

ACTON-BOXBOROUGH REGIONAL
SCHOOL DISTRICT

SALARIED EMPLOYEES' BENEFITS
MANUAL

July 1, 2025

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Notice of Nondiscrimination

INTRODUCTION

SALARIED EMPLOYEES

Salaried Employees play a significant role in the success of our school system. This booklet constitutes guidance concerning salary and benefits for these positions.

The Superintendent or designee is responsible for overseeing all personnel administration within the school system and will establish and recommend policy and direction for salary scales, fringe benefits and all other matters related to proper administration of personnel matters.

Salaried employees are free to discuss any problems they feel appropriate with the Superintendent of Schools or the Deputy Superintendent but such problems should first be discussed with immediate supervisors.

The Acton-Boxborough Regional School District maintains its high level of service because of the excellent working relationships among all groups of employees.

ARTICLE 1

COVERAGE

1. This Benefits Manual covers the general benefits for all Salaried Employees positions, as listed in Article 23. Individual contracts can exceed the provisions of this document.
2. The School District reserves the right to change, amend or end benefits. In the event of any direct conflict between this Manual and the salaried employee's individual contract, the provisions of the contract shall prevail.

ARTICLE 2

WORK WEEK AND WORK YEAR

1. The appropriate supervisor will establish the work week, work day and weekly hours for each position as well as the hours of employment, subject to the approval of the Superintendent. On occasion there may be a need to alter the normal work week and hours of the employee.
2. The normal work year for these positions will be 52 weeks unless otherwise noted at the time of hire.

ARTICLE 3

BENEFIT ELIGIBILITY

1. An employee must work a minimum of twenty (20) hours per week to be eligible for benefits.

ARTICLE 4

SALARIES

1. The employee's annual salary shall be determined by the Superintendent after a consultation between the Superintendent (or designee) and the supervisor.

2. Increases in salary will be determined by the Superintendent on a yearly basis. Supervisors may recommend increases in salary beyond any cost of living or general increase during the budget process.

ARTICLE 5 LEAVES OF ABSENCE

1. Each employee shall earn fifteen (15) days of paid sick leave each year, prorated for those whose contracts for less than 260 days. Accumulated and unused sick leave shall be carried over from year to year.
2. Sick leave shall be granted and taken only when an employee is prevented from working because of actual personal illness or injury (including pregnancy and pregnancy-related illness) or because of a serious illness of or injury to a member of the employee's "immediate family" or other relative of the employee's household requiring the personal attention of the employee. "Immediate family" shall be defined as the employee's spouse and parents, children of the employee and or spouses. Sick leave used to care for a sick family member will be recorded as "sick family" days. Where individual circumstances require, the Superintendent may, in his/her discretion, expand the definition of immediate family. To be eligible for sick leave, the employee must report the illness or injury to his supervisor or his/her designated representative at least one (1) hour prior to such employee's scheduled reporting time on the first day of absence, (thirty [30] days prior to the expected birth date for pregnancy), and, if the absence continues in excess of three (3) days or other unusual circumstances exist, he/she shall furnish, upon request, evidence satisfactory to the Superintendent or his/her designee that he/she was prevented from working by the illness or injury.
3. For each day of sick leave accumulated at the start of a single, continuous, prolonged illness, staff who have exhausted their sick leave credit, may receive two (2) additional days of sick leave, if necessary, up to a lifetime maximum of sixty-six (66) days on recommendation of the appropriate supervisor, with a written statement from the staff member's doctor describing the nature of the illness and the probable duration thereof, and with the approval of the Superintendent or designee.
4. Extended leave may be used only for the illness or injury to the specific staff person and only while in the employ of the District.
5. Effective July 1, 2021 a salaried staff member who has been employed by the Acton Boxborough School District for a minimum of 15 years, and who gives written notice by December 15 of any year of an irrevocable intent to retire on June 30th shall receive a lump sum of \$15 for each unused sick day. The lump sum will be received by the salaried staff member by July 31 of the year of retirement. The salaried staff member must retire from the retirement system the year in which they leave ABRSD in order to qualify for the lump sum.

ARTICLE 6 BEREAVEMENT

1. An employee shall ordinarily be entitled to three (3) consecutive days of leave without loss of pay for time necessarily and actually lost by reason of a death in the immediate household or

immediate family of such salaried employee. Notification of the need for such leave shall be made to the appropriate superior or his designed representative. The members of the "immediate family" shall include the death of a parent, spouse, child, sister, brother, grandmother, grandfather, grandson, granddaughter, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, aunt or uncle. Where individual circumstances require, the Superintendent may, in his/her discretion, expand the definition of immediate family. Additional days may be granted upon request with approval of the Superintendent for reasons such as: travel, distance and time, legal matters, religious reasons, delayed funeral or other unforeseen circumstances.

ARTICLE 7 PERSONAL LEAVE

1. Salaried employees will be granted three (3) days personal leave for the execution of personal matters which cannot be conducted outside the normal work day.
2. The leave is to be used for time actually lost for important personal reasons, if such activity cannot be carried out at any other time. Personal days may not be used for recreation or to extend a vacation or long weekend. If an employee requests a personal day connected to a vacation, holiday, or a long weekend, or more than one personal days in a row, the purpose of the personal day must be provided to the Supervisor. Requests for personal days must be submitted as far as possible in advance. Approval of personal days shall be within the discretion of the appropriate Supervisor.

ARTICLE 8 RELIGIOUS LEAVE

1. All employees who are scheduled to work twenty (20) or more hours per week may receive up to two (2) days off per year (July 1 - June 30) without loss of pay in any one work year for time necessarily and actually lost for observance of a recognized major religious holiday of the religious faith to which such staff member belongs, when such holiday falls on a day on which the employee is required to report. Notification by an employee of their intention to take such leave shall be made to their supervisor as far as possible in advance of such holiday, but in no event less than forty-eight (48) hours in advance of such a holiday. Whether any days are "recognized major religious holidays" shall be determined by the Superintendent at the request of the staff member.

ARTICLE 9 FMLA

1. Employees who have worked for the district for at least one year and who have worked 1250 hours over the previous twelve months are eligible, under the Family Medical Leave Act (FMLA), for up to twelve weeks of unpaid, job protected leave for the following reasons:
 - To care for the employee's child after birth, or placement of adoption or foster care;
 - To care for the employee's spouse, son or daughter (under 18 or over 18 with a qualified disability), or parent, who has a serious health condition.
 - For serious health condition that makes the employee unable to perform the employee's joband with the following protection:

- For the duration of the FMLA leave, the employer must maintain the employee's health coverage under any "group health plan",
- Upon return from FMLA leave, most employee must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms,
- The use of FMLA leave will not result in the loss of any employment benefit that the employee earned or was entitled to prior to the start of an employee's first FMLA leave.
- FMLA leave shall be administered in accordance with the Family and Medical Leave Act of 1993, as amended, and the School District's FMLA Policy.
- For the duration of the FMLA leave, the employee shall maintain the staff member's health coverage under any "group health plan" whenever such insurance was provided before the leave was taken and on the same terms as if the employee had continued to work. The Administrator will make arrangements with the District to pay his or her share of health insurance premiums while on leave. The District may recover premiums it paid to maintain health coverage for an employee who fails to return to work from FMLA leave.

ARTICLE 10 OTHER LEAVES

1. Other Leaves of absence may be granted without pay by the Superintendent.

ARTICLE 11 HOLIDAYS

1. The following days are recognized as work holidays:

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|---------------------------|-----------------------------|
| 1. New Year's Day | 7. Independence Day |
| 2. Martin Luther King Day | 8. Labor Day |
| 3. President's Day | 9. Indigenous Peoples' Day |
| 4. Patriot's Day | 10. Veteran's Day |
| 5. Memorial Day | 11. Thanksgiving Day |
| 6. Juneteenth | 12. Day after Thanksgiving. |
| | 13. Christmas Day |

ARTICLE 12 VACATION

1. Salaried employees who work 260 days will receive paid vacation days according to the schedule below. Vacation time must be approved by the supervisor and Central Office. If a holiday falls during a vacation week, it will be counted as a holiday not as a vacation day. The following schedule shall apply:
 - Years 1 through 4 – 15 vacation days
 - Years 5 through 19 – 20 vacation days
 - Over 19 years – 25 vacation days
2. A maximum of one year's allotment of vacation days may be carried over from one year to the next, this will be phased out over the next three years. Effective June 30, 2025, 12 month staff will be limited to carrying over no more than five vacation days on June 30th of each year

3. Vacation days will be earned monthly, but the allotment for the year will be advanced and may be used starting July 1 each year. If the salaried employee leaves before June 30, the employee's vacation days will be prorated based on the monthly allotment according to the number of days worked during that fiscal year. It is understood that if an employee leaves the district, he or she will reimburse the District for any time that has been taken but not earned. In most cases, any used but unearned vacation time will be deducted from the final pay.

ARTICLE 13 INSURANCE AND ANNUITY PLAN

1. GROUP LIFE INSURANCE

Benefits eligible employees may become members of the Group Life Insurance Plan, of which the District will pay 50% of the premium and the employee 50%. This insurance shall be placed into effect as of the first day of the month following the month of hire. At this time, the amount of coverage is \$15,000. Employees who do not join the group at the inception of their employment may be required by the life insurance company to have a physical examination in order to enroll at a later date.

2. HEALTH INSURANCE

The district will provide benefits eligible employees fifty percent (50%) of the cost of individual or family coverage, whichever applies in the particular case, for any preferred provider PPO plans the District may offer from time to time, and seventy-five percent (75%) for any HMO plans the District may offer from time to time.

3. TAX DEFERRED ANNUITY

Benefit eligible employees may authorize the Director of Finance to reduce their regular biweekly salary and remit a sum to a qualified annuity company.

ARTICLE 14 STAFF CHILDREN ATTENDING SCHOOLS

1. The children of Salaried Staff who work more than 20 hours per week may attend schools in the Acton-Boxborough Regional School Systems at no charge provided application is made no later than November 1 of the year before the child would enter school. There shall be a maximum limit of one (1) child per grade level in grades K-8. If more than one (1) applied for admission, then one (1) shall be selected by lottery. If a lottery is required, it shall take place as soon as possible after the above-mentioned registration deadline. There shall be a maximum of six (6) children in grades 9-12. However, the application deadline above must be met.
2. If the Acton-Boxborough Regional School District remains a choice community, and in the event any provision of the School Choice Law is in conflict with 13.1, a substitute provision which is in compliance with the requirements of the law or regulation will be put into place.

ARTICLE 15 PROFESSIONAL TIME

1. Salaried employees will be eligible for professional days upon the recommendation of their supervisor.
2. Upon recommendation of the supervisor and approval by Central Office, normal expenses may be reimbursed for professional activities.

ARTICLE 16 JURY DUTY

1. An employee who is called for and serves jury duty on days falling within the usual work period, shall be paid for those days at the regular compensation rate less jury duty pay received, exclusive of any travel allowance, upon proof of juror's service and the amount of jury duty pay received.
2. Chapter 415 of the Acts of 1977 requires the Acton-Boxborough Regional School District to pay full compensation to employees who reside in Middlesex County at the regular rate for the first three days on a trial jury.
3. Thereafter, Middlesex County pays a daily rate. The Acton-Boxborough Regional School District will continue to pay the employee during the jury trial.

ARTICLE 17 RETIREMENT BENEFITS

1. All salaried employees who work at least twenty (20) hours per week are required to join the retirement program.
2. An automatic deduction will be made on the first payroll check and the employee must file an application as a condition of employment.
3. Salaried employees who have worked at least 20 hours per week and a minimum of ten years in the system are eligible to continue in the District's health insurance program as a retiree, the cost of which will be shared on a 50/50 basis
4. Salaried employees who have been employed by the Acton, Boxborough, and/or Acton-Boxborough Regional School Districts for a minimum of fifteen (15) years, and who gives written notice of an irrevocable intent to retire at least six months before their retirement date of any year, shall receive a lump sum of \$15 for each unused sick day. Said staff member must retire from the state retirement system the year in which they leave the District in order to qualify for the lump sum.

ARTICLE 18 Miscellaneous

1. In the event of school cancellation due to inclement weather or other reason, employees covered by this manual are expected to report to work, unless notified by the Superintendent.

ARTICLE 19
Grievance

1. The aggrieved employee shall first discuss the grievance with his/her appropriate immediate supervisor to arrive at a settlement of the matter involved.
2. If the matter is not resolved to the satisfaction of the aggrieved employee and that person's immediate supervisor is not the Superintendent then the matter may be taken up with the Superintendent (or designee).
3. At the request of the employee, the Superintendent or designee will respond to the grievance in writing within ten (10) working days. This decision is final and binding.

ARTICLE 20
PERIOD OF CONTRACT AND NOTICE

1. If the contract is to be terminated by either party, notification must be given 30 days prior to contract termination day.
2. The normal period of the contract shall coincide with the fiscal year (July 1 – June 30) or portion thereof.

ARTICLE 21
EVALUATION

1. Evaluation of work performance is critical both to ensure feedback to the employee in order to promote personal and professional growth and to maintain efficient and effective operation of the organization. All monitoring of work performance will be conducted in a fair and open manner. Supervisors will share the standards and criteria that they will utilize in the evaluation process. The supervisor will prepare written documentation of areas of commendation, needed improvements and performance concerns with the employee as needed during the process. The employee will have the right to provide the supervisor with additional information regarding performance. A formal, final evaluation report will be prepared by the supervisor which will be signed by the supervisor and employee and placed in the employee's personnel file at least once every two years. The employee may respond to the evaluation report and such response will be attached to the report and placed in the personnel file.

ARTICLE 22
PERSONAL INJURY/PROPERTY DAMAGE

1. An employee who, as the result of an accident or assault which occurs in the course of his/her employment, is injured and is required to be absent from his/her duties as an administrator will be paid his/her full salary (less any sick leave, workmen's compensation or any other disability income benefits paid by the District to which he/she may be entitled) for the period of his/her absence. A claim under this ARTICLE must be supported by satisfactory evidence if the Committee so requests. The Committee reserves the right to retain a physician at their own expense who may determine the condition of the administrator.
2. An employee who, in the course of employment and through no fault of his or her own, sustains damage or destruction to personal property owned by the employee due to vandalism or theft of such property or as the result of an accident to property necessarily on school property due to the employee's duties, shall be reimbursed 75% of the difference between the fair market value and any insurance settlement.

3. This ARTICLE shall not apply to personal means of transportation (car, truck, motorcycle, etc.) except on such days when the employee was able to claim mileage reimbursement provided the vehicle is parked in a legal parking place or in a place appropriate to work being done by the employee.

ARTICLE 23
POSITION LIST

The following positions are covered by this manual:

Academic Planning & Scheduling Manager
Accountant
Administrative Assistant for the Assistant Superintendent
Administrative Assistant to the Deputy Superintendent and Elementary Registrar
Administrative Assistant to the Director of Special Education
Assistant Facilities Coordinator/Project Manager
Assistant Finance Director
Assistant Treasurer
Administrative Assistant to Superintendent
Athletic Trainer
A/V Theater Technician
Sr. Benefits Administrator
Campus Security Supervisor
Capital Infrastructure Project Manager
Custodial and Maintenance Supervisor
Data Manager/Data Specialist
Desktop Support Technician
Director Extended Day
Energy Advisor
Executive Assistant to the High School Principal and Office Manager
Executive Assistant to the Superintendent
Food Services Assistant Director
High School Purchasing Coordinator
High School Student Activities Coordinator
Human Resources Administrative Assistant
Human Resources Assistant Director
Human Resources Generalist
Information Specialist
Payroll Clerk
Payroll Supervisor
Program Administrator
School Nutrition Coordinator
Sr. Accounts Payable Specialist
Sr Desktop Support Technician
Studio Manager
Systems Administrator/Operator
Technical Ops/EdTech Media
Transportation Manager
Transportation Assistant Manager
Treasurer

NOTICE OF NONDISCRIMINATION

The Acton Boxborough Regional School District does not discriminate on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, pregnancy and pregnancy-related conditions, age, active military/veteran status, ancestry, or national or ethnic origin in the administration of its educational policies, employment policies, and other administered programs and activities.

Any person having inquiries or complaints concerning the Acton-Boxborough Regional School District's compliance with Title VI, Title IX, Section 504, ADA or Chapter 622 is directed to contact the Assistant Superintendent for Diversity, Equity and Inclusion, Administration Building, 15 Charter Road, Acton, MA, telephone number 978-264-4700, x3265, who has been designated by the Acton-Boxborough Regional School Districts to coordinate the District's efforts to comply with these laws, or write to the Office for Civil Rights, U.S. Department of Education, 8th Floor, 5 Post Office Square, Boston, MA 02109, or the Massachusetts Department of Education, Office of Program Quality Assurance, 75 Pleasant Street, Malden, MA 02148.