

## MANUAL FOR POLICY GE—NON-UNIONIZED PERSONNEL

### Positions Included

Payroll Specialist, Superintendent's Administrative Assistant, Accounts Payable Specialist, Business Office Generalist, Central Office Administrative Assistant (Up to 220 days per year), Special Education Administrative Assistant, and Technology Technician.

#### A. Fringe Benefits

The District shall reimburse unit members at the current IRS mileage rate (established annually in July by the District) for personal vehicle use required by the employee's immediate supervisor for school business. Unit members must submit a mileage form, approved by the member's immediate supervisor, to the Superintendent's Office on a monthly basis to receive reimbursement.

#### B. Sick Leave

Fifteen days (15) per year accumulated to 150. Sick days are to be used only for illness or injury, which prevent an employee from performing their assigned duties or other responsibilities and medical appointments, which simply cannot be scheduled outside of work days. Up to ten (10) days may be used to provide firsthand care for illness in the immediate family. Immediate family shall include spouse, children and other persons living in the same household. Up to five (5) days may be used to care for other relatives in exceptional circumstances, with approval from the Superintendent. Unused personal days would be added to sick leave accumulation to 150 days.

As a condition of sick leave use, a physician's statement may be required by the Superintendent (a) after five (5) work days out sick; or (b) at any time regardless of the length of the absence where the Superintendent has a reasonable basis to suspect that an employee is using sick leave in circumstances other than for permitted uses described above or has utilized sick leave in a manner which suggests possible sick leave abuse. Patterns of sick leave use which might suggest abuse include, for example, absence for three or more Mondays or Fridays or use of all annual sick leave days in any work year.

Payment for unused sick days - employees who have accumulated 150 days shall be paid \$30 for each day over 150 (maximum of 15) not used. Payment is to be made at the end of each fiscal year.

#### C. Personal Leave

Employees will have available five (5) personal days available per year. Except in emergency situations, personal leave must be approved in advance by the Superintendent. Personal Leave may be taken in increments of not less than one hour. The use of personal days must follow the protocols outlined in the Earned Paid Leave Administrative Procedures – GBA-R. The Superintendent's decision is final.

#### D. Bereavement

A total of five (5) days per bereavement, without salary loss, may be used for bereavement for a member of the immediate family, including spouse, parent, child, sibling, grandparent, and in-laws of same. Additional bereavement leave may be requested of the Superintendent. It is at the discretion of the Superintendent to grant or not. The Superintendent's decision is final. Any additional days shall be deducted from the employee's personal days and/or accumulated sick leave.

#### E. Storm Days

It is expected that personnel will work during storm days unless directed otherwise by the Superintendent. Those who are unable or unwilling to travel, may use personal, sick, or vacation time.

#### F. Discipline and Dismissal

Disciplinary actions and/or dismissal shall be enacted in a fair and reasonable manner for violation of work rules, failure to perform according to job description, or failure to comply with management's expectations. Unit members shall be disciplined according to the progressive discipline standard as follows:

1. Verbal reprimand;
2. Written reprimand;
3. Suspension without pay; and
4. Dismissal.

This standard of progressive discipline shall not apply for offenses that are repeated, of a serious nature, or where an employee's work record is unsatisfactory. In such cases, the higher levels of discipline may be applied at the discretion of the Superintendent, whose decision is final.

#### G. Paid Holidays

Employees are salaried and paid for the year. The following holidays will be observed without any deduction in salary:

New Year's Day	Labor Day
Martin Luther King Day	Indigenous People's Day
President's Day	Thanksgiving Day
Patriot's Day	Day after Thanksgiving
Memorial Day	Veteran's Day
Juneteenth	Independence Day
Christmas Day	
December 24 <sup>th</sup> (when Christmas falls on Friday-Saturday)	
December 26 <sup>th</sup> (when Christmas falls on Sunday-Thursday)	

H. Vacations – eligible employees must be employed to work 260 days per year.

1 <sup>st</sup> year	one (1) week
After 1 year	two (2) weeks
After 3 years	three (3) weeks
After 8 years	four (4) weeks
After 20 years	five (5) weeks

After 8 years, up to 5 days can be carried over to the next fiscal year.

I. Longevity

After 10 years of service	\$500
After 15 years of service	\$650
After 20 years of service	\$800
After 25 years of service	\$1,000

Longevity to be paid in a lump sum the first payroll in December.

J. Dental Insurance

The District will provide 100% of single subscriber for Plan II.

K. Health Insurance

The Board agrees to pay up to the following amounts toward the District's health insurance plan:

Choice Plus Single	– 100%
Choice Plus Parent/Child	– 70%
Choice Plus Husband/Wife	– 70%
Choice Plus Full Family	– 70%

Notwithstanding the above, the following exceptions shall apply:

1. The District will pay 100% of husband/wife or full family for any currently married couple working full time within the District.
2. The spouse of an employee shall be eligible for coverage by the District only if the spouse is not eligible for health insurance coverage through their own employer.
3. Employees shall be entitled to set aside pre-tax dollars in medical and dependent care reimbursement accounts to cover anticipated expenses, in accordance with the appropriate IRS codes under Section 125. The maximum yearly employee contribution to the medical accounts shall be \$1,500, and \$5,000 to the dependent account, although the amount may be changed by mutual agreement of the Board and the Employees. The Board shall be responsible for paying only the first year set up fee, any employee presentation fess, and annual renewal fees for medical and dependent care reimbursement accounts. All other administrative fees shall be paid by the participants.

Note: The implementation of the Medical and Dependent Care Reimbursement Plan is contingent upon at least 10% of the employees covered by this Agreement signing up for said Plan on a yearly basis.

#### L. Retirement Benefit

Upon proof of receipt of retirement (benefits from Social Security or Maine State Retirement System), with twenty years of continuous service with the District, the Board will pay accumulated sick leave up to the maximum of 30 days.

#### M. Personal Development

At the time of approval, the District will pay the total cost, up to the University of Maine Orono rates, for up to six credits, and related fees and materials (not to exceed \$50 per course) annually upon completion of the course and presentation of earned grade to the Superintendent for graduate credit hours earned in a matriculating degree program related to the position.

For credits earned outside of a matriculating graduate degree program, the District will pre-pay the actual cost up to the UMO rates for up to three credits, including credit hours and CEU credits, annually, upon completion of the course and presentation of earned grade to the Superintendent.

All courses shall be pre-approved by the Superintendent and must fulfill requirements for reimbursement (e.g., accredited college or university) related to their present position or in a matriculated degree program. There is no carryover of credits from year to year. Payment shall be made for completion of credits of less than three (3) credit hours, such as two (2) credit hours or 1.5 CEU credits, upon proof of credit but not exceeding the UMO rate.

#### N. Physicals

The District will pay for physicals required by the District. The employee will take the physical at a vendor chosen by the District.

#### O. Salary Scale for Technology Technicians

2023-2024 School Year (Steps = Years of Experience)

Step 1 \$24.00  
Step 2 \$24.96  
Step 3 \$25.92  
Step 4 \$26.88  
Step 5 \$27.84

In subsequent years, the percentage increase to the Educational Technician/Administrative Assistant Scale will be applied to step 1 of this scale and calculated through the steps accordingly.

P. Salary Increases

Salary increases will be the same as those negotiated on the base step for the Educational Technician and Administrative Assistant Association's contract.

Cross Reference:     GBP Earned Paid Leave  
                          GBP-R Earned Paid Leave Administrative Procedures

Adopted: May 6, 1993

Revised: June 1996; May 2000; June 2000; June 2001; June 2002; June 2003; June 2004;  
February 2, 2006; February 1, 2007; January 3, 2008; January 8, 2009; April 1, 2010;  
June 2, 2011; September 6, 2012; June 1, 2017; August 5, 2021; June 2, 2022;  
August 17, 2023