

MEDWAY SCHOOL BOARD POLICY
SUPERINTENDENT'S OFFICE CLERICAL STAFF

Wages

Clerical employees will be paid an hourly wage as indicated below:

<u>Secretary:</u>	<u>\$11.50</u> per hour starting February 21, 2017
	\$12.00 2017- 2018
	\$13.00 2018 – 2019
	\$13.40 2019-2020

Fringe Benefits

1. Secretarial workers will receive time and one-half after forty (40) hours of actual working time. All hours worked over forty (40) must be approved by the superintendent.
2. **Call Time** – whenever a secretary is called in outside of his/her regular work shift, s/he will receive a minimum of two (2) hours pay at the rate of pay of time and one-half.
3. **Work Week:** Four hours (4) per day, Twenty (20) hours per week, unless deemed otherwise by the superintendent. (The Board reserves the right to change this schedule.)
4. **Board meetings:** Must attend all Medway School Board meetings to record draft minutes. This is above the regularly scheduled 20 hours/ week.
5. **Work Schedule:** 220 total days: 180 school year work days, February and April Vacation, 2 weeks before school starts, 2 weeks after school ends. 10 days throughout the school year & summer are flexible and approved by the Superintendent.
6. **Unpaid Absence**
 - a. Time lost, due to an unpaid absence, may be made up during the two week pay period in which it occurs. This will be done only with the approval of the superintendent.
7. **Holidays:** The following days will be considered paid holidays:
 - a. A day is equal to 4 hours for this position.
 - i. Labor Day
 - ii. Thanksgiving Day
 - iii. Christmas Day
 - iv. Memorial Day
8. **Bereavement Leave**
 - a. Secretaries will be granted a maximum of three (3) days in each case of death of spouse, daughter, son, mother, father, or foster parents, mother-

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in-law, father-in-law, sister, brother, step-mother, step-father, grandchildren and grandparents. Bereavement leave is only for regularly scheduled work days.

9. Time off Without Pay

- a. At the discretion of the Superintendent

10. Professional

- a. The school district shall pay for the cost of participation in approved professional meetings, conventions, workshops, etc, as approved by the superintendent.
- b. The school district shall pay for state dues as required by the superintendent.

11. Mileage

- a. Employees will be reimbursed for work-related travel expenses per mile at the state rate.

12. Jury Duty

- a. The Board agrees to pay the difference between the daily jury pay and the regular daily rate of a secretarial worker who is summoned to serve on a jury.

Revised: July 16, 2019

Revised: May 8, 2018

Revised / Adoption: 6/13/17

Revised / Adoption: 3/14/2017

Revised / Adoption: March 10, 2016

Revised / Adoption: September 15, 2015

Revised / Adoption: February 25, 2013 after board meeting of 2/12/13

Adopted: May 22, 2012