

**STATEMENT OF EMPLOYMENT CONDITIONS  
FOR ADMINISTRATIVE ASSISTANTS  
2021/2022, 2022/2023, and 2023/2024 SCHOOL YEARS**

**Employment Stipulation**

**Position & Location:** \_\_\_\_\_ **Date of Hire:** \_\_\_\_\_

**Years of Experience for pay scale :** \_\_\_\_\_

**Employee:** \_\_\_\_\_

**Period of Employment Stipulation:** **July 1, 2021 to June 30, 2024**

**Rate of Remuneration:** \_\_\_\_\_ /per hour

**Insurance Benefit:** \_\_\_\_\_

**HOURS OF WORK** - Work schedules shall be determined by the district to best fit its needs. Employees shall be notified as soon as possible in the event of changes in work schedules. Employees who work more than 6 1/2 hours per day shall receive two ten minute rest periods as scheduled by the district. Employees who eat lunch at school may be scheduled by the district for an unpaid lunch break. Employees who work in excess of forty hours per week shall be paid overtime premium of 50% of their regular rate for hours beyond forty. Hours compensated for but not worked shall not be included in the computation of overtime premium. If the District initiates an early release or a late arrival on a full student day the employee shall be paid for the normally scheduled hours.

In the event of 3 or more snow days in a current year, an employee may request for 2 "snow day make up days" be forgiven at the end of the school year. This will be with permission of the Superintendent by written request of the Principal.

Any adjustment in hours must result in no more than the weekly authorized hours assigned to that position and transpire within the same work week. No adjustment will be less than 15 minutes.

**SICK LEAVE** - Employees shall earn sick leave at the rate of ten (10) days per year for school year employees and thirteen (13) days per year for year round employees. Sick days may be accumulated to a maximum of 125 days. Employees may use sick leave for personal illness and up to eight (8) days per year may be used with the approval of the district to attend to the illness of a member of the immediate family including a parent, grand-parent, children, or a family member domiciled in the employee's home. If the employee must care for a family member that is not domiciled, but has met the requirement of FMLA then the Superintendent may approve additional days off with pay if sufficient vacation, sick, and personal days are available. Upon retirement, employees who have fifteen (15) or more years of continuous service with the district will be paid **seventy dollars (\$70.00) per day up to 90 days for a maximum of \$6,300**. After 25 years of consecutive service, an

employee who separates from the district will receive **eighty-five dollars (\$85.00)** per day up to 105 days for a maximum of **\$8,925**.

School year employees and year round employees who do not have vacation leave may use up to three (3) sick leave days, for any reason (sick or personal), in compliance with Maine's Earned Paid Leave law.

No employee may utilize personal or earned paid leave days to miss more than two consecutive school days, barring an emergency on behalf of the employee.

RETIREMENT: Any administrative assistant with 20 years or more of consecutive years of service with the District that notify the Superintendent in writing by September an intent to retire within 21 months will be entitled to double the sick leave retirement value at the date of notification, an employee shall only be allowed to exercise this option once on/or after 20 consecutive years of service.

PERSONAL LEAVE INCENTIVE - Employees will be paid \$115 for each unused personal day at the conclusion of the contract year. Payment will be included in the first regular payroll of the new contract year.

VACATIONS - Year round employees who have completed one (1) full year of service shall be eligible for two (2) weeks paid vacation. Year round employees who have completed six (6) years of service shall be eligible for three (3) weeks paid vacation. Year round employees who have completed thirteen (13) years of service shall be eligible for four (4) weeks paid vacation. Vacation periods shall be determined by mutual agreement between the employee and the district.

HOLIDAYS - The following days shall be considered paid holidays for all employees:

- |                                    |                            |
|------------------------------------|----------------------------|
| New Year's Day                     | Columbus Day               |
| Martin Luther King Day             | Veterans' Day              |
| Presidents' Day                    | Thanksgiving Day           |
| Patriots Day                       | Day after Thanksgiving Day |
| Memorial Day                       | Christmas Day              |
| Independence Day (year round only) |                            |
| Labor Day                          |                            |

Whenever a day normally considered a paid holiday falls on a weekend, the district shall determine an alternate day off with pay. Whenever an employee is required to work on a holiday, the district will pay the employee for hours worked.

OTHER LEAVES OF ABSENCE - In the event of a death occurring in the immediate family - mother, father, spouse, domestic partner, child, step-child, step-parent, sister, brother, mother-in-law, father-in-law, sister-in-law, brother-in-law, grandchild and grandparents, or any person residing in the household of an employee, that employee shall be granted up to three consecutive working days off which all must be taken within one week of the date of death, unless approved by the building principal and superintendent, without loss of pay to make funeral arrangements and attend

services. The district shall grant employees up to one paid day to serve as pall bearer or attend the funeral of any other relative at the discretion of the Superintendent.

Employees shall be granted a leave of absence with pay if they are required to report for jury duty or jury service, or if they are subpoenaed as a witness in a court proceeding arising out of their duties for the District. Employees shall be paid the difference between any jury duty compensation they receive and their regular wages for each day of jury service not including travel allowance.

Employees shall be allowed unpaid personal leave if they have exhausted all personal leave, subject to the approval of the Superintendent. Requests for such leave shall be submitted in writing to the Superintendent.

Employees shall be entitled to 2 personal days per year starting July 1.

TRAINING - If an employee is required by the district to attend a training session, the employee shall be compensated for the time of actual attendance at the session. Upon approval of the Superintendent in advance of attending any job related enrichment program, the district shall reimburse 100% of the actual tuition cost based upon the University of Maine tuition rate, for up to six (6) credit hours upon receipt of a grade of a B or higher. An employee shall be eligible for this payment once during each school year.

MILEAGE - If an employee is requested to use a personal vehicle for school business, such mileage shall be reimbursed at the IRS scheduled rate.

WORK RULES - The district will notify employees prior to the effective date of any new rule, regulation, modification or amendment to existing work rules. Employees shall comply with all rules.

VACANCIES - All vacancies shall be posted on appropriate bulletin boards for a minimum of four working days. All vacancies shall be filled with the best qualified candidate as determined by the district.

***Any secretary not on probation status shall, upon request, be granted an interview for any secretarial vacancy.***

LAYOFF - The district shall give affected employees at least a ten calendar day notice of layoff.

PHYSICAL EXAMINATION - When an employee is required by the district to take a physical examination from a specified doctor, the district shall pay the total cost of the fees of such medical examination and tests. If such examination or test must be taken during the work day, the employee shall suffer no loss of pay.

INSURANCE – The District funded Health Plan is the MEA Choice Plus. All employees in this stipulation may elect any coverage offered by the MEA, but the difference is at the employee's cost and no cash in lieu if it is less expensive.

