

NON-CERTIFIED CLERICAL PERSONNEL



A Statement of Policy

***MIDDLETOWN PUBLIC SCHOOLS
Middletown, Rhode Island***

July 1, 2007~ June 30, 2010

THE MIDDLETOWN PUBLIC SCHOOLS

Middletown, Rhode Island

NON-CERTIFIED CLERICAL PERSONNEL

A STATEMENT OF POLICY

The following shall be deemed to apply to clerical employees under the jurisdiction of and on the payroll of the Middletown Public Schools:

LEAVE

Definition

Leave is any authorized absence during regularly scheduled work hours that is approved by proper authority. Leave may be authorized with or without pay. Absence without leave is considered unauthorized absence.

Leave shall be granted in accordance with this policy on the basis of the work requirement of the departments and, whenever possible, the personal wishes of the employees.

The following types of leave are officially established:

Holidays	Military
Vacation/Annual Leave	Jury Duty
Sick	Bereavement
Personal	Maternity
Emergency	Long-Term

MAINTENANCE OF LEAVE RECORDS

The Business Office in the Office of the Superintendent of Schools shall be responsible for the maintenance of accurate leave records.

Nothing in this policy shall preclude leaves of absence without pay as shall be agreed upon by the clerk and the School Committee.

LEAVE - HOLIDAYS

1. All clerical employees shall receive holidays from work. The following days, or the day following each of them falling on a Sunday, shall be recognized as a holiday whether or not a regularly scheduled work day:

New Year's Day	Veterans' Day
Martin Luther King Day	Thanksgiving Day
Washington's Birthday	Day after Thanksgiving
Good Friday	Christmas Day
Memorial Day	Last work day before
**Independence Day	Christmas if non school day
**Victory Day	Last work day before New Year
Columbus Day	**Full-Time Employees only

LEAVE - VACATION/ANNUAL LEAVE

Requests for Annual Leave must be made at least one week in advance of the period for which vacation is requested except that in cases of emergency said one-week period may be reduced to twenty-four hours by the Superintendent of Schools.

Absence on Holy Days shall be charged to Annual Leave

Upon separation an employee shall be paid for the unused portion of accrued Annual Leave.

LEAVE - VACATION/ANNUAL LEAVE (Continued)

FULL-TIME EMPLOYEES

1. All currently employed full-time clerical personnel hired prior to June 30, 1987 shall receive vacation with pay according to the following schedule:

<u>Employment</u>	<u>Vacation</u>
1 - 5 years	15 days per year
6 - 10 years	16 days per year
11 - or more years	21 days per year

Employees losing Annual Leave due to the above vacation schedule change shall be reimbursed \$100.00/day. This payment to be added to their Annual Salary.

2. All clerical personnel hired as of July 1, 1987 shall receive vacation with pay according to the following schedule:

<u>Employment</u>	<u>Vacation</u>
1 - 10 years	15 days per year
11 or more years	20 days per year

3. Leave may be taken anytime during the year upon the approval of the Superintendent or his designee.
4. In the event an employee is on vacation when a holiday occurs the employee shall be allowed to take an additional day of annual leave at the beginning or at the end of the said employee's vacation.
5. Employees are entitled to accumulate not more than thirty days of Annual Leave. If at July 1, the employees' accumulated annual leave is more than thirty days, said employee is eligible for payment, at per diem rate, for up to five days of accumulated leave.
6. No employee may exceed their accumulated Annual Leave.

SCHOOL-YEAR EMPLOYEES

1. All School-Year clerical employees shall receive ten days non-cumulative vacation with pay to be taken only during school vacations upon approval of the Superintendent or his designee. Beginning July 1, 2003, school year clerks with five years or more of service will be given one additional day vacation for a total of eleven days.
2. Exceptions to the above must be granted by the Superintendent of Schools or his designee.

LEAVE - SICK

Sick Leave with pay shall be granted to all clerical employees. Sick Leave with pay is hereby defined to mean a necessary absence from duty due to illness, injury, or exposure to contagious disease of the employee. The School Committee shall have the right to require medical certificates or other evidence of illness, injury, or exposure to contagious disease for which Sick Leave in excess of five days is claimed. The School Committee agrees that two (2) of these sick leave days may be used for child or spouse illness. Unused Sick Leave shall accumulate to a maximum of 190 days. Once maximum is reached, sick leave will be deducted from the current year days first.

FULL-TIME EMPLOYEES

All full-time clerical employees shall accrue Sick Leave at the rate of one-and-one half (1.5) days per month at the end of each month (a total of eighteen (18) calendar days per fiscal year).

SCHOOL-YEAR EMPLOYEES

All school-year employees shall accrue Sick Leave at the rate of one-and one-quarter (1.25) days per month at the end of each month (a total of fifteen (15) calendar days per fiscal year).

SICK LEAVE BANK

Extended sick leave for prolonged major illness will be provided for by a Sick Leave Bank consisting of voluntary contributions of up to two (2) days and employee a year made within the (10) days of the beginning of the school year.

1. Prolonged major illness shall be defined as serious or dangerous sickness, disease, or accident requiring
An absence of fifteen (15) days or more duration documented by adequate medical evidence.
2. Eligibility for Sick Leave Bank use shall be determined as follows:
 - a. Only employees with an excess of three years of seniority who contribute may apply.
 - b. Applications may be made only after applicants have exhausted the following: Sick Leave, Personal Days and Vacation Days.
3. A committee composed of two School Committee members or their designee and two Clerical members
chosen by clerical group shall administer the Sick Leave Bank according to the following:
 - a. Initial grants shall not exceed thirty (30) days for one illness. Re-application can be made at the
end of the initial grant for subsequent grants of up to thirty (30) days, contingent on the number
of available days in the bank and other applications for grants.
 - b. Administrative procedure will be formulated by the Sick Leave Committee and approved by the

- School Committee and the clerical group.
- c. Decisions must be by majority, will be final, and may not be appealed.
 - d. No withdrawal reimbursements will be made to any employee wishing to withdraw from the Sick Leave Bank Program.
 - e. If the Sick Leave Bank falls below thirty (30) days, the Sick Leave Committee may solicit additional days; unused days at the end of the school year will not be carried over to the next school year.

LEAVE - PERSONAL

Each clerical employee shall be allowed two non-cumulative Personal Leave days with pay in each fiscal year. A three-day notice to take Personal Leave must be given except in cases of emergency. Personal Leave may not be taken on a day immediately preceding or following a holiday or vacation unless prior permission is received from the Superintendent or his designee.

LEAVE - EMERGENCY

Each clerical employee shall be allowed Emergency Leave with pay. It shall be at the discretion of the Superintendent of Schools to determine, within the grounds of reason, whether or not the employee is eligible for compensated Emergency Leave.

LEAVE - MILITARY

Any clerical employee who is drafted or called to active duty from a military reserve unit into the military service of the United States shall be granted Military Leave without pay upon application to the School Committee and shall be entitled to reinstatement upon discharge or release from such military service.

LEAVE -JURY DUTY

Any clerical employee who is called for Jury Duty will be granted a leave of absence during the period for which the employee shall serve on Jury Duty. Said leave shall be with the regular rate of pay or Jury Duty pay, whichever is greater.

LEAVE - BEREAVEMENT

1. All clerical employees covered by this agreement shall receive Bereavement Leave with pay for up to five days in the event of the death of a spouse, parent, child, brother, sister, mother-in-law, or father-in-law, three days for a grandparent or grandchild.
2. In the event distant travel is necessary, additional days of leave without pay shall be granted at the discretion of the Superintendent.
3. In the event of the death of other relatives not listed above the School Committee shall grant up to one day with pay for the employees to attend funeral services.

LEAVE - MATERNITY

Leave of up to nine months duration shall be granted, upon request, to clerical employees who have completed at least one year of continuous service. Such leave shall be without pay. Employee may draw upon accumulated Sick Leave, if any, until such Sick Leave is exhausted.

An employee on Maternity Leave must notify the Superintendent of Schools of the intention to return to their position by certified mail not less than thirty days prior to such return.

LEAVE - LONG-TERM INJURY OR ILLNESS

1. All clerical employees having eighteen months or more continuous service shall be granted leaves due to long-term injury or illness without pay or paid benefits of up to six-month's duration. An extension of such leave of an additional period of six months may be permitted by the Superintendent. The School Committee shall have the right to require medical certificates or other evidence of disability to such illness or injury.
2. Long-term injury or illness shall be defined as any injury or illness that prevents an employee from being able to work for a duration in excess of three work-weeks after accrued Sick Leave, Personal Leave, and Vacation Leave have been exhausted.

LIFE INSURANCE

The School Department shall provide each clerical employee with a Group Life Insurance Policy, the premium of which shall be paid in full by the School Department in the amount of twenty five thousand dollars or your salary rounded down to the nearest thousand whichever is greater. Coverage for employees reaching their sixtieth birthday will be reduced to ten thousand dollars.

MEDICAL INSURANCE

The following medical insurance or equivalent HMO plan will be provided for all clerical employees who elect such coverage: All clerical employees will be covered under Health Mate Coast to Coast

Any employee hired after 7/1/96 and desires medical coverage will be responsible for 20% of the annual cost. All other employees will be responsible for 4% co-pay of the premium in the first year, 5% co-pay of the premium in the second year, and 6% co-pay of the premium in the third year.

Any employee whose spouse is entitled to receive and is receiving family coverage, as described above, in connection with or as a result of employment within the Middletown Public Schools System, shall be limited to receiving individual coverage only.

For those employees who choose not to receive any coverage, the reimbursement by the School Department will be for Health Mate and/or Delta Dental at the 2005-2006 rate. Anyone hired after June 30, 2007 will receive a reimbursement of \$2,500.00.

Payment will be made at the end of the fiscal year but not more than one month after the end of the fiscal year. Notification for the following year must be made before July 1.

The parties agree to jointly review proposals from health care providers for the coverage provided in this article and reserve the right to change carriers and/or administrators by written mutual agreement.

RETENTION OF BENEFITS DURING LEAVE OF ABSENCE

Clerical employees on unpaid leave of absence may opt to reimburse the School Department its cost, at group rate, in order to retain all contractual benefits as enumerated. The School Department shall be held harmless if any clerical employee selecting this option fails to meet payment schedules as required by the School Department.

WORKERS' COMPENSATION

At the employee's option anyone absent from work due to a job-related injury may supplement their Workmen's Compensation with accumulated Sick Leave up to a maximum of what the employee would ordinarily receive if said employee was working. The School Committee shall have the right to require medical certificates or other evidence of disability due to such injury from which Sick Leave is claimed.

RETIREMENT/PENSION PLAN

The School Department will provide a Pension Plan for clerical personnel who elect such coverage that provides for retirement.

The School Department will provide a thirty (30) year retirement plan for all employees covered by this policy effective 1992-1993.

EARLY RETIREMENT INCENTIVE PLAN

The School Committee shall provide Blue Cross for retirees on the following basis:

Any employee who retires shall be provided with the Medical and Dental Insurance he/she has in effect as of the time of retirement for a period of three years or up to age 65 whichever occurs first. Effective July 1, 2003, any employee who retires shall be provided with the Medical and Dental Insurance he or she has in effect as of the time of retirement for a period of five years or up to age 65 whichever occurs first with the last two years being individual coverage only. The employee shall pay the employee's co-payment in effect at the time of retirement.

Sick Leave shall be paid at: \$50.00 a day for up to 190 days of unused, accumulated sick leave.

WORKDAY/OVERTIME

All employees covered by this agreement shall work a full seven-hour workday exclusive of lunch. Any change in the workday shall be by the Superintendent or his designee. Employees shall be paid time and one-half their regular rate of hourly pay for all work ordered and authorized beyond the normal workday.

INCLEMENT WEATHER

All full-time employees not contacted to report to work by 10:00 AM during inclement weather (student snow days, etc.) will not be called in. Ten month clerks do not report to work on snow days but makeup the day at the end of the ten month work year.

TRAINING

The School Committee agrees that it shall notify and provide at its exclusive costs and expense during regular business hours all training occasioned by technological change, Rhode Island Law or administrative needs. These training sessions will be made available to all clerical staff. Affected personnel, as a condition of employment, must successfully complete and utilize the training offered. If any employee refuses to obtain or utilize these newly acquired skills, the School Committee has just cause for dismissal.

