

**HINGHAM PUBLIC SCHOOLS**  
**Hingham, Massachusetts**

---

**In-School, Regularly Scheduled Interventionists**  
**Salary and Fringe Benefit Guidelines**  
**September 1, 2022 – August 31, 2023**

**SECTION 1. PROBATIONARY PERIOD**

The probationary period of employment is established as ninety (90) days. If the interventionist has proven satisfactory in all respects, permanent employment will begin on the ninety-first day.

**SECTION 2. INSURANCE**

Interventionists who regularly work twenty hours or more per week are eligible to participate in the Town Group Insurance Program. The Town and employee will share the cost.

**SECTION 3. SICK LEAVE**

Upon completion of the probationary period, interventionists will be granted five (5) sick days per year for personal and/or family illness. Unused sick leave will accumulate from year to year.

**SECTION 4. HOLIDAYS**

All employees are eligible to be paid holiday pay for the following holidays:

Thanksgiving  
Christmas  
New Year's Day

Holiday pay will be calculated by dividing by five the number of hours per week that the interventionist is regularly scheduled to work.

**SECTION 5. PERSONAL DAYS**

Upon completion of the probationary period, interventionists are entitled to two (2) personal days per year. Personal days may not be used to extend a holiday or vacation period. Except in cases of emergency, requests for personal leave must be made to the Superintendent sufficiently in advance of the day for which leave is being requested. Personal leave is to be used for matters which cannot be handled at any time other than during a normal working day, such as moving a family, passing papers on a home, legal matters, etc.

**SECTION 6. BEREAVEMENT**

Any employee who suffers a death in the immediate family (immediate family shall include the employee's spouse, child, mother, father, sister, brother, mother-in-law, father-in-law, sister-in-law, brother-in-law and grandparent) shall be allowed time off for up to three days from the date of death, without loss of pay where the day is such employee's regular working day and on which he/she would otherwise have worked. One (1) paid bereavement day may be used due to the death of an individual who is not an immediate family member as defined above but with whom the employee has a close relationship. Where unusual circumstances require, additional paid leave may be granted at the discretion of the Superintendent of Schools.

**SECTION 7. JURY DUTY**

An employee called for jury duty shall be paid by the Town an amount equal to the difference between the compensation paid for a normal working period and the amount paid by the Court, excluding allowance for travel.

**SECTION 8. LONGEVITY PAY**

Longevity pay shall be paid as follows: One-half of the applicable annual amount shall be payable as of December 31 to each eligible employee and one-half of the applicable annual amount shall be payable as of June 30. Notwithstanding the foregoing, initial eligibility shall be during the fiscal year of the fifth anniversary date of the employee's tenure in Hingham. Subsequent increments will occur in the next full fiscal year following the employee's tenth, fifteenth and twentieth anniversary dates. Longevity pay for an employee who is resigning from the employ of the Committee shall be pro-rated from the date of the last longevity adjustment to the first day of the month in which the employee resigns.

<u>Length of Continuous Employment</u>	<u>Annual Amount of Longevity Pay</u>
At least 5 years but less than 10 years	\$400.00
At least 10 years but less than 15 years	\$600.00
At least 15 years but less than 20 years	\$750.00
20 years or more	\$900.00

**Section 9. PROFESSIONAL DEVELOPMENT**

An interventionist may be reimbursed for fees associated with workshops and/or conferences that are taken outside of school hours and with advance written approval of the Principal and Assistant Superintendent. To receive reimbursement, the interventionist must provide to the Principal and Assistant Superintendent (a) proof of course completion, and (b) a receipted bill within thirty (30) days of completion of the course.

**SECTION 10. EQUAL EMPLOYMENT POLICY**

No employee will be discriminated against on the basis of his/her race, color, national origin, age, sex or handicap in violation of applicable laws and regulations.

**SECTION 11. HOURLY PAY RATE**

Effective September 1, 2022

\$36.13 per hour

Approved by School Committee: April 11, 2022