

MEDWAY SCHOOL BOARD POLICY
SUPPORT STAFF POSITION
LIBRARY

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

Hourly Rate of Pay	
2014-2015	\$13.30
2015-2016	\$13.50
2016-2017	\$13.70
2017-2018	\$13.90
2018-2019	\$14.20
2019-2020	\$14.60

Fringe Benefits

1. Library worker(s) will receive time and one-half after forty (40) hours of actual working time.
2. Retirement/Sick Leave
 - a. Upon receipt of a written statement of a library worker's retirement, the library worker will receive up to a maximum of \$1,000 for thirty (30) accumulated sick leave days if:
 1. The library worker must have worked in the Medway School System for fifteen (15) years.
 2. The library worker must give the written retirement letter by February 1st of the school year prior to the anticipated retirement date.
3. Holidays
 - a. The following days will be considered paid holidays (Holiday time is considered work time):
 1. Labor Day
 2. Thanksgiving Day
 3. Christmas Day
 4. Memorial Day
4. 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 four year of continuous work in the system.
 2. Two weeks paid vacation after eight years of continuous work in the system.

The intent is to use this time during school vacations within the budget year.

5. Sick Leave
 - a. Library worker(s) 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 fifty (50) 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.

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- 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.

6. Bereavement Leave

- a. Library workers 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. Library workers 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.

7. Employee Stipend

- a. Library workers will be issued an annual stipend in the amount of \$1000.00 in additional wages in lieu of any health care benefits. The amount received may be used by the employee in any manner he/she sees fit and need not be used to pay for the employee's health coverage nor medical expenses.

8. Personal Days

Library workers 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.

9. Jury Duty

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

10. Mileage Reimbursement

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

Revised: July 16, 2019

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