **promotion** is defined as a change in classification that results in an increase in wages per hour.

A **vacancy** is a position created by the change in an employee's status or a new position created by the school committee.

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.

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.

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.

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

1. Employees will be compensated for the following holidays, provided that they have worked on the last scheduled workday prior to the holiday and on the first scheduled workday following the holiday:

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	

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

Whenever New Year's Day 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 Superintendent approval. School employees should submit their request in writing to the Superintendent at least two weeks in advance, except in the case of an emergency or extenuating circumstances. The Superintendent'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 earn vacation after completing year(s) of service as follows:

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 second year. For example, an employee hired in mid-October would receive only 4 vacation days in the subsequent year.

H. Sick Leave

1. Employees earn 10 days of sick leave per year.
2. First-Year employees receive a pro-rated portion of sick leave at the rate of one (1) day per month, to a maximum of 10 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. Family Illness

An employee may use up to five (5) days annually of available sick leave to care for an immediate family member (which is defined as mother, father, sister, brother, spouse, child, grandparent, grandchild, mother-in-law, father-in-law, step-parent, or step-child). It is the employee's responsibility to inform his/her supervisor when applying sick leave for this purpose.

J. 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.

K. Bereavement

1. When the death of an immediate family member (which is defined as mother, father, sister, brother, spouse, child, grandparent, grandchild, mother-in-law, father-in-law, step-parent, or step-child) occurs in the family of an employee, such employee is entitled to a leave of absence of up to three (3) days without the loss of wages.
2. In the event of death of an aunt, uncle, brother-in-law or sister-in-law, the District will pay for one (1) day's absence from work without the loss of wages.

L. 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	\$750
20 years	\$1,300
25 years	\$1,750

3. 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).

M. 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.

N. Longevity

1. All employees covered by this schedule, except Instructional Assistants who are on salary schedule B which already compensates for length of service, 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.

O. Insurance

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

P. 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 administrator.

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. Instructional Assistants: 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.
3. Full Conference/Professional Development Days
Instructional Assistants may be scheduled to work on full conference days. Such notice will be provided in a timely manner.
4. Early Release Conference/Professional Development Days
On early release days for professional development programs, the Superintendent and Principals will determine whether or not the program(s) is appropriate for assistants. If the program(s) is appropriate, assistants will be required to participate and will receive his/her hourly compensation. If it is determined that the program(s) is not appropriate, the assistants will leave school at student dismissal time and will not be compensated for the hours following the early dismissal.

Q. Education-Based Compensation

1. It is the responsibility of the Instructional Assistant to provide transcript documentation upon the attainment of a degree.
2. Changes in compensation due to the attainment of a degree will occur at the beginning of the next school year.

R. Orientation Day Meetings

Instructional Assistants will be required to attend orientation day meetings during their customarily scheduled hours as directed by the Principals and will be compensated at their regular rate of pay.

S. Short-term Uncompensated Leave

1. Employees are expected to work every scheduled day unless permission is granted by one's supervisor. 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 in writing and should include a reason for the request.
3. Uncompensated leave may be granted to employees. Written application should be made to the employee's Principal 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 Superintendent or his/her designee.

T. Delayed Openings/Inclement Weather

On delayed openings, Instructional Assistants will be compensated for the full day of school. For other staff, any adjustments to the workday schedule due to inclement weather is at the discretion of the Superintendent or his/her designee. If allowed to go home early due to inclement weather, employees will receive their normal full-day pay.

U. 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.

V. 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 District Office for additional information.

W. Direct Deposit

The District may require all employees to use Direct Deposit.

X. 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

Y. Clothing Allowance

For all custodial and cafeteria employees, the District will reimburse employees up to \$150.00 per fiscal year for the cost of appropriate clothing needed for work, including footwear.

DUDLEY-CHARLTON REGIONAL SCHOOL DISTRICT

Support Staff Wage and Benefits Schedule 2022-2025

Schedule C

Schedule C provides benefits for cafeteria workers who work at least thirty (30) hours weekly and are not covered by individual contracts.

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

A **transfer** is a change from one school to another without any change in classification.

A **promotion** is defined as a change in classification that results in an increase in wages per hour.

A **vacancy** is a position created by the change in an employee's status or a new position created by the school committee.

Vacant positions may be filled through transfers, promotions or as a new hire. Positions will be posted throughout the school District for five working days.

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.

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.

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

1. Employees will be compensated for the following holidays, provided that they have worked on the last scheduled workday prior to the holiday and on the first scheduled workday following the holiday:

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	Patriot's Day	
Thanksgiving	New Year's Day	Memorial Day	

Whenever New Year's Day 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 Superintendent approval. School employees should submit their request in writing to the Superintendent at least two weeks in advance, except in the case of an emergency or extenuating circumstances. The Superintendent'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 earn vacation after completing year(s) of service as follows:

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

3. First-year employees will receive a pro-rated vacation pay in their second year. For example, an employee hired in mid-October would receive only four (4) vacation days in the subsequent year.

H. Sick Leave

1. Employees earn 10 days of sick leave per year.
2. First-year employees receive a pro-rated portion of sick leave at the rate of one (1) day per month, to a maximum of 10 days, during the 10-month school year.
3. Year is defined as the District's fiscal year July 1-June 30.
4. Sick leave may be accumulated to a maximum of 120 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. Upon written notice of retirement 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 50 days.

I. Family Illness

An employee may use up to five (5) days annually of available sick leave to care for an immediate family member (which is defined as mother, father, sister, brother, spouse, child, grandparent, grandchild, mother-in-law, father-in-law, step-parent, or step-child). It is the employee's responsibility to inform his/her supervisor when applying sick leave for this purpose.

J. Additional Sick Leave

Employees may be granted additional paid 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 medical information provided.

K. Bereavement

1. When the death of an immediate family member (which is defined as mother, father, sister, brother, spouse, child, grandparent, grandchild, mother-in-law, father-in-law,

step-parent, or step-child) occurs in the family of an employee, such employee is entitled to a leave of absence of up to three (3) days without the loss of wages.

2. In the event of death of an aunt, uncle, brother-in-law or sister-in-law, the District will pay for one (1) day's absence from work without a loss of wages.

L. 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	\$750
20 years	\$1,300
25 years	\$1,750

3. 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 of retirement 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 50 days (see also section H.6).

M. Attendance Incentive

1. 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).
2. 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.

N. Longevity

1. All employees covered by this schedule will be entitled to a longevity payment upon completion of 12 years of continuous years of service:

12-14 years	\$300
15-24 years	\$500
25 years or more	\$700

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.

O. Insurance

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

P. Short-term Uncompensated Leave

1. Employees are expected to work every scheduled day unless permission is granted by one's supervisor. In the event that an employee exhausts his/her available benefit time, an employee may request this short-term uncompensated leave.
2. Requests for uncompensated leave must be made in writing and should include a reason for the request.
3. Uncompensated leave may be granted to employees. Written application should be made to the employee's Principal 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 Superintendent or his/her designee.

Q. Differential Pay

In the case of an extended absence of a cafeteria manager, a cafeteria employee who performs the duties of a cafeteria manager for a period of time longer than two weeks shall be eligible to be compensated for the difference between the normal rate, and the cafeteria manager 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.

R. 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 District Office for additional information.

S. Direct Deposit

The District may require all employees to use Direct Deposit.

T. 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 creditable 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 creditable 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 creditable service

U. Clothing Allowance

For all custodial and cafeteria employees, the District will reimburse employees up to \$150.00 per fiscal year for the cost of appropriate clothing needed for work, including footwear.

DUDLEY-CHARLTON REGIONAL SCHOOL DISTRICT

Support Staff Wage and Benefits Schedule 2022-2025 Schedule D

Schedule D provides benefits for employees working at least twenty (20) hours but less than thirty (30) hours per week and are not covered by individual contracts.

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

A **transfer** is a change from one school to another without any change in classification.

A **promotion** is defined as a change in classification that results in an increase in wages per hour.

A **vacancy** is a position created by the change in an employee's status or a new position created by the school committee.

Vacant positions may be filled through transfers, promotions or as a new hire. Positions will be posted throughout the school District for five working days.

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.

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.

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

1. Employees will be compensated for the following holidays, provided that they have worked on the last scheduled workday prior to the holiday and on the first scheduled workday following the holiday:

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	Patriot's Day	
Thanksgiving	New Year's Day	Memorial Day	

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

Whenever New Year's Day 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 Superintendent approval. School employees should submit their request in writing to the Superintendent at least two weeks in advance, except in the case of an emergency or extenuating circumstances. The Superintendent'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.)

3. Employees working the school year covered by this schedule will earn vacation after completing year(s) of service as follows:

5 days after 2 years
10 days after 4 years
12 days after 6 years
15 days after 8 years

4. First-Year employees who did not work a full school year will receive pro-rated credit toward vacation pay.
5. Employees who work a full-year schedule will receive five vacation days after one year and 10 vacation days after three (3) years.

H. Sick Leave

1. Employees earn the following sick leave:

<u>Years</u>	<u>Number of Days</u>
0-1	0
2-5	3 days per year
6 or more	5 days per year

2. First-Year employees are not eligible for sick leave.
3. For the purpose of this benefit the year is defined as the District's fiscal year, July 1-June 30.
4. Sick leave may be accumulated to a maximum of 65 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. Employees who work a full-year schedule will receive five (5) sick days per year.

I. Family Illness

An employee may use up to 1 day annually of available sick leave to care for an immediate family member (which is defined as mother, father, sister, brother, spouse, child, grandparent, grandchild, mother-in-law, father-in-law, step-parent, or step-child. It is the employee's responsibility to inform his/her supervisor when applying sick leave for this purpose.

J. Additional Sick Leave

Employees may be granted additional paid 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 medical information provided.

K. Insurance

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

L. Bereavement

1. When the death of an immediate family member (which is defined as mother, father, sister, brother, spouse, child, grandparent, grandchild, mother-in-law, father-in-law, step-parent, or step-child) occurs in the family of an employee, such employee is entitled to a leave of absence of up to three (3) days without the loss of wages.
2. In the event of death of an aunt, uncle, brother-in-law or sister-in-law, the District will pay for one (1) day's absence from work without the loss of wages.

M. Education-Based Compensation

1. It is the responsibility of the Instructional Assistant to provide transcript documentation upon the attainment of a degree.
2. Changes in compensation due to the attainment of a degree will occur at the beginning of the next school year.

N. 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 administrator.

1. Full Conference/Professional Development Days

Classroom assistants will not work on full conferences or professional development days. Since such scheduled days are not school days for pupils, nor part of the required 180 school days, this will not represent a pay loss or reduction for assistants but would create an interruption in the schedule of payment of 180 work days.

2. Early Release Conference/Professional Development Days

On early release days for professional development programs, the Superintendent and Principals will determine whether or not the program(s) is appropriate for assistants who are required by the Department of Elementary and Secondary Education to receive professional development training. If the program(s) is appropriate, assistants will be required to participate and will receive his/her hourly wage. If it is determined that the program(s) is not appropriate, the assistants will leave school at student dismissal time and will not be compensated for the hours following the early dismissal.

O. Orientation Day Meetings

Instructional Assistants will be required to attend orientation day meetings during their customarily scheduled hours as directed by the Principals and will be compensated at their regular rate of pay. If other employees are required to attend orientation day meetings, they would be compensated at their regular rate of pay.

P. Short-Term Uncompensated Leave

1. Employees are expected to work every scheduled day unless permission is granted by one's supervisor. In the event that an employee exhausts his/her available benefit time, an employee may request this short-term uncompensated leave.
2. Requests for uncompensated leave must be made in writing and should include a reason for the request.
3. Uncompensated leave may be granted to employees. Written application should be made to the employee's Principal 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 Superintendent or his/her designee.

Q. Differential Pay

In the case of an extended absence of a head custodian or cafeteria manager, an employee who performs the duties of head custodian/cafeteria manager for a period of time longer than two weeks said employee 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 its own merits by the Superintendent or his/her designee.

R. 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 District Office for additional information.

S. Direct Deposit

The District may require all employees to use Direct Deposit.

T. Pro-ratio 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 creditable service time. Creditable service will be calculated as years of service.

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

U. Clothing Allowance

For all custodial and cafeteria employees, the District will reimburse employees up to \$150.00 per fiscal year for the cost of appropriate clothing needed for work, including footwear.

DUDLEY-CHARLTON REGIONAL SCHOOL DISTRICT

Support Staff Wage and Benefits Schedule 2022-2025

Schedule E

Schedule E provides benefits for employees who work at least ten (10) hours, but less than twenty (20) hours weekly during the school year.

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 sixty (60) 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

A **transfer** is a change from one school to another without any change in classification.

A **promotion** is defined as a change in classification that results in an increase in wages per hour.

A **vacancy** is a position created by the change in an employee's status or a new position created by the school committee.

Vacant positions may be filled through transfers, promotions or as a new hire. Positions will be posted throughout the school District for five working days.

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.

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.

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 the following holidays, provided that they have worked on the last scheduled workday prior to the holiday and on the first scheduled workday following the holiday:

Columbus Day	Thanksgiving Day	Christmas Day	New Year's Day

Whenever New Year's Day 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. Jury Duty

Each employee is entitled to a maximum of 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 the employee's regular pay.

F. Sick Leave

1. Employees earn the following sick leave:

<u>Years</u>	<u>Number of Days</u>
0-3	0
4 years or more	3 days per year

2. For the purpose of this benefit the year is defined as the District's fiscal year, July 1 – June 30.
3. Sick leave may not be accumulated.
4. 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.

G. Family Illness

An employee may use up to 1 day annually of available sick leave to care for an immediate family member (which is defined as mother, father, sister, brother, spouse, child, grandparent, grandchild, mother-in-law, father-in-law, step-parent, or step-child. It is the employee's responsibility to inform his/her supervisor when applying sick leave for this purpose.

H. Additional Sick Leave

Employees may be granted additional paid 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 ten (10) days. Decisions will be based upon medical information provided.

I. Bereavement

When the death of an immediate family member (which is defined as mother, father, sister, brother, spouse, child, grandparent, grandchild, mother-in-law, father-in-law, step-parent, or step-child) occurs in the family of an employee, such employee is entitled to a leave of absence of up to three (3) days without the loss of wages.

In the event of death of an aunt, uncle, brother-in-law or sister-in-law, the District will pay for one (1) day's absence from work without the loss of wages.

J. Orientation Day Meetings

Instructional Assistants will be required to attend orientation day meetings during their customarily scheduled hours as directed by the Principals and will be compensated at their regular rate of pay. If other employees are required to attend orientation day meetings, they would be compensated at their regular rate of pay.

K. Short-term Uncompensated Leave

1. Employees are expected to work every scheduled day unless permission is granted by one's supervisor. In the event that an employee exhausts his/her available benefit time, an employee may request this short-term uncompensated leave.
2. Requests for uncompensated leave must be made in writing and should include a reason for the request.
3. Uncompensated leave may be granted to employees. Written application should be made to the employee's Principal 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 Superintendent or his/her designee.

L. 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 District Office for additional information.

M. Direct Deposit

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N. Pro-ration of Creditable Service

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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.

O. Clothing Allowance

For all custodial and cafeteria employees, the District will reimburse employees up to \$150.00 per fiscal year for the cost of appropriate clothing needed for work, including footwear.

DUDLEY-CHARLTON REGIONAL SCHOOL DISTRICT
Secretarial Wage Schedule

	2022-23	2023-24	2024-25
	2.50%	2.75%	2.75%
Notary Public - stipend	\$ 898.00	\$ 923.00	\$ 948.00
General Secretary/Office Support Staff			
Step 1	\$ 19.01	\$ 19.53	\$ 20.07
Step 2	\$ 20.01	\$ 20.56	\$ 21.13
Step 3	\$ 20.91	\$ 21.49	\$ 22.08
School Administrative Secretary			
Step 1	\$ 20.07	\$ 20.62	\$ 21.19
Step 2	\$ 21.87	\$ 22.47	\$ 23.09
Step 3	\$ 23.69	\$ 24.34	\$ 25.01
Step 4 (after ten years on Step 3)	\$ 24.77	\$ 25.45	\$ 26.15
Guidance Secretary			
Salary (12 months/52 weeks)			
Step 1	\$ 45,408	\$ 46,657	\$ 47,940
Step 2	\$ 47,824	\$ 49,139	\$ 50,490
Step 3	\$ 53,075	\$ 54,535	\$ 56,035
Hourly			
Step 1	\$ 21.83	\$ 22.43	\$ 23.05
Step 2	\$ 22.99	\$ 23.62	\$ 24.27
Step 3	\$ 25.52	\$ 26.22	\$ 26.94
Secretary to High School Principal			
Salary			
Step 1	\$ 49,914	\$ 51,287	\$ 52,697
Step 2	\$ 52,774	\$ 54,225	\$ 55,716
Step 3	\$ 55,632	\$ 57,162	\$ 58,734

DUDLEY-CHARLTON REGIONAL SCHOOL DISTRICT
Cafeteria Wage Schedule

	2022-23	2023-24	2024-25
	2.50%	2.75%	2.75%
Please note that all future appointments will be cafeteria helpers or managers.			
Substitutes	\$ 16.16	\$ 16.60	\$ 17.06
Cafeteria Monitor	\$ 16.63	\$ 17.09	\$ 17.56
Helpers - less than 6 hours (Food Service 3)			
Step 1	\$ 16.80	\$ 17.26	\$ 17.73
Step 2	\$ 17.46	\$ 17.94	\$ 18.43
Step 3	\$ 18.10	\$ 18.60	\$ 19.11
Assistant Cooks/Bakers/Helpers (Food Service 2)			
6 hours per day			
Step 1	\$ 18.10	\$ 18.60	\$ 19.11
Step 2	\$ 18.42	\$ 18.93	\$ 19.45
Step 3	\$ 18.66	\$ 19.17	\$ 19.70
Head Cook/Baker/Cashier (Food Service 1)			
Step 1	\$ 19.66	\$ 20.20	\$ 20.76
Step 2	\$ 20.19	\$ 20.75	\$ 21.32
Step 3	\$ 20.75	\$ 21.32	\$ 21.91
Cafeteria Managers	\$ 29,122	\$ 29,923	\$ 30,746
Mason Road, Dudley Elementary, Charlton			
Elementary and Heritage School			
Cafeteria Managers			
Charlton Middle, Dudley Middle and Shepherd Hill	\$ 30,925	\$ 31,775	\$ 32,649

DUDLEY-CHARLTON REGIONAL SCHOOL DISTRICT
Custodial Wage Schedule

	2022-23	2023-24	2024-25
	2.50%	2.75%	2.75%
Substitutes	\$ 19.61	\$ 20.15	\$ 20.70
Van Driver			
Step 1	\$ 16.15	\$ 16.59	\$ 17.05
Step 2	\$ 17.26	\$ 17.73	\$ 18.22
Step 3	\$ 18.37	\$ 18.88	\$ 19.40
Bus Driver	\$ 19.81	\$ 20.35	\$ 20.91
Custodians			
Step 1	\$ 21.83	\$ 22.43	\$ 23.05
Step 2	\$ 22.62	\$ 23.24	\$ 23.88
Step 3	\$ 24.43	\$ 25.10	\$ 25.79
Assistant Head Custodian	\$ 25.24	\$ 25.93	\$ 26.64
Head Custodian - Mason Road, Dudley Elementary, Charlton Elementary, Heritage, Charlton Middle & Dudley Middle			
Step 1	\$ 65,627	\$ 67,432	\$ 69,286
Step 2	\$ 68,816	\$ 70,708	\$ 72,652
Step 3	\$ 72,222	\$ 74,208	\$ 76,249
Shepherd Hill Head Custodian			
Step 1	\$ 72,127	\$ 74,110	\$ 76,148
Step 2	\$ 76,143	\$ 78,237	\$ 80,389
Step 3	\$ 80,484	\$ 82,697	\$ 84,971