
ADULT AND COMMUNITY EDUCATION COMPENSATION GUIDE

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 Staff
First two years (two years meaning four semesters in Bangor Adult and Community Education or two years teaching experience)	\$22.39	\$26.06	\$19.56 (Current CBA Wage)
More than two years (two years as defined above) in the Bangor Adult and Community Education program prior to 1 July	\$25.43	\$27.50	\$20.75 (Current CBA Wage)
Lead Alternative Education Teacher		\$31.33	
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.			
Full-Time Adult Education Teachers, 46 weeks, 32 hours per week			\$41,000 per year

HEALTH INSURANCE: The Bangor School Department will provide the following full year health insurance benefits. The Bangor School Department will contribute 80% of the cost of health insurance to eligible employees under the Choice Plus Plan. Staff electing Standard Plan coverage will pay the difference in premium beyond the contribution. Employees working at least thirty hours per normal week shall be entitled to single coverage and may choose extended dependent coverage at their own cost. 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.



LIFE INSURANCE: Employees who work at least 32 hours per week shall be entitled to \$10,000 coverage at the expense of the Bangor School Department.

Employees who work at least 32 hours per week shall be entitled to participate, at their own expense, in the group life insurance offered through the Maine State Retirement System.

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: 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).

EARNED PAID LEAVE: 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.

JURY DUTY: An 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.

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	\$51,988 per year
College and Career Success Coordinator: First two (2) years of employment After two (2) full years of employment	\$26.06 per hour \$27.50 per hour
Adult Education Diploma Coordinator: First two (2) years of employment After two (2) full years of employment	\$22.39 per hour \$25.43 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 After two (2) full years of employment	 \$19.41 per hour (Sec III Step B) \$21.07 per hour (Sec III Step C)



After ten (10) full years of employment \$21.28 per hour (Sec III Step D)

Learning Center Secretary:

Not to exceed 16 hours per week for 46 weeks
First two (2) years of employment \$19.41 per hour
After two (2) full years of employment \$21.07 per hour
After ten (10) full years of employment \$21.28 per hour

Learning Center Custodian:

Not to exceed 4 hours per week for 46 weeks (Use Custodian Wage Scale)
First two (2) years of employment (Step B) \$19.08 per hour
After two (2) full years of employment (Step C) \$20.08 per hour
After ten (10) full years of employment (Step E) \$20.72 per hour

One full year is July 1 – June 30.

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 46 or more weeks:

HOLIDAYS: Administrative/secretarial employees shall be entitled to the following thirteen (13) non-work holidays with pay, except that Juneteenth and Independence Day shall be a paid holiday for only those whose work year continues past July 3:

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	Juneteenth

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.

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.



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.

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. These days shall be deducted from the balance of their sick leave.

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, domestic partner, 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: 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.

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.

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. The Bangor School Department will pay the premium for single coverage for Blue Cross/Blue Shield insurance or such alternative coverage as may be determined from time to time by the Bangor School Committee. The employee will pay the annual premium increase, not to exceed 42%, over the previous year's rate for the duration of the contract for adult with child, two-persons, 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 Bangor 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: 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.

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

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.

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.

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.

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