

HARVARD PUBLIC SCHOOL

HOURLY EMPLOYEE

WORK AND SALARY GUIDELINES



TABLE OF CONTENTS

Vision Statement, Mission Statement, Core Values	1
Introduction.....	2
General Employment Policies.....	3
Discipline, Suspension and Dismissal, Grievance, Transfer.....	6
Vacancies, Notice of Termination, Definitions.....	9
Wages.....	10
Employee Benefits.....	11
Finger Printing, Worker’s Compensation, Parental/Maternity Leave.....	12
Family Medical Leave, Small Necessities Leave.....	13
Authorized Leave.....	15
Sick Leave Incentive.....	16
Work Schedule, Lunch Break,	17
Weather Conditions, Holidays.....	18
Authorized Leave.....	19
Vacation Leave.....	20
Uniform Allowance.....	21



Vision Statement

The Harvard Public Schools community, dedicated to educational excellence, guides all students to realize their highest potential by balancing academic achievement with personal well-being in the pursuit of individual dreams.

The students engage in learning how to access and apply knowledge, think critically and creatively, and communicate effectively. They develop the confidence and ability to understand diverse perspectives, collaborate, and contribute to their local, national and global communities.

Mission Statement

Our mission is to provide an outstanding educational experience for all students and to help them develop curiosity, perseverance, and social responsibility.

Core Values

Student Achievement: We believe the Harvard Public Schools inspire, prepare, and challenge all students toward academic excellence while recognizing that students reach their individual potential in different ways.

Personal Growth: We believe in helping all students attain a balance between academic achievement and physical, emotional, and social well-being so that they become productive, confident, and caring citizens.

Partnership: We believe that students are best served when schools, families, and community share a common vision and are committed to open communication, mutual respect, and collaboration.

Resources: We appreciate that the Harvard community provides the necessary resources to best serve our students, and we hold ourselves responsible for the appropriate use of those resources.

School Climate: We believe that the Harvard Public Schools strive to create a safe and inclusive environment for students, faculty, and staff that values diversity and fosters respect for learning, self, and others.



INTRODUCTION

We are pleased to have you as a member of the staff of the Harvard Public Schools. Whether an employee works full or part-time, in an administrative, teaching, professional or support category, the skills and commitment he/she bring to his/her job make an important contribution to our goal of providing excellence in education to the children and families of Harvard.

The Harvard Public Schools is comprised of one elementary school for grades PreK-5 and one middle/high school for grades 6-12. In addition to the residents of Harvard, the Harvard Public Schools also educate PreK-12 children from the nearby community of Devens. The school system is governed by a five-member School Committee. The Superintendent of Schools is responsible for overall administration of the schools and implementation of School Committee policies. An employee of the Harvard Public Schools can expect a fair and equitable salary, competitive benefits and the opportunity to be a part of the best that public education has to offer. We are pleased to have you as a member of our team and hope that you will find satisfaction in your work here.

The Employee Work and Salary Guidelines are written to provide information and guidance to Harvard Public School employees. The School Department's policies, benefits and rules, as explain in this manual, may be changed from time to time as circumstances, employment legislation and economic conditions dictate. If and when provisions are changed, you will be notified. The School Department, at its option, may change, delete, suspend or discontinue any part or parts of the policies in this manual at any time without prior notice. No one other than the Superintendent of Schools may alter or modify any of the policies in this handbook. No statement or promise by a supervisor or building principal may be interpreted as a change in policy, nor will it constitute an agreement with an employee.

Superintendent of Schools – Linda G. Dwight – 39 Massachusetts Avenue – Harvard, MA
ldwight@psharvard.org - 978-456-4140

Human Resources Director – Marie Sobalvarro – 13 Ayer Road – Harvard, MA
msobalvarro@harvard.ma.us – 978-456-4100 – Extension 330

GENERAL EMPLOYMENT POLICIES

The work and salary policy applies to all employees not covered by the HTA contract or an individual contract.



Basic Employment Expectations

All employees are expected to demonstrate a professional, cooperative, knowledgeable and courteous demeanor in all interactions with students, parents/guardians, colleagues and members of the community. Work attire should reflect the professional responsibilities of an employee's position, exhibiting concern for safety, hygiene, neatness, cleanliness, and projecting positive role models for students enrolled, and may be cause for disciplinary action.

At a minimum, it is expected that all employees will follow general and specific work and employment guidelines, carry out instructions and directions appropriately issued by supervisor or building principal, and perform job responsibilities in a satisfactory manner. Employees are expected to be regular in attendance, arriving on time and adhering to designated starting and ending times for work, breaks, lunch, prep period, etc. Employees are advised that School Department telephones, supplies, equipment and services (including internet access and fax machines) are for professional use. Excessive personal calls, or use of supplies, services or equipment for person reasons are not allowed. Inappropriate use of equipment, supplies, or services, including electronic access, may result in termination.

All employees are expected to be familiar with school district policies and procedures. School policies are posted on the school district website (psharvard.org) under School Committee.

Meeting Job Expectations

In addition to maintaining appropriate standards of conduct, it is the responsibility of employees to fulfill the essential function of their positions in an acceptable manner. Depending on the position, these measures may be both qualitative and quantitative. Job requirement and qualifications are listed on job postings/descriptions. Your supervisor/building principal will discuss and clarify the expectation and standards of your position. Employees who are having difficulty meeting job standards should discuss the issue with their supervisor/building principal. In turn, it is the supervisor/building principal's responsibility to monitor employee performance and provide counseling support and assistance to employees in helping them meet job expectations.

Performance Evaluation

Each year, a supervisor/building principal will formally evaluate an employee's job performance and assess how satisfactorily he/she is performing the responsibilities of his/her position.

Performance evaluation is an important factor in continued employment. If any employee does not agree with a performance evaluation, he/she may submit a written response addressing any relevant issues to the building principal and the Superintendent of Schools. The performance evaluation and any written response an employee may submit will be included in the employee's permanent personnel record.

Professional Development

All employees are encouraged to engage in continued professional development. Workshops are periodically offered by the district at no cost during designated professional development day or after normal school hours.

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, student, 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 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 violation of town policy for which disciplinary action, such as immediate suspension and possible termination may occur:

1. Reporting to work under 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. 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 interests may be affected by the employee's performance or non-performance of official duties. Further, it is illegal for a public employee to accept work related gifts in excess of \$50.00 in value. Every 2 years, all state, county and municipal employees must complete a conflict of interest law online training program. The Harvard Town Clerk whose office is located at 13 Ayer Road in Harvard will notify you and give you further directions on completing this requirement. In addition, every year all state, county, and municipal employees must be provided with the summary of the conflict of interest law. The Harvard Town Clerk will provide this to you via interoffice mail or email. All public employees are required to sign a written acknowledgement that they have been provided with the summary and return it to the Harvard Town Clerk via interoffice mail.

IV. CONFIDENTIALITY

As an employee of the Harvard Public Schools, you may have access to confidential, protected or privileged information. It is expected that employees will protect others' rights to privacy by not releasing such information to unauthorized individuals. Failure to do so may result in disciplinary action up to and including termination of employment. Employees should consult the building principal with any questions regarding confidentiality.



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 direction made by a proper supervisor/building principal.
- Habitual tardiness or absences 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 person 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 Conduct.
- Incompetence or inefficiency in performing assigned duties.
- Any other situation or instance of such seriousness that disciplinary action is warranted.

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.

Oral Reprimand Conference

It is the responsibility of the supervisor/building principal 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/building principal 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.

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.

Suspension and Dismissal

A supervisor/building principal 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.
 - 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 (7) working days after receipt by the appointing authority of such request.
- B. Within seven (7) working days after the 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 who 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 be discharged for unsatisfactory performance of work on the job. Prior to such discharge, however, a supervisor/building principal 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.

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 supervisor/building principal 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 supervisor/building principal 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 supervisor/building principal or send by certified mail, receipt requested. The letter of dismissal shall be effective immediately.

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 supervisor/building principal 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.

Grievance Procedure

The Harvard Public Schools investigate all complaints received regarding its policies and practices and seeks to resolve differences that may arise among employees in a fair and expeditious manner. The investigation will be conducted in such a way to maintain confidentiality to the extent practicable under the circumstances. If it is determined inappropriate conduct has been committed, appropriate action will be taken under the circumstances. Employees and students are encouraged to attempt resolution with the school and administrative office and may seek advice from appropriate individuals or the Office of Human Resources.

Level 1 – Grievance to immediate supervisor/building principal if matter is unresolved -

Level 2 – Grievance to Superintendent of Schools who will meet with grievant within 10 days of receiving the complaint – if matter is unresolved -

Level 3 – Grievance to School Committee who will meet with grievant within 10 days of receiving the complaint -

The School Committee decision is final.

Transfer

Transfers will be considered only when circumstances or the qualification 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.

Vacancies

All vacancies will be emailed to staff at their school email address prior to public announcements of such vacancy. Any employee may apply to fill the vacancy by submitting a written application in compliance with the posting requirements.

Notice of Termination

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



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/building principal. Employees are to remain on site during their scheduled workday, which includes the half hour paid lunch break, unless prior approval from supervisor/building principal is granted.
- B. Probationary employees are employees who have completed less than ninety (90) calendar days of continuous service.
- C. Permanent employees are employees who have completed ninety 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. Temporary or seasonal employees are not eligible for sick, personal, vacation, or holiday pay.



II. **WAGES**

A. Starting Salary & Salary Increases

Salary is based on the salary range established for each position. Previous experience and level of education may also be factors in determining salary. Salary increases, including both annual step increases, are granted at the discretion of the School Committee. Hourly employees may be granted an annual step increase based on satisfactory performance, subject to salary range maximum.

B. Time Sheets/Attendance Records

All employees are required to accurately account for their attendance. All hourly employees are paid on a bi-weekly payroll, and time sheets will be submitted for payment after certification by the building Principal. If timesheets are not submitted on schedule, an employee may experience delays in receiving pay. The timesheet must provide accurate accounting of hours worked and absences.

C. Overtime

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 a recognized holiday. Overtime hours must be pre-approved by the supervisor/building principal.



III. EMPLOYEE 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 (Worcester Regional Retirement System)
- Health Insurance
(For school year employees, health insurance coverage continues through the summer months of July and August. Additional deductions will be taken prior to July to cover those months). Employees who terminate their employment at the end of the school year are eligible for health coverage through July and August.
- Life Insurance
- Disability Insurance
- Flexible Spending Account
- Deferred Compensation (403b or 457) After 5 years of service the town matches your contribution as follows:

The School Committee will match up to 5% of the employee's contractual base salary up to a maximum of three thousand dollars (\$3,000) as determined by the following schedule:

- Employees with 5 but less than 10 years of service will have their contributions matched at the rate of 15%.
- Employees with 10 but less than 20 years of service will have their contributions matched at the rate of 25%.
- Employees with 20 or more years of service will have their contributions matched at the rate of 50%.

IV. CORI REQUIREMENT

In furtherance of the protection of our students and according to Harvard Public Schools policy as well as compliance with M.G.L. c. 6, § 172, all employees,

contractors, accompanists, volunteers, etc. must complete CORI (Criminal Offender Record Information) before working, providing assistance and/or services in our schools. To complete a CORI check, please visit the Superintendent's Office. You must have a photo ID available. Background checks are valid for three years from the date of approval. Background checks conducted for other towns/school district are not sufficient.

FINGERPRINTING

The Harvard Public Schools is required by law to conduct a state and national fingerprint criminal background check of all current and prospective school employees who may have direct and unmonitored contact with children.

New hired employees must submit their fingerprints within 30 days of their hire date. MorphoTrust Identogo is the state approved vendor for fingerprinting services. To schedule your finger printing appointment, please visit their website (link below). You may also call MorphoTrust at 1-866-349-8130. The Harvard Public Schools ID# is 00001250.

<http://www.identogo.com/FP/Massachusetts.aspx>

If you have been recently fingerprinted by another public school district in Massachusetts, we may be able to obtain a Letter of Suitability from that district to eliminate the need for you to be fingerprinted again. Please communicate this information to the Office of Superintendent for further instructions.

V. WORKER'S COMPENSATION

Any employee who is injured at work will shall notify his or her immediate supervisor/building principal, complete the "Supervisor's Report of Accident" in take form, and visit the school nurse for assessment. 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 Worker's Compensation and who has accrued sick leave may use such if his or her accumulated sick leave payments 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.

VI. PARENTAL/MATERNITY LEAVE

Pursuant to M.G.L. chapter 149 Section 105D, an employee who has completed three (3) consecutive months of full-time employment shall be entitled to eight (8) weeks of parental leave for the purpose of:

(a) Giving birth

(b) Placement of a child under the age of 18, or under the age of 23 if the child is mentally or physically disabled, for adoption with the employee, provided, however, that any two employees of the Harvard Public Schools shall only be entitled to eight (8) weeks of paternal leave in the aggregate for the birth or adoption of the same child. The employee shall give notice to the Building Principal, Superintendent, and Town of Harvard Finance Department of the employee's anticipated date of departure and the employee's intention to return. Such notice shall be provided at least two (2) weeks prior to the anticipated date of departure or as soon as practical if the delay in providing notice is for reasons beyond the employee's control.

The Superintendent will grant parental leave upon application and will confirm in writing the approved dates of parental leave within ten (10) business days.

Parental leave commences at the time of the birth of a child or the placement of the child for adoption and is in effect for the eight (8) calendar weeks (not school weeks) immediately following the birth/placement of the child. Parental leave is unpaid; however, a female employee who has given birth to the child may use her accumulated sick leave to cover absences for childbirth and recovery from childbirth.

VII. FAMILY MEDICAL LEAVE

An employee who has been employed for one complete year shall be entitled to a leave of absence without pay for up to twelve consecutive weeks for birth, adoption, foster care placement of a child or if a serious health condition affects the employee or the employee's spouse, child, or parent in accordance with the Family and Medical Leave Act. Said leave shall be concurrent with and not in addition to Parental Leave. An employee who is utilizing Family and Medical Leave Act for his/her own illness will be required to use sick leave during the period of leave attributable to his or her illness. Consistent with the Family and Medical Leave Act, during said twelve-week leave, an employee on leave under this Section shall continue to be eligible for health insurance with the Town, and the employee during said leave will remit to the Town his or her share of the premium.

VIII. EMPLOYEE LEAVE FOR FAMILY OBLIGATIONS (Small Necessities Leave)

Under state law, eligible employees are able to take up to 24 hours leave for family obligations during any fiscal year (July 1 through June 30). This law applies to employees who have been employed for at least 12 months and have worked at least 1,250 hours in the prior 12 month period, and who are seeking leave for the purpose of participating in school activities directly related to the education advancement of the employee's son or daughter, such as parent-teacher conference or interview for a new school, to accompany a son or daughter to a routine medical or dental appointment such as a routine check-up or vaccination, or to accompany an elderly (60 year or more) relative to a routine medical or dental appointment or

for other professional services such as interviewing at a nursing home. Leave may be taken in increments of at least one hour for up to 24 hours in a fiscal year. This leave augments leave taken under the federal Family Medical Leave Act, as it is for a different purpose.

The leave is unpaid unless an employee chooses to apply accrued paid vacation, sick, or personal time.

IX. AUTHORIZED LEAVE

- A. Leave Requests – If illness, injury or other situation prevents an employee from coming to work, he/she must notify his/her supervisor/building principal of the absence as far in advance as possible. Harvard Public Schools maintains an on-line system to call in the event of illness. Below are brief instructions on how to access the absence management system.

On the internet at <http://www.aesoponline.com>. Here, you will be able to enter absences, check your absence schedule, update personal information, and exercise other features such as uploading your lesson plans for substitutes to view online.

You can also call Frontline toll free at [1-800-942-3767](tel:1-800-942-3767). Simply follow the voice menu to enter and manage absences and access other features. We recommend that you call in to check the computer recording of your name and title. To do this, press Option 5 and follow the prompts.

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/building principal with a reasonable amount of time before his or her workday begins if he or she is to receive sick pay.

2. Bereavement Leave - Bereavement leave will be granted by the building principal not to exceed five (5) days. This leave is to be granted without salary deduction in the loss of the following: husband, wife, domestic partner, child, father, mother, brother, sister, grandparent, mother-in-law, father-in-law, brother-in-law, sister-in-law, or at the discretion of the superintendent. Any other bereavement

leave shall be taken from personal or vacation leave based on the Superintendent's approval.

3. Personal Leave – At the discretion of the supervisor/building principal, an employee may be granted absences from school duties. To be eligible for such leave without loss of salary, employees must notify the supervisor/building principal at least three (3) days before taking such leave (except in emergency). Such leave is not cumulative from year to year and shall not normally be taken on days immediately preceding or following regular school vacations or holidays during the school year. Additional leave days shall be taken from sick leave based on the Superintendent's approval.
4. Other Leave
 1. Jury Duty – Permanent employees serving on jury duty will be paid the difference between the money received by them for jury duty, less travel allowance.
 2. Leave without Pay – will not be approved for an employee when currently accrued and/or accumulated vacation can be applied to the requested period. 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: protection or improvement of employee's health or retention of a desirable employee.
 3. Vacation – Employees eligible for vacation days with pay will be granted such based on length of continuous service from date of employment. All vacation days will be credited on July 1 of the work year.
 4. 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.
 5. Holidays – Employees shall be eligible for holiday pay for those holidays as determined by their yearly work schedule.
 6. Miscellaneous – There is no payout for accumulated sick leave, retirement incentive benefit, or sick bank for hourly employees.

7. Sick Leave Incentive – Full time employees or food service workers who have commenced employment at the start of the school year shall be eligible for sick leave incentive. This payment shall be paid in the last paycheck in June as follows:

- If no more than one sick day is used, \$350.00 in compensation will be paid.
- If no more than two days are used, \$200 in compensation will be paid.



SCHOOL HOURS

X. Work Schedule

Employees in the Harvard Public Schools work a wide variety of schedules and hours. The work year may be based on a 10 month, 11 month, 12 month or other schedule and regular work hours may range from less than 20 to 40 or more per week depending upon the nature of the position and school and district needs. One's supervisor or building administrator will explain the work hours associated with a position in accordance with School Department policies and answer any pertinent questions.

The teachers' work day at HES begins at 8:25 a.m. and concludes at 3:40 p.m., except Friday when it concludes after dismissal; the student day begins at 8:50 a.m. and concludes at 3:08 p.m. Early release day dismissal time is 1:13 p.m., and half day dismissal time is 12:05 a.m.

At The Bromfield School, the teachers' work day begins at 7:30 a.m. and concludes at 3:00 p.m., except Friday, when it concludes at 2:30 p.m.; the student day begins at 7:45 a.m. and concludes at 2:20 p.m. Early release day dismissal time is 12:05 p.m., and half day dismissal time is 11:05 a.m.

Learning Assistants are scheduled to work a full day on early release, and half days in order to participate in professional development activities unless other arrangements are made with the building principal.

Lunch Break

All employees are provided with a thirty-minute meal break during each work shift that lasts more than six hours. This one half-hour meal break is a paid break and therefore employees are required to remain on school grounds during this break in order to be available in case of an emergency.

Special permission from your supervisor/building principal is required if you plan to leave school grounds for any purpose.

Weather Conditions

In the event of delay opening or school cancellation, the following schedules are to be followed:

Cancellations:

School year and School Year Plus employees do not report to work; the day is not compensated as the missed day is made up at the end of the school year.

Full year employees, after consultation with supervisor/building principal, 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 that day. In the event of severe weather conditions, all offices may be closed by the Superintendent. In that case, full-time employees shall be compensated for the missed work day.

Delayed Opening

School year, school year plus, and full-time employees report per later start and receive a regular day's pay.

XI. 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
Juneteenth

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	Juneteenth

Full Year Employee Holidays

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

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	5 Days
Holidays	7 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	12 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. work day = 4 hr. sick day).

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
11 th year of service	16 days per year accrued monthly
12 th year of service	17 days per year accrued monthly
13 th year of service	18 days per year accrued monthly
14 th year of service	19 days per year accrued monthly
15 th year of service	20 days per year accrued monthly
16 th year of service	21 days per year accrued monthly
17 th year of service	22 days per year accrued monthly
18 th year of service	23 days per year accrued monthly
19 th 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 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 for a full year employee will be scheduled, insofar as practical, first taking into account the needs of the department, and then the desire of the employee.



FOOD SERVICE 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.

