

**MEDWAY SCHOOL BOARD POLICY
SUPPORT STAFF – CUSTODIANS**

The Board reserves the right to establish hourly rates for custodians.

The Medway School Board recognizes that there are two custodial positions, a full-time head custodian, and a part-time custodian. The full-time custodian works the day shift, at 40 hours per week, year round. The part-time custodian works four hours per day during the school year and eight hours per day during the following: summer vacation, December vacation, February and April vacation. When school is in session, the part-time custodian is expected to fill in during the day shift when the head custodian is out.

Full time employee - Hired after 03-01-2016

Hourly Rate of Pay

2014-2015	\$14.85
2015-2016	\$15.05
2016-2017	\$15.25
2017-2018	\$15.45
2018-2019	\$15.75
2019-2020	\$16.15

Part time employee – Hired after 03-01-2016:

Hourly Rate of Pay:	\$10.44
2017-2018	\$10.64
As of Nov 15, 2017:	\$11.64
2018-2019	\$11.94
2019-2020	\$12.34

Holiday time is considered work time. For the part-time employee, holiday time is considered four (4) hours.

Fringe Benefits

1. Custodians will receive time and one-half after forty (40) hours of actual working time. When the part-time custodian fills in for the full-time custodian while school is in session, the part-time custodian will receive one-half of the difference between the full-time custodian pay and the part-time custodian pay.
2. Call Time – Whenever a custodian is called in outside of his/her regular work shift, he/she will receive a minimum of two hours of “comp time” at time and one-half.
 - Comp Time earned and used will be recorded on time cards and approved by the superintendent.
 - A permanent record of comp time earned and used will be kept by the administrative assistant.
 - Once comp time has been recorded, it:
 - Cannot be used as anything else
 - Comp time hours may not be carried over; they must be used within the fiscal year (July through June).

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3. Retirement/Sick Leave

- a. Upon receipt of a written statement of a custodian's retirement, the custodian will receive up to a maximum of \$1,000 for thirty (30) accumulated sick leave days if:
 - 1. The custodian must have worked in the Medway School System for fifteen (15) years.
 - 2. The custodian must give the written retirement letter 120 calendar days prior to the anticipated retirement date.

4. Holidays

- a. The following days will be considered paid holidays:
 - 1. Labor Day
 - 2. Thanksgiving Day
 - 3. Day after Thanksgiving
 - 4. Christmas Day
 - 5. New Year's Day
 - 6. Veteran's Day
 - 7. Memorial Day
 - 8. July 4th

5. 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. The head custodian will be paid one week paid vacation, earned at time of hire.
 - 2. Two weeks paid vacation after two years of continuous work in the system.
 - 3. Three weeks paid vacation after eight years of continuous work in the system.
 - 4. Four weeks paid vacation after fifteen years of continuous work in the system.
 - 5. Five weeks paid vacation after twenty years of continuous work in the system.

6. Sick Leave

- a. Each custodian will be granted twelve (12) days sick leave per year, with the unused time carried over to accumulate to a maximum of not more than sixty (60) days. Sick leave must be used for personal illness.
- b. A maximum of forty hours (per family care act) 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 Superintendent reserves the right to request a doctor's certification of illness.
- e. After 3 consecutive days of being out sick, a doctor's note must be presented to the superintendent.

7. Bereavement Leave

- a. Custodians 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.

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- b. Custodians 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.

8. Health Insurance

The School Board agrees to pay 80% of the cost for the full time employee's-BCBS/Anthem Choice Plus or equivalent single plan. The full time custodian may waive his/her health insurance and receive \$1,000 for each year that the employee waives his/her health insurance. The employee must provide proof of health insurance to receive the waiver. The part-time custodian does not receive this benefit.

- 9. Evaluation. The Principal shall evaluate the custodian on the anniversary of his/her hire date.

10. Personal Leave

Custodians will be granted two (2) days of personal leave per year for compelling, non-recreational 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 custodian 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.

- 13. For part time employees: All benefits, sections 3-7 and 10 will be prorated based on regular hours, which is considered 4 hours per day.

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