

HINGHAM PUBLIC SCHOOLS
Hingham, Massachusetts

July 1, 2020 to June 30, 2023
Administrative Assistants Salary and Fringe Benefit Guidelines

SECTION 1. CLASSIFICATION

The classification of positions shall be as set forth in Appendix A. The District in its sole discretion may eliminate, add or alter positions as it determines necessary. Not all positions may be filled and /or new positions under the general classifications of Assistant or Administrative Assistant may be established by the district in its sole discretion. The group members that are interested in and apply for new positions will always be considered. However, it is the intention of the district to always fill positions with the best candidate.

Suggested roles for reclassification may be determined by management or recommended by the Association on behalf of the membership. Request for reclassification by an individual member of the group shall first be discussed with the member's immediate supervisor, and then forwarded to both the Director of Business and Support Services and to the Association for its awareness and consideration.

Reclassification requests will be discussed with the Association for its feedback prior to final decision making by management. The Association shall be notified of any approved reclassifications, which shall become effective as of July 1 or earlier as determined by the Superintendent.

Management reserves the right to reclassify a position in its sole discretion and add, delete, change, or alter duties as determined necessary by the District at any time. Any said change in classification would be for the individual, not the position, and such position may revert to the previously established classification once vacated by the individual

SECTION 2. PROBATIONARY PERIOD

The probationary period of employment is established as ninety (90) days. If the employee has proved satisfactory, permanent employment will begin on the ninety-first day.

SECTION 3. ANNUAL EVALUATION

Members will receive an annual evaluation from their immediate supervisors that will be kept in the members' personnel folders.

SECTION 4. INCREASES

Progressions through the steps are not automatic and shall be on the basis of merit and ability as approved by the Superintendent of Schools. An employee who has a satisfactory performance record shall be eligible for an advance of at least one step each year until the maximum salary is reached, subject to approval of the Superintendent of Schools. Increases, if granted, will become effective at the beginning of each fiscal year to employees who worked in the same position more than 50% of the workdays in the previous work year.

SECTION 5. LENGTH OF SERVICE

In determining length of service for any and all benefits except longevity and salary levels based on length of service, the first day shall be the day the employee started to work twenty (20) hours or more per week on a regular basis as authorized in writing by the Superintendent of Schools. For purposes of longevity only, employees will be given credit for service time as paraeducators.

SECTION 6. TRANSFERS AND PROMOTIONS

When an employee is promoted to a higher-rated job, the employee will enter it at the minimum of the job rate range or at the next pay rate above the employee's present salary, whichever is higher. The employee may, for good cause shown, also receive one step increase at the time upon the recommendation of the immediate supervisor, and the approval of the Superintendent. If an employee should be transferred to a lower-rated job, the employee will enter it at the step rate based on the length of service in the previous job.

SECTION 7. RELIEF IN HIGHER CLASSIFICATION

In any instance in which an employee replaces an employee in a higher classification to cover a planned extended absence of greater than a week, such that the employee is performing essentially all of the functions of that position, with prior authorization from the Director of Business and Support Services, the employee will be paid at the lowest step in the salary grade of the higher classification which will give the employee a salary increase of at least \$30 per week above the employee's regular weekly salary.

SECTION 8. REDUCTION IN FORCE

When a position is eliminated, other factors being equal, the person in that position will be laid off. In the event that two positions are combined into one position, the position will be assigned to the person who possesses all of the skills needed to perform the

duties of the new position. Between persons of equal skills, the person with the greater seniority will be assigned to the position. An employee's seniority shall mean his/her continuous and unbroken employment by the Committee in an Administrative role and shall not include time worked in other capacities.

SECTION 9. VACANCIES

All vacancies in permanent positions that will be filled will be posted internally for five (5) business days in every school building, the maintenance office, the transportation office, and the school administration building, during which time no appointment will be made.

SECTION 10. WORK YEAR AND WORK DAY

At the time of hiring, employees will be informed of their scheduled work hours per week and their number of work days per year. Work hours will be defined by the immediate supervisor.

Employees hired to work less than 52 weeks per year are expected to work when school is in session and for specific numbers of days as scheduled and discussed with their supervisor.

SECTION 11. SCHOOL CANCELLATION

All 52 week employees are expected to work when school is cancelled unless the weather interferes. If an individual cannot get to work because of weather conditions in and around the building to which the employee is regularly assigned, the employee shall be paid for the day. The principal or custodian will call one administrative assistant designated in each building to advise that conditions around the building are safe for entry. The designated administrative assistant will arrange for calls to the other administrative assistants in the building. Any administrative assistant who is delayed by weather conditions and who arrives at work on a school cancellation day within 3 hours of his/her normal starting time will be paid for a complete normal day. If an employee cannot get to work when school is cancelled because of weather conditions particular to the individual, then the employee shall have the following options: (1) request a vacation day or a personal day; (2) make up the time lost at a mutually agreeable time; (3) take a "work-at-home" day (employee must have prepared in advance by sending themselves documents and other work to be accomplished on the snow day) (4) take a deduct day.

Where school and town collocate, School Administration may remain open when the Town closes the building. HPS employees working at Town Hall are expected to work as determined by the Superintendent, subject to the above paragraph.

SECTION 12. OVERTIME

Overtime is reserved for emergency situations and must be approved in advance by the employee's supervisor.

Per statute, employees will be compensated for any work in excess of forty (40) hours per week either at one and one half (1 ½) times their regular rate of pay or, if agreed to by the employee and employer, as compensatory time at one and one half (1 ½) times the overtime hours worked. Compensatory time off cannot be accumulated year to year unless specifically authorized in writing by the Superintendent or Designee.

Time worked in excess of an employee's normal work hours but totaling less than forty (40) hours per week, will be calculated at one (1) times the regular rate.

SECTION 13. VACATION

Accrued vacation days with pay can be used after six months of employment.

Vacation days will be earned in each month as set forth below. This accrual method will continue throughout an employee's service except when an employee reaches the 5 and 10 year benchmarks for increased vacation time. Employees will receive five (5) additional vacation days on the employee's 5th and 10th anniversary dates

An employee, who, during a particular calendar year, becomes eligible for an additional week of vacation between July 1 and September 30, will be permitted to schedule the additional week of vacation during the normal summer vacation period.

Vacation pay will be based on the number of hours worked in one day. If the daily hours vary, the total hours worked per five-day week divided by five shall be the basis for computing vacation pay.

Vacation Entitlement:

<u>Work year</u>	<u>Years of Service</u>	<u>Vacation Days per Year</u>	<u>Earned at</u>
52 week employees:	0 – 5 years	10 days	.833 days/month
	5 – 10 years	15 days	1.25 days/month
	Over 10 years	20 days	1.667 days/month
School year employees:	0 – 5 years	8 days	
	5 – 10 years	12 days	
	Over 10 years	16 days	

School year employees' vacation days are unavailable for use while school is in session. It is intended that vacation pay would be paid during the Christmas, February and April breaks with any remaining vacation to be paid out at year end. Employees wishing to alter the pay schedule and be paid at year end may request such a change, which will not be unreasonably denied.

Any school year employee who resigns or retires during the year shall have his/her vacation allocation pro-rated prior to payment.

Any 52 week employee who resigns or retires shall be paid for any unused accumulated vacation days at his/her normal daily rate of pay.

All 52 week employees must schedule their time off during the course of the fiscal year and not hold time until June. Due to the needs of the District, only one week vacation per year may be used in June of each year as June is a very busy month for the School System. Additional time in June may be available with advance approval from the employee's supervisor. Vacation time will be approved if sufficient coverage is available. Employees are encouraged to discuss with their coworkers possible coverage during their absences.

Up to five (5) unused vacation days may be rolled over from one year to the next for employees with fewer than 10 years of service. Up to ten (10) unused vacation days may be rolled over from year to year for employees with more than 10 years of service. Anytime in excess of these rules will be lost.

In addition to roll over days, employees with 15 or more years of service may choose to bank up to 1 week a year (with a maximum cap of 5 banked years) that may be paid out upon termination of employment.

SECTION 14. HOLIDAYS

52 week full-time and part-time employees shall be eligible to be paid for the number of holidays as listed below. Holiday pay will be based on the number of hours worked in one day. If the daily hours vary, the total hours worked per five-day week divided by five shall be the basis for computing holiday pay.

1. Columbus Day
2. Veterans' Day
3. Thanksgiving Day
4. Day after Thanksgiving
5. Christmas
6. New Year's Day

7. Martin Luther King's Day
8. Patriots' Day
9. Presidents' Day
10. Memorial Day
11. Juneteenth, if the day does not fall on a Saturday
12. Labor Day
13. Independence Day
14. December 24, if school is not in session and the day does not fall on a Saturday or Sunday

School year employees shall be eligible for listed holidays # 1 – 10 plus #14. School year employees will also be eligible for Juneteenth, provided the school year ends after Juneteenth, and Labor Day, provided the school year begins prior to Labor Day or the employees attend an annual training that occurs before Labor Day. If their daily hours vary, the total hours worked per five-day week divided by five shall be the basis for computing holiday pay.

Part-time employees who are not scheduled to work on a paid holiday will receive holiday pay for that day on a pro-rated basis, e.g., an employee who works 80% time will be entitled to 80% pay for all scheduled paid holidays.

SECTION 15. SICK DAYS

Employees shall be entitled to sick leave with pay. Days shall be earned as follows:

52 week employees: 15 days per year, earned and accumulated at a rate of 1.25 days per month

School year employees: 10 days per year, earned and accumulated at a rate of 1 day per month during the months in which school is in session.

Sick days will accumulate from year to year, without limit. Although accumulation begins immediately upon reporting to work, no sick leave shall be paid during the first ninety (90) calendar days of employment nor be paid retroactively after 90 calendar days of employment.

Sick Leave pay will be based on the number of hours worked in one day. If the daily hours worked varies from day to day, the total hours normally scheduled to work per five-day week divided by five shall be the basis of computing the daily sick leave pay.

The use of accumulated sick leave may also be allowed by the Superintendent due to the serious illness of or injury to a member of the administrative assistant's immediate family including a spouse, child, parent, sister, brother, grandparent or a close friend who is also a member of the administrative assistant's immediate household. The use

of sick leave for immediate family or household members will be limited to twenty (20) days per year.

SECTION 16. UNUSED SICK DAYS

At normal retirement, employees will receive a payment for unused sick days at the rate of \$10.00 per day, not to exceed \$3000.

Accumulated sick leave up to a maximum of one hundred fifty 150 days of an employee who dies while in the Committee's employ shall be paid to such employee's designated beneficiary, if living, or in lieu of a living designated beneficiary, to such employee's estate.

An employee who resigns for reasons other than normal retirement or is dismissed shall not be entitled to additional salary or wages in lieu of any paid sick leave not taken.

SECTION 17. PERSONAL DAYS

Employees are entitled to personal days as listed below. Personal leave is to be used for matters which cannot be handled at any time other than during a normal working day, including but not limited to, legal matters, serious family illness, funeral, moving a family, passing papers on a home, graduation, or marriage of the employee or his/her immediate family member. Except in cases listed in the preceding sentence, personal leave may not be taken either immediately before or after a school vacation or holiday. The Superintendent or Designee, at his/her sole discretion, may grant personal leave or advance personal leave against future entitlements in the event of circumstances beyond the employee's control. The Superintendent's or Designee's determination shall not be subject to the grievance procedures of these guidelines.

52 week employees: 3 days per year

School year employees: 2 days per year

At the end of each fiscal year, any unused personal days shall be rolled into an employee's total accumulated sick leave.

SECTION 18. BEREAVEMENT

Any employee who suffers a death in the immediate family shall be allowed time off, up to three (3) days without loss of pay. Immediate family will include the employee's spouse, child, mother, father, sister, brother, mother-in-law, father-in-law, sister-in-law, brother-in-law and grandparent.

One day per year will be allowed time off without loss of pay to attend the funeral of a relative not included in the definition above or of a close personal friend.

Where unusual circumstances require, additional leave may be taken as personal leave with the approval of the Superintendent of Schools or Director of Business and Support Services.

SECTION 19. 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 20. UNPAID LEAVES OF ABSENCE

An unpaid leave of absence for important personal reasons, not to exceed one (1) year, may be granted by the Superintendent at his/her sole discretion. The granting of any leave of absence shall be subject to the needs of the school system.

SECTION 21. INSURANCE AND OTHER BENEFITS

Employees who are regularly scheduled to work twenty (20) hours or more per week may participate in the Town's Group Insurance Program. The Town and employee will share the cost.

The School Department will cover the full cost of the annual fees for any Administrative Assistants participating in the Town's Medical/Dependent Care Flex Spending program.

SECTION 22. WORKERS' COMPENSATION

Loss of time directly attributable to injury incurred while performing assigned duties shall not be charged to sick leave. However, any employee who receives Workers' Compensation benefits from the Town and who has accrued unused sick leave to his/her credit under this Section shall, if he/she so requests, be paid such of his/her accrued and unused sick leave allowance as, when added to the amount for such Workers' Compensation benefits, will be equal to the amount of his/her full salary or wages. Such make-up payments shall be charged to his/her sick leave and shall be discontinued when his/her sick leave allowance has been exhausted.

SECTION 23. PROFESSIONAL DEVELOPMENT

Up to \$400 tuition will be paid in any fiscal year to any of the employees for courses taken to improve their job skills. The Superintendent in her/his sole discretion may grant a higher amount for a particular course but such granting of additional funds shall

not set precedent. These courses must be approved in writing in advance by the immediate supervisor and by the Director of Business and Support Services.

In addition, each year representatives of the Association will survey the membership for its training needs and will work with the Administration to develop an appropriate annual in-service program.

SECTION 24. 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.

An employee whose tenth, fifteenth, twentieth, or twenty-fifth anniversary date occurs prior to the first longevity payroll in December shall receive the full increment. An employee whose anniversary date occurs between January 1st and June 30th will receive one-half of the increment which will be paid with the second longevity payroll in June.

Longevity pay for an employee who is resigning or retiring from the employ of the Committee shall be pro-rated from the date of the last longevity payment to the first day of the month in which the employee resigns or retires.

<u>Work year</u>	<u>Years of Service</u>	<u>Annual Amount of Longevity Pay</u>
52 week employees:	10 – 15 years	\$900
	15 – 20 years	\$1,000
	20 – 25 years	\$1,100
	Over 25 years	\$1200

<u>Work year</u>	<u>Years of Service</u>	<u>Annual Amount of Longevity Pay</u>
School year employees:	10 – 15 years	\$875
	15 – 20 years	\$975
	20 – 25 years	\$1,075
	Over 25 years	\$1,175

SECTION 25. EARLY RETIREMENT NOTIFICATION

There shall be an incentive for early notification of retirement for an employee who retires not earlier than his/her 55th birthday, who has given the Superintendent at least a ninety (90) day advance notice of his/her retirement and who has completed at least ten (10) years of service in the Hingham Public Schools.

The early notification incentive pay will be as follows:

<u>Years of Service</u>	<u>Early Notification Pay Incentive</u>
10 years	\$1,000
15 years	\$1,500
20 years	\$2,000
25 years	\$2,500

SECTION 26. PAY SCHEDULES

The pay schedules shall be as set forth in Appendix B.

SECTION 27. GRIEVANCE PROCEDURE

The purpose of the procedure set forth hereinafter is to produce prompt and equitable solutions to grievances and shall be kept as informal and confidential as may be appropriate for the procedural steps involved.

The processing of grievances shall be as follows:


Step 1: A group representing the Administrative Assistants, or an individual employee, must present a signed grievance in writing to the Superintendent of Schools within then (10) days of the earliest date on which an employee knew or reasonably should have known of the event or events giving rise to the grievance. Within five (5) days after receipt of the grievance, the Superintendent and the group representing the Administrative Assistant employees, or individual employee, shall meet to discuss the grievance. The Superintendent shall provide his/her decision in writing within five (5) days after the conclusion of such meeting.

Step 2: If the grievance is not settled to the satisfaction of the Administrative Assistant employees, or individual employee, the grievance may be presented in writing to the School Committee within ten (10) days of the Superintendent's decision. A meeting will be held at the Committee level with the group representing the Administrative Assistant employees, or individual employee, to discuss the grievance. Such meeting will be held at the next regularly scheduled meeting of the Committee which is no less than ten (10) days from the date of the submission of the written grievance to the Committee level. The Committee will consider the grievance and present its decision in writing to the President of the aggrieved Administrative Assistant group, or individual employee, within thirty (30) days after receipt of the written grievance by the Committee, when no meeting is held, or within fifteen (15) days after conclusion of the meeting when a meeting is held. The Committee's decision shall be final and binding and not be made the subject of grievance or arbitration.

SECTION 28. EQUAL EMPLOYMENT POLICY

No employee will be discriminated against on basis of his/her age, race, religious creed, color, national origin, ancestry, marital status, disability, handicap, sex, gender identity, sexual orientation, in violation of applicable laws and regulations.

Approved:



Paul Austin, Ph.D., Superintendent


6-14-21
Date

Attest:



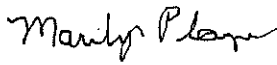
John W. Ferris, Director of Business
And Support Services

6/11/2021
Date



Maria Sandberg

6/10/2021
Date



Marilyn Player

5/28/21
Date



Pam Graham

6/10/2021
Date

APPENDIX A

SUMMARY

JOB CLASSIFICATIONS

Effective July 1, 2020

<u>POSITION</u>	<u>CLASSIFICATION</u>
Administrative Assistant - High School Principal	S - 11
Administrative Assistant - Middle School Principal	S - 11
Accounting Assistant – Superintendent, Bus Office and Payroll	S - 10
Administrative Assistant - Elementary Principals	S - 10
Administrative Assistant - Maintenance Office Manager	S - 10
Administrative Assistant- High School Guidance Office and Dept Dir.	S - 9
High School Principal Office Assistant	S - 9
Administrative Assistant - High School Athletics	S - 9
Administrative Assistant – Central Office Student Services	S - 9
Administrative Assistant - Transportation Office	S - 9
Middle School Guidance Office Assistant	S - 8
Assistant to Department Directors	S - 8
High School Assistant Principal Office Assistant	S - 8
High School Guidance Office Assistant	S - 8
Middle School Guidance Office Assistant	S - 8
Middle School Principal Office Assistant	S - 8
High School Guidance Office Assistant	S - 8
School Food Service Program Assistant	S - 8
Assistant Central Office	S - 8
Assistant I	S - 7
Assistant II	S - 6

Appendix B
Weekly Salary Schedule
July 1, 2020- June 30, 2021

Weekly		STEPS								
Job Step	A	B	C	D	E	F	G	H	I	
J o b G r a d e	6	\$728.04	\$757.16	\$787.44	\$818.93	\$851.69	\$885.76	\$921.18	\$958.04	\$996.35
	7	\$757.16	\$787.44	\$818.93	\$851.69	\$885.76	\$921.18	\$958.04	\$996.35	\$1,036.21
	8	\$787.44	\$818.93	\$851.69	\$885.76	\$921.18	\$958.04	\$996.35	\$1,036.21	\$1,077.66
	9	\$818.93	\$851.69	\$885.76	\$921.18	\$958.04	\$996.35	\$1,036.21	\$1,077.66	\$1,120.76
	10	\$851.69	\$885.76	\$921.18	\$958.04	\$996.35	\$1,036.21	\$1,077.66	\$1,120.76	\$1,165.59
	11	\$885.76	\$921.18	\$958.04	\$996.35	\$1,036.21	\$1,077.66	\$1,120.76	\$1,165.59	\$1,212.21

Appendix B
Weekly Salary Schedule
July 1, 2021 - June 30, 2022

Weekly		STEPS									
Job Step	A	B	C	D	E	F	G	H	I	New J	
J o b G r a d e	6	\$742.60	\$772.30	\$803.19	\$835.31	\$868.72	\$903.48	\$939.60	\$977.20	\$1,016.28	\$1,056.93
	7	\$772.30	\$803.19	\$835.31	\$868.72	\$903.48	\$939.60	\$977.20	\$1,016.28	\$1,056.93	\$1,099.21
	8	\$803.19	\$835.31	\$868.72	\$903.48	\$939.60	\$977.20	\$1,016.28	\$1,056.93	\$1,099.21	\$1,143.18
	9	\$835.31	\$868.72	\$903.48	\$939.60	\$977.20	\$1,016.28	\$1,056.93	\$1,099.21	\$1,143.18	\$1,188.91
	10	\$868.72	\$903.48	\$939.60	\$977.20	\$1,016.28	\$1,056.93	\$1,099.21	\$1,143.18	\$1,188.90	\$1,236.46
	11	\$903.48	\$939.60	\$977.20	\$1,016.28	\$1,056.93	\$1,099.21	\$1,143.18	\$1,188.90	\$1,236.45	\$1,285.91

Appendix B
Weekly Salary Schedule
July 1, 2022 - June 30, 2023

Weekly		STEPS									
Job Step		A	B	C	D	E	F	G	H	I	J
J o b	6	\$757.45	\$787.75	\$819.25	\$852.02	\$886.09	\$921.55	\$958.39	\$996.74	\$1,036.61	\$1,078.07
	7	\$787.75	\$819.25	\$852.02	\$886.09	\$921.55	\$958.39	\$996.74	\$1,036.61	\$1,078.07	\$1,121.19
	8	\$819.25	\$852.02	\$886.09	\$921.55	\$958.39	\$996.74	\$1,036.61	\$1,078.07	\$1,121.19	\$1,166.04
G r a d e	9	\$852.02	\$886.09	\$921.55	\$958.39	\$996.74	\$1,036.61	\$1,078.07	\$1,121.19	\$1,166.04	\$1,212.69
	10	\$886.09	\$921.55	\$958.39	\$996.74	\$1,036.61	\$1,078.07	\$1,121.19	\$1,166.04	\$1,212.68	\$1,261.19
	11	\$921.55	\$958.39	\$996.74	\$1,036.61	\$1,078.07	\$1,121.19	\$1,166.04	\$1,212.68	\$1,261.18	\$1,311.63