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**SUPPORT STAFF COMPENSATION GUIDE**

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The following 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.

**POSITIONS:** Director of Physical Plant \$69,647 per year  
Food Service Supervisor \$18.01 per hour

**WORK YEAR:** The Director of Physical Plant is expected to work forty (40) hours per week year-round but must be prepared to respond to emergencies and to provide supervision of employees on different schedules.

The Food Service Supervisor shall work eight (8) hours per day.

**HOLIDAYS:** The Director of Physical Plant 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

The Food Service Supervisor shall be entitled to the following nine (9) holidays with pay:

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

**VACATIONS:** The Director of Physical Plant shall be entitled to fifteen (15) workdays of paid vacation annually following one (1) fiscal year of employment, to twenty (20) workdays of paid vacation annually following five (5) fiscal years of employment, and to twenty-five (25) workdays of paid vacation annually following ten (10) fiscal years of employment. Vacation leave shall be taken at such times as approved by the Superintendent of Schools. Vacation time may not be accumulated or carried forward from one year to the next except as specifically authorized by the Superintendent in writing.

The Food Service Supervisor shall receive eight (8) days of vacation pay after one year of service and thirteen (13) days of vacation pay after five years.

**SICK LEAVE:** For the Director of Physical Plant, ~~eighteen (18)~~ thirteen (13) days of sick leave annually shall be accrued at a rate of one and one half (1½) days per month for the sole purpose of absence without loss of pay during the employee's personal illness or personal medical appointments. Up to five (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.

For the Food Service Supervisor, thirteen (13) days of sick leave, which may be accumulated to one hundred eighty (180) days, shall apply under the conditions specified above.

**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:** Employees 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.

**LICENSES:** The Superintendent of Schools may authorize payment of fees for such examinations and licenses as may be required or, in the Superintendent's professional judgment, are appropriate to the employee's job assignment with the Bangor School Department.

**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 Choice Plus Plan. The employee will pay 41% of the contract for adult with child, two-person, or full-family coverage. 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.

**DENTAL INSURANCE:** The Bangor School Department will provide the following full-year dental insurance. The levels of coverage are single, two-person, or family coverage. The total cost of the dental benefit will be paid by the employee.

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

Employees shall be entitled to \$10,000 coverage at the expense of the Bangor School Department.

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

**RETIREMENT:** The Committee shall pay to each employee with at least fifteen (15) years of experience in the Department, who retires from the Department and will be immediately drawing a



pension from Maine Public Employees Retirement System and/or Social Security benefits, up to thirty (30) days of accrued sick leave.

**PAYMENT:** Payment shall be weekly.

**OTHER BENEFITS:** Employees shall be entitled only to those benefits specified above. No payment in lieu of insurance or other benefits shall be authorized. It is the intent of the Bangor School Committee that the Superintendent of Schools reviews this policy annually and recommends such changes as may be consistent with the needs of the Bangor School Department.

ADOPTED: June 22, 2016

REVISED: June 23, 2021

EFFECTIVE: July 1, 2021

