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**ADULT AND COMMUNITY EDUCATION COMPENSATION GUIDE**

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The following supplemental 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.

**A. INSTRUCTIONAL PERSONNEL**

**WAGE SCALE BASED UPON HOURS ACTUALLY WORKED**

Adult Education, Community School,  
and Summer School Instructors

	Non-academic Programs Instructor	Academic Programs Instructors	Community School Ed Techs
First two years (two years meaning four semesters in Bangor Adult and Community Education or two years teaching experience as a faculty member of the Bangor School Department)	\$21.26	\$24.74	\$13.92
More than two years (two years as defined above) in the Bangor Adult and Community Education program prior to 1 July	\$24.15	\$26.11	\$15.38
Lead Alternative Education Teacher		\$29.75	
Adult Education Contracted Instructors and Vocational Instructors: Payment as approved by the Superintendent and Director, provided that each course or group of courses is/are self-sufficient.			

**RETIREMENT:** Instructional personnel shall participate in the Maine Public Employees Retirement System (MainePERS) as specified by Maine State Law: all employees currently participating in the MainePERS (except those drawing retirement pay from the System).

**COURSE PARTICIPATION:** Bangor Adult Education instructors and educational technicians and/or their spouses may enroll in Bangor Adult Education courses—other than those with special fees such as Real Estate—without payment of the course registration fee.



**B. ADMINISTRATIVE/SECRETARIAL PERSONNEL**

**HOURS:** Payment shall be for hours actually assigned for work by the Director of Adult Education. Generally, the following shall apply:

Adult Basic Education Coordinator: 52-week position; 40 hours per week	\$49,363 per year
Adult Education Career Pathways Advisor: First two (2) years of employment After two (2) full years of employment	\$24.74 per hour \$26.11 per hour
Adult Education Diploma Coordinator: First two (2) years of employment After two (2) full years of employment	\$21.26 per hour \$24.15 per hour
Community School/Adult Education Secretary: (1 full-time; 1 part-time) A. Not to exceed 37½ hours per week for 52 weeks B. Not to exceed 20 hours per week for 52 weeks	
First two (2) years of employment	\$16.75 per hour
After two (2) full years of employment	\$18.77 per hour
After ten (10) full years of employment	\$19.29 per hour
Learning Center Secretary II: Not to exceed 16 hours per week for 46 weeks	
First two (2) years of employment	\$16.75 per hour
After two (2) full years of employment	\$18.77 per hour
After ten (10) full years of employment	\$19.29 per hour

One full year is 1 July–30 June.

In the event that a substitute is needed, refer to Policy GCEA.

**The following benefit applies to administrative/secretarial employees working at least 32 hours per week and at least five (5) days per week for 52 weeks:**

**HOLIDAYS:** Administrative/secretarial employees shall be entitled to the following twelve (12) non-work holidays with pay, except that Independence Day shall be a paid holiday for only those whose work year continues past 3 July:

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

**The following benefit applies to administrative/secretarial employees working at least 32 hours per week and at least five (5) days per week for 46 weeks:**

**HOLIDAYS:** Administrative/secretarial employees shall be entitled to the following twelve (12) non-work holidays with pay, except that Independence Day shall be a paid holiday for only those whose work year continues past 3 July:



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

**The following benefit applies to the Diploma Coordinator working at least 32 hours per week and at least five (5) days per week for 52 weeks:**

**HOLIDAYS:** The Diploma Coordinator shall be entitled to the following eleven (11) non-work holidays with pay, except that Independence Day shall be a paid holiday for only those whose work year continues past 3 July:

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

**The following benefit applies to administrative/secretarial employees working at least 32 hours per week and at least five (5) days per week:**

**VACATIONS:** Secretarial personnel who work 52 weeks per year shall be entitled to two weeks (10 workdays) of paid vacation annually following one (1) fiscal year of employment and to three weeks (15 workdays) of paid vacation annually following five (5) fiscal years of employment.

Administrative personnel who work 52 weeks per year shall be entitled to four weeks (20 workdays) of paid vacation annually.

When an administrator or secretary works two different seasonal work schedules, no more than two weeks of vacation may be taken on the basis of the longer work week.

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 following benefit applies to administrative/secretarial employees working at least 32 hours per week and at least five (5) days per week:**

**SICK LEAVE:** Ten (10) days of sick leave shall become available at the beginning of each school year for the sole purpose of absence without loss of pay during the employee's personal illness or personal medical appointments. Such leave shall be prorated at one and one-half (1½) days per month for persons entering or leaving employment during the school year. Unused sick leave may accumulate to a maximum of one hundred fifty (150) days.

**The following benefit applies to administrative/secretarial employees working at least 32 hours per week and at least five (5) days per week:**

**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.

**FAMILY LEAVE:** Administrative/secretarial employees shall be entitled to a maximum of five (5) days per school year—not to exceed three (3) days in each instance—to provide care for members of their immediate family whose illness demands such care.

**The following benefit applies to administrative/secretarial employees working at least 32 hours per week and at least five (5) days per week:**

**BEREAVEMENT LEAVE:** Administrative/secretarial employees shall be entitled to up to four (4) days of leave, plus one (1) day of travel time if necessary, in each instance of death of a member of the immediate family. Immediate family shall be limited to grandparent, parent, spouse, sibling, child or grandchild in nature, in-law, or step relationship. In situations where a unique relationship existed between the employee and the deceased, over a period of time and which evinced a relationship similar to the above, bereavement leave may be approved at the discretion of the Superintendent.

**The following benefit applies to administrative/secretarial employees working at least 32 hours per week and at least five (5) days per week:**

**JURY DUTY:** An administrative/secretarial employee who is summoned and appears for jury duty, may continue on full pay provided that the employee agrees to reimburse to the Bangor School Department any payments received because of such jury duty.

**The following benefit applies to administrative/secretarial employees working at least 32 hours per week and at least five (5) days per week:**

**PERSONAL LEAVE:** An administrative/secretarial employee shall be entitled to up to two (2) non-consecutive days of leave per year for compelling non-recreational reasons, upon the prior approval of the Superintendent of Schools.

**The following benefit applies to administrative/secretarial employees working at least 32 hours per week and at least five (5) days per week:**

**OTHER LEAVES:** The Superintendent may approve other leaves of absence, with or without pay, not to exceed five (5) days per school year. The Superintendent may also recommend to the School Committee, at the request of the employee, extended leaves of absence with or without pay. With the exception of emergency situations, a 48-hour notice will be required for such leave requests.

**VACANCIES AND TRANSFERS:** Notices of available positions shall be posted for at least five (5) employee workdays. Those who wish to transfer to another assignment shall address a written request to the Superintendent of Schools. The Superintendent shall evaluate such requests on the basis of qualifications and evaluation of the employee, the needs of the Bangor School Department, and the length of continuous service as an employee.

**ASSIGNMENTS:** Administrative/secretarial employees shall be given written notice of their wages and assignments for the forthcoming year not later than 1 June or within thirty (30) days of City Council approval of the applicable school-year budget, whichever comes later.

**EVALUATIONS:** Administrative/secretarial employees shall be evaluated at least annually by the Director of Adult and Community Education. The evaluation shall provide the employee with an opportunity to confer with the evaluator, to sign the written evaluation, and to add any relevant information for inclusion in the



employee's personnel file.

**HOSPITAL/MEDICAL INSURANCE:** The Bangor School Department will provide the following full-year insurance benefits for administrative/secretarial employees who are employed at least 32 hours per normal work week. The Bangor School Department will pay the premium for single coverage for Blue Cross/Blue Shield/Blue Alliance (UCR) insurance or such alternative coverage as may be determined from time to time by the School Committee. The employee will pay the annual premium increase, not to exceed 41%, over the previous year's rate for the duration of the contract for adult with child, two-persons, or full-family coverage. Adult Education teachers who are employed at least 25 hours per normal work week shall be eligible, at their own expense, to participate in single coverage for Blue Cross/Blue Shield/Blue Alliance (UCR) insurance or MEA Choice Plus. 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 for full- and part-time employees. 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:** Administrative/secretarial employees who are employed at least 32 hours per normal work week shall be eligible, at their own expense, to participate in the Basic, Supplemental and Dependent group life insurance offered through the MainePERS.

Secretarial employees who are employed at least 30 hours per normal work week shall also be entitled to \$5,000 coverage at the expense of the Bangor School Department.

Adult Basic Education Coordinator shall be entitled to \$10,000 coverage at the expense of the Bangor School Department.

**RETIREMENT:** Administrative/secretarial employees shall participate in the MainePERS for teachers or support staff as required by Maine law. Employees hired after April 1, 2001 shall participate in the Social Security System.

**PAYMENT:** Administrative/secretarial employees will be paid weekly or biweekly, as appropriate, from the first payday in July through the last payday in June.

**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 review this policy annually and recommend such changes as may be consistent with the needs of the Bangor School Department.

**DISABILITY INSURANCE:** Administrative/secretarial staff who work more than 20 hours per week shall receive disability insurance provided to other Bangor School Department secretarial personnel.

**The following benefits apply to the Diploma Coordinator working at least 32 hours per week and at least five (5) days per week for 52 weeks:**

**VACATIONS:** The Diploma Coordinator who works 52 weeks per year shall be entitled to two weeks (10 workdays) of paid vacation annually.

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.

**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.

**FAMILY LEAVE:** The Diploma Coordinator who works 52 weeks per year shall be entitled to shall be entitled to a maximum of five (5) days per school year—not to exceed three (3) days in each instance—to provide care for members of their immediate family whose illness demands such care.

**BEREAVEMENT LEAVE:** The Diploma Coordinator who works 52 weeks per year shall be entitled to up to four (4) days of leave, plus one (1) day of travel time if necessary, in each instance of death of a member of the immediate family. Immediate family shall be limited to grandparent, parent, spouse, sibling, child or grandchild in nature, in-law, or step relationship. In situations where a unique relationship existed between the employee and the deceased, over a period of time and which evinced a relationship similar to the above, bereavement leave may be approved at the discretion of the Superintendent.

**JURY DUTY:** The Diploma Coordinator who is summoned and appears for jury duty, may continue on full pay provided that the employee agrees to reimburse to the Bangor School Department any payments received because of such jury duty.

**PERSONAL LEAVE:** The Diploma Coordinator who works 52 weeks per year shall be entitled to up to two (2) non-consecutive days of leave per year for compelling non-recreational reasons, upon the prior approval of the Superintendent of Schools.

**VACANCIES AND TRANSFERS:** Notices of available positions shall be posted for at least five (5) employee workdays. Those who wish to transfer to another assignment shall address a written request to the Superintendent of Schools. The Superintendent shall evaluate such requests on the basis of qualifications and evaluation of the employee, the needs of the Bangor School Department, and the length of continuous service as an employee.

**ASSIGNMENTS:** Employees shall be given written notice of their wages and assignments for the forthcoming year not later than 1 June or within thirty (30) days of City Council approval of the applicable school-year budget, whichever comes later.

**EVALUATIONS:** Employees shall be evaluated at least annually by the Director of Adult and Community Education. The evaluation shall provide the employee with an opportunity to confer with the evaluator, to sign the written evaluation, and to add any relevant information for inclusion in the employee's personnel file.

**HOSPITAL/MEDICAL INSURANCE:** The Bangor School Department will provide the following full-year insurance benefits for employees who are employed at least 32 hours per normal work week. The Bangor School Department will pay the premium for single coverage for Blue Cross/Blue Shield/Blue Alliance (UCR) insurance or such alternative coverage as may be determined from time to time by the School Committee. The employee will pay the annual premium increase, not to exceed 41%, over the previous year's rate for the duration of the contract for adult with child, two-persons, or full-family coverage. Adult Education teachers who are employed at least 25 hours per normal work week shall be eligible, at their own expense, to participate in single coverage for Blue Cross/Blue Shield/Blue Alliance (UCR) insurance or MEA Choice Plus. 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.

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Secretarial employees who are employed at least 30 hours per normal work week shall also be entitled to \$5,000 coverage at the expense of the Bangor School Department.

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ADOPTED: June 22, 2016  
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