

HOURLY EMPLOYEE  
WORK AND SALARY  
GUIDELINES

Effective July 1, 2009

Harvard Public Schools  
Harvard, Massachusetts

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This work and salary policy applies to all employees not covered by the HTA contract and employees with individual contracts.

## **I. DEFINITIONS**

- A. Workday is the scheduled time period during which employees are expected to be at their work location as directed by the supervisor. Employees are to remain on site during their scheduled workday unless prior approval from supervisor is granted.
- B. Probationary employees are employees who have completed less than ninety (90) calendar days of continuous service. During the probationary period employees are in a probationary status and may be terminated at any time without recourse.
- C. Permanent employees are employees who have completed ninety (90) calendar days of continuous service.
- D. Full year employees are employees who are regularly scheduled to work the full year (260 days).
- E. School year plus employees are employees who are regularly scheduled to work at least 210 days per year.
- F. School year employees are employees who are regularly scheduled to work less than the school year plus (less than 210 days).
- G. Summer employees are not eligible for sick, personal, vacation leave or holiday pay.

## **II. WAGES**

### **A. Probationary Review**

The Superintendent will be responsible for implementing probationary reviews with supervisors and notifying payroll of any wage increase. In the event of a delay, a post probationary increase will be retroactive to the end of the probationary period.

### **B. Initial Pay Rate**

Initial step placement of new employees is at the discretion of the Superintendent. Consideration will be given for prior experience when making this determination.

### **C. Overtime/Compensatory Time**

Employees may be requested to work a reasonable amount of overtime. Compensatory time will be granted with written approval and a copy of approval forwarded to the Central Office. Compensation shall be as follows:

1. Time and a half shall be paid for all time worked in excess of forty (40) hours in one week and for all time worked on recognized holidays.
2. An employee may request compensatory time in lieu of overtime pay. If the employee's request for compensatory time is approved by his/her supervisor, such compensatory time will be granted at the rate of time and one-half and must be used within 30 days of the date on which it is earned. If such compensatory time is not or cannot be used within 30 days of the date on which it is earned, overtime pay will be given.
3. The employee on his or her time sheet must record compensatory time by hours credited and used. The compensatory time total must also be listed on the time sheet as of the beginning and end of the pay period.
4. There shall be no pyramiding or duplication of premium or overtime pay or compensatory time.
5. Employee requests to work additional hours must be pre-approved by the supervisor.
6. An employee will be considered to have worked any day required if he or she is on approved paid leave; i.e., sick leave, personal leave, bereavement leave or vacation leave.

### **III. HEALTH AND INSURANCE BENEFITS**

All employees who work 1040 hours per year shall be eligible to receive the standard provisions for benefits, health care and retirement provided for all other town employees in compliance with Massachusetts General Law. Available benefits include:

- Retirement (required)
- Health Insurance (elective)
- Life Insurance (elective)
- Disability (elective)
- Flexible Spending Accounts (elective)
- Deferred Compensation Match (elective, after five (5) years of service). Match is based on years of service as a proportion of five percent of the employee's base pay in accordance with provisions of the teachers' contract.

### **IV. WORKER'S COMPENSATION**

The employee shall notify his or her immediate supervisor within twenty-four (24) hours after an accident occurs and must complete a Workers' Compensation report. An injured employee becomes eligible for WEEKLY compensation indemnity benefits when he or she has been totally or partially disabled due to an injury or occupational illness, and is incapable of earning full wages for five or more calendar days (days do not have to be consecutive; disability can be total or partial). An employee who is receiving Workers' Compensation and who has accrued sick leave may use such if his or her accumulated sick leave payment as, when added to the amount of his or her compensation payments, will result in the payment to him or her of his or her full salary or wages. A full-year employee who is absent because of an industrial accident and who has exhausted his or her sick leave may use accrued vacation.

### **V. MATERNITY LEAVE**

This absence will require medical documentation from a licensed practicing physician stating that the employee is fit to continue job duties for the duration of the pregnancy. This benefit will be administered under the provisions established under both state and federal law.

### **VI. AUTHORIZED LEAVE**

**A. Leave Requests** - Leave requests for authorized leave must be submitted in writing (Leave Request Form) three workdays in advance, except in the case of emergency. E-mail is not an acceptable means of a request.

**1. Sick Leave** - Employees accrue sick leave at the rate determined by their yearly work schedule for each month of employment. All sick leave charges and credits will be rounded off to the nearest half-day. Sick leave shall be accumulated without limit. All sick leave days will be credited on July 1 of the work year.

Sick leave with pay shall be granted for personal illness or injury or for serious sickness of the employee's spouse, child, mother or father. A doctor's statement may be required for sick leave exceeding three (3) consecutive working days, and for other instances deemed warranted by the School Administration, such as a pattern of recurrent use of sick leave. The doctor's statement shall pertain to the sick person.

An employee must notify his or her "Supervisor a reasonable amount of time before his or her workday begins if he or she is to receive sick pay.

**2. Bereavement Leave** - Employees may be entitled to bereavement leave as determined by their work schedule with pay to be taken within seven (7) consecutive days from the date of a death occurring in the employee's immediate family. Immediate family shall be defined as mother, father, spouse, partner, child, brother, sister, mother-in-law, father-in-law, grandparent, grandchild, or relative residing in the employee's household. Compensation for time off under the terms of this section shall be calculated on the basis of the employee's scheduled hours multiplied by his or her regular hourly rate for each day of leave.

**3. Personal Leave** - At the discretion of the supervisor, an employee may be granted personal leave with pay in any one fiscal year as determined by their work schedule.

Such leave may be granted only for a full workday or one-half of a workday as requested and as approved by the immediate supervisor.

Employees requesting personal leave must realize that such leave is a privilege extended to employees so that business and other matters which must be done during the work day may be accomplished without loss of pay. Personal leave is not an employee right which must be granted when requested, and the excused times must be limited to the time required. Whenever possible, personal matters should be scheduled for off-duty time or on non-work days.

Leave will be granted for the time required if such leave would not materially affect operations. Sufficient information regarding the need for such leave must be given to the supervisor so that he or she may make a fully informed decision on the request.

All leave must be requested for a reasonable amount of time in advance in order to arrange for coverage of the employee's duties.

**B. Other Leave** - Absences with pay may be excused by supervisors without charge to vacation or sick leave for reasons shown:

**1. Jury Duty** - Permanent and probationary employees serving on jury duty will be paid the difference between the money received by them for jury duty, less travel allowance, and their regular pay calculated on the basis of their scheduled hours multiplied by their regular hourly rate. An employee who is normally scheduled to work evenings or nights shall not be required to report to work on any day during which he or she serves on jury duty beyond noon time. Request for copy of summons or subpoena and certificate of court attendance must substantiate court leave.

**2. Weather Conditions** - In the event of delayed opening or school cancellation, the following schedules are to be followed:

*Cancellations:*

- Custodians - After consultation with supervisor, are expected to report to work when travel is safe.
- School Year employees - Do not report; day is not compensated as the missed day is made up at the end of the school year.
- School Year Plus/Full-time employees After consultation with supervisor, are expected to report to work when travel is safe. They may, however, elect to use a vacation day if they choose to not report to work for that day. In the event of severe weather conditions, all offices may be closed and SY Plus/Full-time employees shall be compensated for the missed work day.

*Delayed Opening:*

- Custodians - Report to work as usual.
- School Year - Report per later start; regular day's pay.
- School Year Plus, Full-time employees - Report to work as usual.

**3. Professional Leave** - Employees may, after written request and approval of the Superintendent, be granted reasonable absences with pay to attend professional activities relating directly to their responsibilities or professional growth.

**4. Leave Without Pay**-As used in this paragraph, leave without pay applies only to temporary non-pay status and absence from work granted at the employee's request.

Leave without pay will not be approved for an employee when currently accrued and/or accumulated vacation can be applied to the requested period of absence. As a basic condition for approval of a period of leave without pay, there must be a reasonable expectation that the employee will return to work in an active productive capacity at the end of the period of absence. It also should be apparent that at least one of the following benefits would result:

- i. Protection or improvement of employee's health, OR
- ii. Retention of a desirable employee.

**5. Vacation** - Employees eligible for vacation days with pay will be granted such based on length of continuous service from date of employment (see page 21). All vacation days will be credited on July 1 of the work year.

Probationary employees employed on a 12-month basis will accrue five (5) days of paid vacation when he or she completes his or her probationary period and becomes a permanent employee. This accrued leave may be taken only after the completion of the probationary period. If an employee terminates service for any reason before the end of the probationary period he/she is not entitled to any accrued vacation.

**6. Lump Sum Vacation Payments** -All employees terminating will be paid a lump sum for any accumulated vacation time to their credit on date of separation. Payment may not exceed twenty (20)days.

**7. Holidays** - Employees shall be eligible for holiday pay for those holidays as determined by their yearly work schedule.

## **VII. GRIEVANCE PROCEDURE**

Level 1-Any employee who believes that the procedures in the “Hourly Employee Work and Salary Guidelines” have been violated may submit a grievance to his/her immediate supervisor and the immediate supervisor shall meet with the employee within ten school days of receipt of the grievance. If the immediate supervisor is unable to resolve the grievance to the employee’s satisfaction, the matter may be referred to the Superintendent.

Level 2-The Superintendent or his or her designee shall meet with the grievant in an effort to resolve the grievance within ten school days of receipt of the grievance. If the Superintendent is unable to resolve the matter, the matter may be referred to the School Committee.

Level 3-If the Superintendent is not able to resolve the matter, the employee may submit the grievance to the School Committee within ten school days of the Superintendent’s response. If the grievance remains unresolved, the School Committee shall meet with the employee to hear the grievance. The scope of review is whether the procedures have been followed. If the School Committee representatives determine that the procedures have been violated, the School Committee may remand the matter to the Superintendent with a directive to follow the appropriate procedures. The School Committee’s decision is final and binding.

## **VIII. SENIORITY AND QUALIFICATIONS**

Seniority is defined as the length of continuous employment in the Harvard Public Schools. Seniority shall be broken if an employee:

- A. resigns;
- B. is discharged for cause;
- C. fails to report to work upon recall within the specified time limits;
- D. has been laid off from or otherwise has not been in active employment within the schools for a period of one (1) year, excluding approved leaves of absence.

## **IX. TRANSFER**

Transfers will be considered only when circumstances or the qualifications of individuals make such action appropriate in the best interest of the school system as determined by the Employer.

A transfer of an employee will be made only after written notification of the transfer to the employee. If the employee so requests, the employee shall meet with the Superintendent to discuss the reasons for the transfer.

No full year employee will be transferred into a school year position and no school year employee will be transferred into a full year position except by mutual agreement.

## **X. VACANCIES**

Notice of a vacancy will be posted at both schools. Any employee may apply to fill the vacancy by submitting a written application in compliance with the posting requirements.

## **XI. NOTICE OF TERMINATION**

Before terminating employment, the employee will give at least two (2) weeks' notice.

## STANDARDS OF CONDUCT

The Harvard Public Schools strive to create and maintain a positive work environment. The schools stress courteous and respectful behavior toward fellow employees, students, parents and other individuals. An employee should have a responsible attitude. The following standards will assist in clarifying differences in judgment. These standards simply outline general principles on which employees are expected to base their behavior. The examples are not meant to be all-inclusive. In general, employees can anticipate that actions harmful to another employee or to the schools are cause for disciplinary procedures or possible dismissal. Employees are expected to respect the individual rights and privacy of others.

### **I. STANDARDS**

1. You are expected to perform all duties assigned by your department head or designee regardless of your title.
2. If anyone is injured, notify the department head or designee at once.
3. Employees must be properly attired in clothing suitable for their position. Equipment, supplies and tools must be used in a safe and prescribed way; equipment, supplies and tools must not be abused.
4. Property belonging to the schools, vendors or employees shall not be defaced or damaged, nor shall school equipment or property be used without authorization.

### **II. GROSS VIOLATIONS**

The following are considered gross violations of town policy for which disciplinary action, such as immediate suspension and possible termination may occur:

1. Reporting to work under the influence of drugs or alcohol, possession or use of alcohol or illegal drugs during working hours.
2. Fighting or any belligerent behavior or misconduct endangering the life or property of others.
3. Any security violation involving a willful intent to defraud (such as theft).
4. Possession of dangerous weapons.
5. Flagrant insubordination such as leaving a work location contrary to direct instructions, refusal to do assigned tasks.

### **III. CONFLICT OF INTEREST**

The Massachusetts conflict of interest law, Chapter 268A of the General Laws, prohibits public employees from soliciting or accepting gratuities for or because of their official duties. This law prohibits certain activities that could result in a conflict of interest or create the appearance of a conflict of interest. If you have any questions, please contact the Office of the Superintendent.

### **IV. GIFTS AND CONTRIBUTIONS**

Employees are prohibited from soliciting or accepting any gift, gratuity favor, entertainment, loan or any other item of monetary value from any person who is seeking to obtain business with the school, or from any person within or outside the school employment whose interest may be affected by the employee's performance or non-performance of official duties. Massachusetts General Laws Chapter 268A addresses this issue in detail. The Commonwealth and the schools take this issue seriously. Violators face potential prosecution under the law. If you have any questions, please contact the Office of the Superintendent.

### **V. CONFIDENTIALITY**

The Harvard Public Schools has contact with many organizations including state, county and federal governments, private businesses and citizens. In many cases the schools are dealing with issues that are of a confidential and sensitive nature. Employees must be cautious not to disclose confidential information that could lead to legal and financial repercussions for the schools, poor public relations and/or bad employee morale. If you have any questions in regard to confidential matters see your supervisor before discussing or releasing information. Improper disclosure of confidential matters could be subject to disciplinary action.

## DISCIPLINE

All employees are responsible for observing regulations necessary for proper operation of the schools. Disciplinary action may be imposed upon an employee for failure to fulfill responsibilities. The following are examples of sufficient cause for disciplinary action:

- Refusal to perform assigned work or violation of any reasonable official order or failure to carry out any lawful and reasonable directions made by a proper supervisor.
- Habitual tardiness or absence from duty.
- Use or possession of illegal narcotics while on duty. Violation of this section is cause for immediate dismissal.

- Willful misuse, misappropriation, negligence or destruction of school property or conversion of school property for personal use or gain.
  
- Fraud in securing appointment.
- Disclosure of confidential information.
- Abuse of sick leave or absence without leave approval.
- Conviction of a felony.
- Violation of safety rules, practices and policies.
- Falsification of time sheets.
- Disorderly conduct.
- Violation of the Standards of Conduct.
- Incompetence or inefficiency in performing assigned duties.
- Any other situation or instance of such seriousness that disciplinary action is warranted.

## **I. DISCIPLINARY PROCEDURES**

Department supervisors shall be responsible for enforcing rules and regulations. The type of disciplinary action imposed is at the discretion of the appointing authorities and department supervisors and is dependent upon the nature of the disciplinary violation. Disciplinary action shall include only the following: Oral Reprimand, Written Reprimand, suspensions and dismissal. In the case of suspensions and dismissals, the Office of the Superintendent shall be contacted prior to the disciplinary action being issued.

## **II. ORAL REPRIMAND CONFERENCE**

It is the responsibility of the immediate supervisor to recognize and handle disciplinary cases. Employees who break a rule are not problem employees unless they are habitual offenders. An oral reprimand conference is the first (and often only) step in the disciplinary procedure. In this conference, the supervisor tries to reach an understanding of the causes of the offense and to impress upon the employee the need for corrective action. The conference can eliminate misunderstandings immediately and set the desired standards of conduct and performance. A written record of oral reprimands is kept in the employee's personnel file.

## **III. WRITTEN REPRIMAND**

Should an oral reprimand fail to result in improved behavior, a written reprimand may be necessary. A written reprimand will specify the nature of the employee's offense, the efforts made previously to correct the problem, and a warning to the employee that future disciplinary action may be taken if the matter is not corrected. A copy of the written reprimand shall be sent to the employee and to the Office of the Superintendent for the employee's personnel file. The employee may write a letter that responds to the reprimand and send it to the Office of the Superintendent. Such a letter shall be placed in the employee's personnel file. After a period of twelve (12) months, the reprimand will be removed from the employee's file if his or her performance and conduct have been satisfactory during that time.

## **IV. SUSPENSION AND DISMISSAL**

A supervisor may initiate suspension or discharge, with the approval of the Superintendent who will consult with labor counsel, for any of the reasons stated above, of any employee employed by the school department. The following procedures shall be adhered to:

- A. Within one (1) working day after the suspension or discharge, the employee shall be given:
  1. written notice stating the specific reason or reasons for said suspension or dismissal and the contemplated action; a copy of the written notice shall be submitted to the Office of the Superintendent, and
  2. information to the effect that within two (2) working days, the employee may request a hearing before the appointing authority. The hearing shall be given within seven (7) working days after receipt by the appointing authority of such request.
  
- B. Within seven (7) working days after completion of the hearing, the appointing authority shall notify the employee in writing of its decision together with reasons for said decision. A copy of the decision shall be submitted to the Office of the Superintendent for purposes of record keeping.

C. An employee suspended in accordance with this policy shall automatically be reinstated at the end of such suspension. An employee whose suspension or discharge under this section is decided to have been without cause shall be deemed not to have been suspended or discharged, and shall be entitled to compensation for the period for which said employee was not paid.

D. Employees may also be discharged for unsatisfactory performance of work on the job. Prior to such discharge, however, a department supervisor must make every effort to correct performance by counseling, oral reprimand and a written statement.

E. Upon mutual agreement, the timeline referred to in Section A and B may be extended.

#### **V. DISMISSAL**

Dismissal is the most severe and permanent form of disciplinary action and, as such, should be exercised with care and considerable prior thought. Any department supervisor who proposes to dismiss a regular employee shall consult in detail with the Superintendent prior to taking any action. Once it is decided to dismiss an employee, the department supervisor shall send the affected employee a letter that states the grounds for the action and the employee's appeal rights. The letter may be hand delivered by the department supervisor or sent by certified mail, receipt requested. The letter of dismissal shall be effective immediately.

#### **VI. DEMOTION FOR CAUSE**

When the employee's ability is impaired to the extent he or she is unable to perform his or her assigned duties but not hampered to the extent he or she is unable to work at lower paid related duties a department supervisor may demote the individual after consultation with the Superintendent. As in other disciplinary actions, the grounds shall be stated in a letter to the affected employee with a copy of the paperwork forwarded to the Treasurer's Office for payroll purposes.

## **HOLIDAYS**

Recognized holidays under this policy are:

### School Year Employee Holidays

Labor Day  
Columbus Day  
Veterans' Day  
Thanksgiving Day  
Martin Luther King, Jr. Day  
Memorial Day

### School Year Plus Employee Holidays

Independence Day	New Year's Day
Labor Day	Presidents' Day
Columbus Day	Patriots' Day
Veterans' Day	Martin Luther King, Jr. Day
Thanksgiving Day	Memorial Day
Christmas Day	

### Full Year Employee Holidays

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

Part-time employees will be paid for the holiday only if the holiday falls on a regular work day for the part-time employee.

When a school year commences after Labor Day, those School Year Employees who did not receive the Labor Day Holiday pay benefit are entitled to use a floater day in lieu of same with prior approval from the immediate supervisor.

**AUTHORIZED LEAVE**

**School year employees** are employees who are regularly scheduled to work less than the school year plus (less than 210 days.)

- Sick Leave..... 8 Days
- Personal Leave (non cumulative)..... 2 Days
- Bereavement Leave..... 3 Days
- Holidays\*..... 6 Days

**School year plus employees** are employees who are regularly scheduled to work at least 210 days per year.

- Sick Leave.....9 Days
- Personal Leave (non cumulative)..... 3 Days
- Bereavement Leave..... 5 Days
- Holidays\*..... 11 Days
- Vacation..... 6 Days

**Full year employees** are employees who are regularly scheduled to work the full year (260 days).

- Sick Leave..... 12 Days
- Personal Leave (non cumulative).....3 Days
- Bereavement Leave..... 5 Days
- Holidays\*..... 12 Days
- Vacation..... 12 Days

Days shall be counted by the number of hours regularly scheduled to work (i.e. 4 hr. workday = 4 hr. sick day).

\* Holidays not on a regular workday are paid as a floating holiday, which must be scheduled and approved in advance by the employee's supervisor. All floating holidays must be taken by June 30 and cannot be carried over to the next school year.

**VACATION LEAVE**

**School year plus employees** shall be paid accrued vacation at the end of the school year. If a probationary school year employee terminates his or her service for any reason before the end of the school year he or she is not entitled to any accrued vacation. For school year plus employees, vacations shall be taken during school breaks unless prior approval has been granted. Any remaining vacation pay for the year will be issued at the end of the school year.

**Permanent school year plus employees** are entitled to accrue vacation pay monthly based upon length of continuous service from date of employment as follows:

- 1 to 5 years of service..... 6 days per year accrued monthly
- 6 to 10 years of service..... 8 days per year accrued monthly
- 10+ years of service..... 10 days per year accrued monthly

Permanent full year employees are entitled to accrue paid vacation leave monthly based upon length of continuous service from their date of employment as follows:

- 1 to 5 years of service..... 12 days per year accrued monthly
- 5 to 10 years of service..... 15 days per year accrued monthly
- 11th year of service..... 16 days per year accrued monthly
- 12th year of service..... 17 days per year accrued monthly
- 13th year of service..... 18 days per year accrued monthly
- 14th year of service..... 19 days per year accrued monthly
- 15th year of service..... 20 days per year accrued monthly
- 16th year of service ..... 21 days per year accrued monthly
- 17th year of service..... 22 days per year accrued monthly
- 18th year of service..... 23 days per year accrued monthly
- 19th year of service..... 24 days per year accrued monthly
- 20th year of service..... 25 days per year accrued monthly

No Saturday or Sunday or holiday leave day shall be computed as a day of an employee's vacation. A full year employee may carry over unused vacation days at the end of a fiscal year not to exceed 20 days.

Vacation time off for full year employees will be scheduled, insofar as practical, first taking into account the needs of the department and then the desires of the employee.

**FOODSERVICEWORKERS ONLY**

Uniform Allowance - Food Service Workers will receive a uniform allowance as follows:

- Lead Production: - \$1,000 each
- Secondary Production: - \$500 each
- All other food service employees - \$400 each

The uniform allowance for all food service employees will be paid on the first pay in October of the school year. This reimbursement will be used to purchase and launder appropriate attire used solely during the hours the employee is working.

**SICK LEAVE INCENTIVE** - To be eligible to receive this incentive, employee must be full time (30+ hours per week) or a food service worker and have commenced work at the beginning of the school year. This payment shall be considered regular compensation and will be paid in the last paycheck in June.

- If no more than one sick day is used, \$350 in compensation will be paid.
- If two days are used, \$200 in compensation will be paid.

**SALARY SCHEDULE FOR SCHOOL YEAR 2009/10**

<b>GRADE</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
<b>I</b>	\$8.56	\$8.63	\$8.69	\$8.79	\$8.87	\$8.95	\$9.02	\$9.11	\$9.19	\$9.41
<b>II</b>	\$9.50	\$9.66	\$9.84	\$10.03	\$10.22	\$10.38	\$10.57	\$10.73	\$10.96	\$11.21
<b>III</b>	\$10.96	\$11.13	\$11.35	\$11.56	\$11.77	\$11.97	\$12.15	\$12.36	\$12.56	\$12.87
<b>IV</b>	\$12.38	\$12.65	\$12.91	\$13.19	\$13.48	\$13.76	\$14.01	\$14.28	\$14.54	\$14.91
<b>V</b>	\$14.17	\$14.53	\$14.89	\$15.26	\$15.62	\$15.98	\$16.31	\$16.64	\$16.97	\$17.42
<b>VI</b>	\$16.04	\$16.54	\$17.01	\$17.53	\$18.02	\$18.54	\$19.00	\$19.54	\$20.05	\$20.54
<b>VII</b>	\$18.91	\$19.47	\$19.97	\$20.58	\$21.15	\$21.76	\$22.37	\$22.96	\$23.50	\$24.11
<b>VIII</b>	\$20.27	\$20.90	\$21.54	\$22.16	\$22.80	\$23.44	\$24.06	\$24.71	\$25.37	\$25.97
<b>IX</b>	\$21.59	\$22.25	\$22.94	\$23.62	\$24.30	\$24.98	\$25.60	\$26.30	\$27.01	\$27.66

Step movement occurs on July 1<sup>st</sup> only after a satisfactory written performance evaluation has been conducted by the supervisor and signed, provided to the Superintendent's Office for approval, then forwarded to the Business Coordinator for implementation. The performance evaluation for all employees should begin May of each year to be completed no later than July 1<sup>st</sup> of that year.

**Pay Grades**

- Community Ed Seasonal – Grade I
- Food Service, Copy Aide – Grades III, IV
- Clerical Aide/Custodian – Grade V, VI
- (Custodial Shift Differential – 5% for permanent assignment to evening shift)
- Community Ed/Secretaries – Grades V, VI
- Instructional Tutor – Grade VI
- Instructional Aide – Grade IX

AUGUST 09 (0)					SEPTEMBER 09 (19)					OCTOBER 09 (21)				
M	Tu	W	Th	F	M	Tu	W	Th	F	M	Tu	W	Th	F
3	4	5	6	7		1	2	3	4				1	2
10	11	12	13	14	7	8	9	10	11	5	6	7 ER	8	9
17	18	19	20	21	14	15	16 ER	17	18	12	13	14	15	16
24	25	26	27	28	21	22	23	24	25	19	20	21 ER	22	23
31					28	29	30			26	27	28	29	30
31 Convocation (No School)					1 Teacher Professional Development (No School) 2 School is in session 7 Labor Day (No School) 28.....Yom Kippur (No School)					12.....Columbus Day (No School)				
NOVEMBER 09 (17)					DECEMBER 09 (17)					JANUARY 10 (19)				
M	Tu	W	Th	F	M	Tu	W	Th	F	M	Tu	W	Th	F
2	3	4 ER	5	6		1	2 H	3	4					1
9	10	11	12	13	7	8	9	10	11	4	5	6	7	8
16	17	18	19	20	14	15	16 ER	17	18	11	12	13 ER	14	15
23 H	24 H	25	26	27	21	22	23	24	25	18	19	20	21	22
30					28	29	30	31		25	26	27 ER	28	29
11 ...Veterans' Day (Teacher Professional Development/No School) 23-24 Half Day/Teacher Professional Development 25,26,27...Thanksgiving Break					2 Half Day/Teacher Professional Development 24-31.....Christmas/Winter Break (No School)					1.....New Year's Day (No School) 18.....Martin Luther King Day (No School)				
FEBRUARY 10 (15)					MARCH 10 (23)					APRIL 10 (16)				
M	Tu	W	Th	F	M	Tu	W	Th	F	M	Tu	W	Th	F
1	2	3	4	5	1	2	3 ER	4	5				1	2
8	9	10 ER	11	12	8	9	10 ER	11	12	5	6	7 ER	8	9
15	16	17	18	19	15	16	17 ER	18	19	12	13	14	15	16
22	23	24	25	26	22	23	24 ER	25	26	19	20	21	22	23
15-19 ....Presidents' Day/Winter Vacation (No School)					29	30	31			26	27	28 ER	29	30
										2 Good Friday (No School) 19-23.....Patriot's Day/Spring Vacation (No School)				
MAY 10 (20)					JUNE 10 (13)					■ = Teacher Professional Days (No School) ■ = Holidays or No School ( ) = Student Days per Month <i>H - Half Day</i> <i>ER - Early Release</i> <b>Early Release Day Dismissal Times</b> B = Bromfield - 12:05 pm E = Elementary - 1:13 pm <b>Half Day Release Times</b> B = Bromfield - 11:05 am E = Elementary - 12:05 pm				
M	Tu	W	Th	F	M	Tu	W	Th	F					
3	4 ER	5	6	7 ER		1	2	3	4					
10	11	12	13	14	7	8	9	10	11					
17	18	19	20	21	14	15	16	17 ER	18					
24	25	26	27	28	21	22	23	24	25					
31					28	29	30							
4 ER 7 ER 31 Memorial Day (No School)					17 Tentative Last Day of School/Early Release 18 Teacher Professional Development									

