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**EDUCATIONAL TECHNOLOGY STAFF COMPENSATION GUIDE**

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This policy covers technology positions within the overall school department. Where noted, the policy varies by position to accommodate current work arrangements and job status.

The compensation guide shall be implemented by the Superintendent of Schools except where probationary assignment or employee performance, in the Superintendent's professional judgment, warrants salary/wage adjustments less than those authorized by the guide.

<b>POSITIONS:</b> Technology Director	\$91,507 per year
Data Management Specialist	Contracted
Network Support Specialist	\$28.53 per hour
Data Support Specialist	\$28.53 per hour
Computer Technician	\$21.15 per hour
	<i>(4+ yrs. experience w/ BSD Tech Dept.)</i>
	\$19.95 per hour
	<i>(1-3 yrs. experience w/ BSD Tech. Dept. for employees hired after July 1, 2013)</i>
	\$19.51 per hour
	<i>(Entry level)</i>

**WORK YEAR:** Wages and benefits are based upon 52 weeks of employment commencing on 1 July of each year; persons employed for less than a full fiscal year (1 July to 30 June) shall be compensated on a prorated basis.

**HOURS:** Educational technology staff shall, in general, work 40 hours per week, or on a prorated basis, if applicable.

**HOLIDAYS:** Educational technology staff shall be entitled to the following twelve (12) non-work holidays with pay:

Independence Day	Christmas Day
Labor Day	New Year's Day
Indigenous Peoples' Day	Martin Luther King Day
Veterans Day	Presidents' Day
Thanksgiving Day	Patriots' Day
Day after Thanksgiving	Memorial Day

**VACATIONS:** Educational technology staff shall be entitled to the following vacation time:

Technology Director: 28 days of paid vacation

Data Management Specialist: Three (3) weeks of paid vacation after one (1) year of service, four (4) weeks of paid vacation after five (5) years of service.

Network Support Specialist: Two (2) weeks of paid vacation after one (1) year of service; three (3) weeks of paid vacation after five (5) years of service.

Data Support Specialist/Computer Technician: Two (2) weeks of paid vacation after one (1) year of service; three (3) weeks of paid vacation after five (5) years of service.



Network Support Specialist, Data Support Specialists and Computer Technicians with at least six (6) months of service by 1 July shall be entitled to paid vacation during the following twelve (12) months, and thereafter, shall be counted as having completed one (1) year of service by said July.

Vacation leave shall be taken at such times as approved by the Superintendent of Schools, and generally, no more than five (5) days may be taken when school is in session. Vacation time may not be accumulated or carried forward from one year to the next except as specifically authorized by the Superintendent in writing.

**SICK LEAVE:** Thirteen (13) days of sick leave annually shall be provided for full-year employees for the sole purpose of absence without loss of pay during the employee's personal illness or personal medical appointments. Up to (5) days annually shall be allowed with pay for the caring of an immediate family member who is ill. These days shall be deducted from the sick leave balance. Unused sick leave may accumulate to one hundred eighty (180) days.

**BEREAVEMENT LEAVE:** Up to five (5) days of paid leave shall be granted upon the death of an immediate family member.

**EARNED PAID LEAVE (EPL):** Employees shall accrue one hour of EPL for every forty (40) hours worked, up to a maximum of forty (40) hours per year. EPL may be used for any purpose. Notice requirements will differ between leave for planned purposes and leave for unplanned/emergency purposes. Use of EPL and procedures regarding EPL must follow Regulation GBP.

**OTHER LEAVES:** The Superintendent may approve other leaves of absence, with or without pay, for military duty, jury duty, and child adoption. The Superintendent may approve other leaves of absence, with or without pay, not to exceed five days per fiscal year. With the exception of emergency situations, a 48-hour notice will be required for such leave requests.

**PROFESSIONAL DEVELOPMENT:** Educational technology staff may be reimbursed for the actual cost of courses taken or workshops attended during their employment by the Bangor School Department subject to the written approval of the Superintendent of Schools in advance of attendance and provided such expenditures are within the limits of the applicable budget account. The Superintendent shall ascertain that such courses/workshops are directly related to the potential improvement of the employee's performance in the job to which the employee is assigned.

**HOSPITAL/MEDICAL INSURANCE:** The Bangor School Department will provide the following full-year insurance benefits. The Bangor School Department will pay 100% of the premium for single coverage for Anthem Blue Cross/Blue Shield under the Choice Plus Plan. The employee will pay 41% of the contract for adult with child, two-person, or full-family coverage. Any employee electing Standard Plan coverage will pay the difference beyond the 41% contribution, which is based on the Choice Plus Plan. Any employee whose spouse receives either two-person or family-plan coverage as an employee of any Bangor City Department, including the School Department, is not eligible for dual health insurance under this policy. Less than full-time employees will be eligible for prorated single coverage only, at the Department's expense.

**DENTAL INSURANCE:** The Bangor School Department will provide the single subscription dental insurance equal to the MSMA Plan 1 for the listed employees. Additional dependent care may be elected at the employee's expense.

**LIFE INSURANCE:** Educational technology staff shall be entitled to participate, at their own expense, in the group life insurance offered through the Maine Public Employees Retirement System.



Educational technology staff shall be entitled to \$50,000 life insurance coverage at the expense of the Bangor School Department.

**DISABILITY INSURANCE:** Educational technology staff shall be entitled to receive disability insurance provided to other Bangor School Department employees, at the expense of the Bangor School Department.

**RESIGNATION:** Technology Director, Data Management Specialist, Data Support Specialist, and Network Support Specialist are required to give a 30-day notice upon resignation/retirement.

**RETIREMENT:** Educational technology staff shall participate in Social Security as required by Maine law. Each employee with at least fifteen (15) years of experience in the Bangor School Department shall receive payment at the employee's per diem rate of pay for up to thirty (30) days of accrued sick leave upon retirement into Social Security.

**PAYMENT:** Payment shall be weekly.

**ASSIGNMENTS:** Work assignments will be made by the Technology Director and Assistant Superintendent of Schools in consultation with the Superintendent.

**EVALUATION:** Evaluations of performance will be made by the Technology Director in consultation with the Assistant Superintendent of Schools.

**MILEAGE:** Any employee who uses their personal vehicle to carry out assigned duties shall be reimbursed for mileage at the Internal Revenue Service rate as of 1 September of the policy year.

ADOPTED: June 22, 2016

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