
EXECUTIVE OFFICE COMPENSATION GUIDE

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: Executive Secretary
Assistant Superintendent Secretary
Personnel Secretary
Pupil Services Secretary
Instructional Improvement Secretary
Senior Accountant
Accountant
Accountant I
Accountant II

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

HOURS: Executive Office employees shall, in general, work 40 hours per week.

HOLIDAYS: Executive Office employees shall be entitled to the following thirteen (13) non-work holidays with pay:

Independence Day	Christmas Day	Juneteenth
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: Calendar-year Executive Office employees with at least six (6) months of service by July 1 shall be entitled to thirteen (13) work days of paid vacation during the following twelve (12) months, and thereafter shall be counted as having completed one (1) year of service by said July. Executive Office employees with five (5) years of employment shall be entitled to eighteen (18) workdays of paid vacation and twenty-three (23) workdays following ten (10) 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.

SICK LEAVE: Eighteen (18) days of sick leave annually shall be provided 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.

EARNED PAID LEAVE (EPL): Employees will be credited in advance with Earned Paid Leave (EPL) at the beginning of each contract year (July 1 to June 30). Crediting of EPL shall be based on the number of hours that the employee is regularly scheduled to work. The advance crediting and accrual of EPL is



based on accrual of 1 hour of EPL for every 40 hours worked, up to a maximum of 40 hours per year. Newly hired employees may not use EPL until they have been employed by the Bangor School Department for 120 days. 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.

BEREAVEMENT LEAVE: Up to five (5) days of paid leave shall be granted upon the death of an immediate family member. In situations where a unique relationship exists between an employee and some other person over a period of time, and which evinces a state of responsibility, caring and a closeness similar to kinship, such leave may be approved by the Superintendent and will not be unreasonably withheld.

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 (5) days per fiscal year. With the exception of emergency situations, a 48-hour notice will be required for such leave requests.

PROFESSIONAL DEVELOPMENT: Executive Office 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.

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 42% 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 42% 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 City of Bangor department, including the School Department, is not eligible for dual health insurance under this policy. Full-time employees not desiring health insurance provided by the Bangor School Department, but able to provide documentation that they are covered under another non-departmental health insurance plan, may receive \$3,500 in lieu of such coverage. The employee must provide documentation at the commencement of the contract year. An employee's election to receive a cash payment in lieu of insurance coverage must be made by giving written notice to the Superintendent each year during open enrollment. Permanent employees working at least 20 hours per week will be eligible for single coverage only, at the Department's expense.

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: Executive Office employees shall be entitled to \$50,000 coverage at the expense of the Bangor School Department.

Executive Office employees shall be entitled to participate, at their own expense, in the group life insurance offered through the Maine State Retirement System.

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



RETIREMENT: Executive Office employees shall participate in the Maine Public Employees Retirement System (MainePERS) "Participating District" or in MainePERS for Teachers or Social Security as required by Maine law. Each employee with at least ten (10) 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 MainePERS or Social Security.

PAYMENT: Payment shall be bi-weekly.

OTHER BENEFITS: Executive Office employees shall be entitled to receive up to \$800.00 in other health-related insurances of the employee's choosing paid for by the Committee. Employees who receive the \$3500 in lieu of insurance are not eligible for this benefit. 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.

ADOPTED: June 22, 2016

REVISED: May 24, 2023

EFFECTIVE: July 1, 2023

