

ADMINISTRATIVE BENEFITS

Medical Insurance

1. The employees' share of the premium payment for medical insurance may, at the employee's option, be made pursuant to the Committee's Section 125 Cafeteria Benefits Program.

2. In any plan year for which the medical insurance premium increases more than ten percent (10%), employees will pay fifty percent (50%) of the excess for that year only, except that the employee's share of the total shall not be more than fifty percent (50%). In the subsequent plan year, the Committee will revert to its regular seventy-five percent (75%) payment of the total premium cost, subject to additional adjustment for the new plan year. The Committee's contribution toward the premium cost of the HMO plan shall be the same percentage as for the above comprehensive medical insurance plan.

Dental Insurance

The Committee will implement Blue Cross/Blue Shield Dental Plan and contribute 75% of the premium costs.

Life Insurance

The Committee shall pay fifty percent (50%) of the premium cost of fifty thousand dollar (\$50,000) life insurance policy, for each employee.

Tax Sheltered Annuity

All employees shall be allowed to take advantage of whatever federal law may be in force concerning tax-free annuities.

Vacation

Employees hired pursuant a 260 day contract shall be entitled to four (4) weeks paid vacation for each full year worked. Vacation pay will be accrued at 1.67 days per month. Vacation shall be requested in writing two (2) weeks in advance of the intended vacation time and shall be approved in advance by the Superintendent. In cases of emergency, the Superintendent may waive the two (2) week notification. No more than four (4) weeks of vacation may be carried forward from one year to the next. Vacation should be taken on days when school is not in session.

Employees hired for less than a 260 day contract shall not be entitled to any paid vacation.

Holidays

Employees shall not be required to work on legal holidays when the school is closed.

Sick Leave

Employees shall earn one and one-half (1.5) sick days per month to a maximum of 230 days. Personal and family sick leave shall be integrated with the Family Medical Leave policy.

A doctor's certificate indicating fitness to return for duty may be required before an employee returns to work after three (3) consecutive days of absence or at the Superintendent's discretion. The Superintendent may require medical or psychological examinations at no cost to the employee when the Superintendent believes such examination is in the best interests of the District. All medical information shall be held in the strictest of confidence and revealed only on a need to know basis.

ADMINISTRATIVE BENEFITS

Mileage Reimbursement

Employees authorized to use private automobiles for school business shall be reimbursed at the IRS mileage rate in force in September of each year.

Severance Pay

When an employee dies or retires after five (5) consecutive years of service in the District, s/he or his/her estate shall be paid for accumulated sick leave as follows:

For the first 50 days	\$15.00
For the second 50 days	\$25.00
For the third 50 days	\$40.00
For the last 50 days	\$50.00

When an employee resigns in good standing after five (5) consecutive years of service in the District, that member shall be paid for accumulated sick days as follows:

For the first 50 days	\$10.00
For the second 50 days	\$20.00
For the third 50 days	\$30.00
For the last 50 days	\$40.00

Bereavement Leave

Five (5) calendar days leave will be granted without loss of pay due to attend the funeral and make household arrangements for a spouse, parent, or child beginning with the date of death.

Three (3) calendar days leave will be granted without loss of pay to attend the funeral of grandparents, grandchildren, father-in-law, mother-in-law; siblings, or other close relatives of the employee.

Personal Leave

Two (2) personal leave days shall be available without loss of pay to be granted at the discretion of the Superintendent.

Other Leaves

Other leaves of absence with or without pay may be granted at the discretion of the Superintendent.

Evaluation

Employees shall be evaluated by the Superintendent. Such evaluation shall include but not be limited to the evaluation of the employee's performance of his/her duties and responsibilities as contained in the job description; as presented and called for under M.G.L. Chapter 71 as amended by the Education Reform Act of 1993; as contained in the policies of the School Committee; as contained in the policies and directives of the Superintendent; and any school improvement goals mutually agreed upon by the employee and the Superintendent

Tuition Reimbursement

Tuition reimbursement shall be available for courses related to the work of the employee provided the request for such reimbursement is submitted and approval given in advance of taking the course. Reimbursement is at the discretion of the Superintendent.

ADMINISTRATIVE BENEFITS

Payment of Professional Dues

Payment of professional dues shall be available for employees to join and participate in professional associations related to their work with the District. The payment of such dues shall be subject to approval of the Superintendent and within budgetary limitations.

Payroll Deductions

Payroll deductions shall be available to employees requesting such in writing and shall be limited to what is offered by the District.