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**LUNCH AIDE 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 wage adjustments less than those authorized by the guide.

WAGE SCALE BASED UPON HOURS ACTUALLY WORKED	HOURLY RATES	
	Lunch Aide II	Lunch Aide I
Step A. <i>Less than one (1)</i> school year of continuous employment as a Lunch Aide with the Bangor School Department as of 1 July of the year in which the wage scale is applicable	\$16.49	\$17.09
Step B. <i>At least one (1) but less than two (2)</i> school years of continuous employment as a Lunch Aide with the Bangor School Department as of 1 July of the year in which the wage scale is applicable	\$17.09	\$17.67
Step C. <i>Two (2) or more</i> school years of continuous employment as a Lunch Aide with the Bangor School Department as of 1 July of the year in which the wage scale is applicable.	\$17.94	\$18.50

**HOURS:** Hours shall be as specified by the Superintendent of Schools for each employee, generally being from one and one-half (1½) hours to three (3) hours on those days when lunches are served. Written notification of anticipated hours will be provided prior to each school year subject to such modifications as the Superintendent may deem necessary due to changing conditions during the school year.

**SICK LEAVE:** Five (5) 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 (1) day per month for persons entering or leaving employment during the school year. Unused sick leave may be accumulated to thirty (30) days. Those Lunch Aides currently employed by the Bangor School Department who have accumulated more than thirty (30) days of unused sick leave shall retain their accumulated leave, but shall not accumulate further sick leave until having reduced their accumulation to below thirty (30) days.

**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:** Lunch Aides 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.

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



**PAYMENT:** Payment shall be bi-weekly for actual days worked from the first payday in September through the payday following close of schools in June.

**HEALTH INSURANCE:** Lunch Aides who work 30 or more hours per week are eligible to enroll in the Bangor School Department health insurance plan. The total cost shall be the responsibility of the employee and participation is subject to the approval of the designated health insurance carrier.

**OTHER BENEFITS:** Lunch Aides shall be entitled only to those benefits specified above. No payment in lieu of 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: May 25, 2022

EFFECTIVE: July 1, 2022

