

**MEDWAY SCHOOL BOARD POLICY**  
**SUPPORT STAFF OFFICE POSITIONS**  
**SCHOOL AND ACCOUNTS PAYABLE SECRETARY**

The Board reserves the right to establish hourly rates for Secretarial workers.

Head Secretary and Accounts Payable  
Present Employee

Hourly Wage

2020-2021     \$14.00

Longevity Steps                      15 years = \$1,000

Holiday time is considered work time.

**Fringe Benefits**

1. Secretarial workers will receive time and one-half after forty (40) hours of actual working time.
2. Call Time – Whenever a secretary is called in outside of his/her regular work shift, she/he will receive a minimum of two hours pay at the rate of pay of time and one-half.
3. Work Week: eight (8) hours per day; forty (40) hours per week, unless deemed otherwise by the Board. (The Board reserves the right to change this schedule.) This is a full year position
4. Retirement/Sick Leave
  - a. Upon receipt of a written statement of a secretary's retirement, the secretary will receive up to a maximum of \$1,000 for thirty (30) accumulated sick leave days if:
    1. The secretary must have worked in the Medway School System for fifteen (15) years.
    2. The secretary must give the written retirement letter 120 calendar days prior to the anticipated retirement date.

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5. Holidays

- a. The following days will be considered paid holidays:
  1. Labor Day
  2. Columbus Day
  3. Veterans' Day
  4. Thanksgiving Day
  5. New Year's Day
  6. Christmas Day
  7. Martin Luther King, Jr. Day
  8. President's Day
  9. Memorial Day
  10. Fourth of July

6. Vacations

- a. Vacations taken during the regular school year (when school is in session) will be at the discretion of the Superintendent.
  1. One week paid vacation after one year of continuous work in the system.
  2. Two weeks paid vacation after three years of continuous work in the system.
  3. Three weeks paid vacation after ten years of continuous work in the system.
  4. Four weeks paid vacation after fifteen years of continuous work in the system.

7. Sick Leave

- a. Secretaries will be granted ten (10) days sick leave per year, with the unused time carried over to accumulate to a maximum of not more than ninety (90) days. Sick leave must be used for personal illness.
- b. A maximum of forty (40) hours in total will be allowed for serious illness of spouse, daughter, son, mother, father, mother-in-law, father-in-law, sister or brother, grandchildren, which must be approved by the Superintendent of Schools. Days will be deducted from their cumulative sick leave.
- c. Sick leave will not apply if lost time is due to an accident which occurs while gainfully employed outside the school department.
- d. The Medway School Board reserves the right to request a doctor's certification of illness. After 3 consecutive days of being out sick, a doctor's note will be required.

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8. Bereavement Leave

- a. Secretaries will be granted a maximum of three (3) days in each case of the death of spouse, daughter, son, mother, father, or foster parents, mother-in-law, father-in-law, sister, brother, step-mother, step-father, grandchildren and grandparents.
- b. Secretaries will be granted a maximum of one (1) day per year or two (2) half days per year to attend a funeral of a relative not listed in section (a) above or that of a personal friend.

9. Health Insurance

The School Board agrees to pay 80% of the cost of health insurance for employees up to a maximum cost of a single plan, BCBS/Anthem Choice Plus or equivalent. Secretaries will pay 20% of the cost of their health insurance. If an employee is covered under his/her spouse's health insurance policy, then the School Board will be under no obligation to that employee until such time as coverage under a spouse's plan is no longer available.

The secretary may waive his/her health insurance and receive a \$3,000.00 buy out for each year that the employee waives his/her health insurance. The secretary must provide proof of insurance coverage to receive the waiver.

10. Personal Leave

Secretaries will be granted two (2) days of personal leave per year for compelling reasons. Any personal requests for leave will be made to the Superintendent of Schools. He/She will render a decision on the basis of previous School Board rulings.

11. Jury Duty

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.

12. Mileage Reimbursement

Employees who are required to use their personal vehicle for assigned business will be compensated at the state rate.

**Revised: January 14, 2020**

Revised: July 16, 2019

Revised: May 8, 2018

Revised: 6/13/17

Revised: April 5, 2016

Revised Date: April 9, 2015

Revised Date: July 30, 2014

Revised Date: February 4, 2013