

## **SUPPORT STAFF CONTRACTS AND COMPENSATION PLANS**

In establishing salaries and salary schedules for non-instructional personnel, the board shall take into account the responsibilities of the position, the qualifications needed, past experience of the individual, and years of service in the district.

Compensation plans shall be dependent on the employee's satisfactory performance. Advancement from one step to another shall require the superintendent's recommendation and board approval.

Sick leave entitlement for support staff not covered by negotiated contracts shall be set annually by the board.

Full-time teachers' assistants, teacher aides, library aides, custodial personnel, nurses, and cafeteria personnel shall receive sick leave on the basis of 15 days per year, accumulative.

Clerical personnel on 12-month contracts shall receive 15 days of sick leave per year, accumulative indefinitely. Clerical personnel on 10-month contracts shall receive 15 days of sick leave per year, accumulative.

Any negotiated contract provision with a recognized collective bargaining agent and incorporated into a contract ratified by the board and agent, shall take precedence over this policy to the extent that such provision conflicts with policy.

Current practice codified 1975

Adopted: December 8, 1975

Amended: March 13, 1978; July 1981; February 2, 1986

**CROSS REFS.:**            DLA, Payday Schedules  
                                 DLB, Salary Deductions  
                                 DGB, subcodes (all relate to compensation and benefits)  
                                 GDJ, Support Staff Time Schedules

Department of Public Schools, Augusta, Maine