

Pittsfield School District

SUPPORT STAFF

The district will employ, as necessary, support staff personnel to work in such capacities as do not require certification in accordance with rules and regulations of the New Hampshire Department of Education as a condition of employment, excluding student activity supervisors (athletic coaches, club advisors, etc.).

Applications. Written applications for support staff positions will be made at the SAU office for those persons seeking employment in the school district. The application will contain information concerning job experience, personal references, and other details as may be required by the superintendent.

Hiring. The supervising administrator is directed to oversee the recruitment and hiring process for support staff positions; he/she has the authority to hire employees for such positions, subject to approval of the superintendent. All new employees are subject to a criminal background check per Policy GBCD.

Salary. Salary for support staff employees is determined by the support staff salary placement guide based on job classification and experience in the same or similar field of employment with same or similar duties and responsibilities.

It is the intent of the Board to provide support staff employees with an annual cost of living adjustment. It is the intent of the Board to similarly adjust the support staff salary placement guide. However, the Board's decision regarding salary adjustments is made on an annual basis, and the Board's intent is not a guarantee or formal commitment to compensation adjustments.

Payroll Deductions. Appropriate payroll deductions will be made from the compensation of all personnel and will include federal income tax, social security, and health insurance, if provided as specified below. Other deductions may be made on a voluntary basis.

Workday. Each support staff employee's supervisor will establish the employee's regular work schedule, including starting time, break time, lunch time, and ending time.

Benefits. For purposes of fringe benefits, the following categories of support staff employees are established:

- Category #1: Personnel working 35 or more hours/week for 52 weeks/year
- Category #2: Personnel working 30 or more hours/week for at least 36 weeks/year, but less than 52 weeks/year
- Category #3: All other support staff personnel

Support staff shall receive the following fringe benefits:

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<u>Benefit</u>	<u>Category #1</u>	<u>Category #2</u>	<u>Category #3</u>
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<u>Health Insurance</u>	yes	yes	no
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- **Category #1:** The district will provide a health insurance plan to all Category #1 support staff employees; cost sharing as determined by the board; employee contributions paid through bi-weekly payroll deductions
- **Category #2:** The district will provide a health insurance plan to all Category #2 support staff employees at the option of the employee; the employee will bear the entire cost, paid through bi-weekly payroll deductions

The district reserves the right to modify the health insurance plan and/or the employee contribution on or about the anniversary or renewal date (July 1) of the health insurance plan.

The district makes monthly premium payments for health insurance for employees. Should an employee terminate his/her employment with the district after such a monthly premium has been paid, the employee is responsible for reimbursement to the district through the payroll deduction process or will reimburse the district by issuing a check payable to the district for the monthly premium paid by the district.

<u>Flex Benefit Plan</u>	no	yes	no
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The district will provide Category #2 support staff employees with a \$500 Flex Benefit Plan. A pro-rated benefit, based on hire date, will be provided to newly-hired support staff employees at the conclusion of the ninety-day probationary period. Support staff employees may contribute up to \$1500 (pre-tax) to the Flex Benefit Plan in addition to the district's contribution.

Should an employee terminate his/her employment with the district, the flex benefit plan administrator will be notified of the termination date. All eligible benefit costs will be covered through the termination date only.

<u>Retirement</u>	yes	yes, if 35 hours/week or more; no, if less than 35 hours/week	no
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<u>Sick Leave</u>	1 day/month; cumulative to 36	1 day/month (for the 10 month school year	none
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<u>Emergency Leave</u>	2 days;	2 days;	none
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	non-cumulative	non-cumulative	
<u>Personal Leave</u>	2 days; non-cumulative	2 days; non-cumulative	none
<u>Bereavement Leave</u>	Up to 3 days paid bereavement leave per event for death in the immediate family – spouse, mother, father, sister, brother, child, grandchild, grandparent; same relatives of employee’s spouse; members of staff member’s household. Up to 1 day to attend funeral of other relative or friend upon approval of administrative supervisor.		none
<u>Vacation</u>	.83 days/month following 90-day probationary period; non-cumulative	none	none
	1.25 days/month beginning at the sixth year of service to the district; non-cumulative		
	1.67 days/month beginning at the eleventh year of service to the district; non-cumulative		
<u>Paid Holidays</u>	11 days: New Year’s Day Civil Rights Day President’s Day Memorial Day Independence Day Labor Day Columbus Day Veterans Day Thanksgiving Day (2) Christmas Day	2 days: Memorial Day Veterans Day	none

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FMLA Leave. FMLA (Family and Medical Leave Act) leave is available to eligible employees in accordance with Policy GCCBC.

Sick Leave Bank. Support staff employees may join the SAU Sick Leave Bank for Support Staff, which provides extended benefits from the sick leave bank after an incapacitating illness or disability. Employees interested in joining the SAU Sick Leave Bank for Support Staff may contact SAU staff for detailed information regarding the Bank's requirements and operating guidelines.

Unused Sick Leave Bonus. The district will provide an unused sick leave bonus of \$250, payable in one lump-sum check within two weeks following the conclusion of a school year, to any support staff employee who does not access his/her sick leave during the preceding school year. This benefit is available to employees who have served for an entire school year and not to employees hired during the school year or employed for a portion of a school year.

No Call, No Show. Employees are expected to comply with district notice procedures in the event of absence for any reason. The district recognizes that employees may experience an emergency situation, such as a medical emergency, in which notice is delayed. In general, failure to report to work without notice in a manner that complies with the district's notice procedures may result in disciplinary action up to and including termination.

Change in Category Classification. Employees may be reassigned among the categories as determined by reclassification. Employees who move from Category #2 to Category #1 will be credited with accrued service to the district relative to the vacation benefit.

Training. Support staff employees are an integral part of the district's total staff. Training and development of support staff employees are essential to the efficient and economical operation of the schools. All employees are encouraged to grow in job skills.

It is the responsibility of the superintendent or designee to coordinate training of support staff that will aid such personnel in learning the requirements of their position as well as improving skills on the job. Prior to assuming his/her duties, each support staff employee will be advised of district policies relevant to their specific responsibilities.

Probationary Period. A probationary period for support staff is defined as the first ninety calendar days of employment for a new employee or for an employee who has been rehired following a break in service. The ninety-day probationary period begins on the first day of service and not on the day that a work agreement is signed.

The probationary period will be used to allow the immediate supervisor time to closely evaluate the employee's performance and to encourage effective adjustment to the

position. Only employees who meet acceptable standards of work during the probationary period will be retained.

The immediate supervisor must determine, before the completion of the probationary period, as to whether the employee has successfully met the standards of work during the probationary period or should be dismissed prior to the end of the ninety days.

Working Exceptions. Category #1 support staff are not required to report on days when school is cancelled because of weather or other emergency conditions. If the support staff employee does not report to work because of weather or other emergency, a leave benefit may be used and the employee will be compensated for the time. If benefit days are not available, the employee will not be compensated for the time.

Performance Evaluation. The performance of each support staff employee shall be monitored throughout the school year. The employee's immediate supervisor is responsible for a formal written assessment of the employee's performance, based on the employee's job description and specifically assigned duties. The performance evaluation will be completed in accordance with approved district procedures.

Grievances. Grievances will be addressed with the support staff employee's immediate supervisor. Appeal may be made to the superintendent, whose ruling is final.

Disciplinary Actions and Termination of Employment. If, at any time during the employment of a support staff employee, there is an indication that he/she is not carrying out his/her duties as assigned, he/she may be suspended from duty immediately and further action – including but not limited to corrective counseling, reprimand, suspension, and dismissal – may be taken by the superintendent.

Support staff employees may have their employment terminated at any time for violation of school or district policy, violation of any law, or for other matters deemed appropriate by the superintendent. Support staff employees are not entitled to a hearing before the school board.

Voluntary Termination. Upon retirement or resignation, support staff employees will provide their immediate supervisor with written notice of termination at least two weeks in advance of the effective date of voluntary termination. This requirement may be waived by the superintendent upon request for justifiable reasons.

Annual Notice. The superintendent will notify all support staff employees of the district's intent to continue or not continue their respective employment for the following school year. The notification will be in writing.

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The notification may state that the intent to continue or not continue the employee's employment is contingent on special circumstances, including but not limited to fiscal considerations, staffing needs, staff reorganization, student enrollment, and others.

Adopted: January 21, 1993
Amended: July 15, 1993
Amended: July 29, 1993
Amended: July 15, 1995
Reconsidered: August 5, 1999
Amended: August 26, 1999
Amended: October 7, 20014
Amended: June 2, 2005
Amended: August 18, 2005
Amended: September 18, 2014
Amended: September 6, 2018
Amended: November 7, 2019