

Berkley Public Schools

NON-PROFESSIONAL JOB DESCRIPTIONS

Policy #4001

- 4001.1 It is the responsibility of the Superintendent to develop job descriptions for nonprofessional, system-wide positions such as custodian, business secretary, executive secretary, and special services secretary.
- 4001.2 It is the responsibility of the Superintendent and Principals to develop job descriptions for building-level positions.
- 4001.3 The School Committee will be given the opportunity to review all personnel job descriptions annually, upon request or in the event that they have been revised.

Adopted: January 27, 1997

Reviewed: April 2, 2007

Amended: May 13, 2013

Berkley Public Schools

DEFINITION OF NON-INSTRUCTIONAL PERSONNEL

Policy #4010

Non-instructional personnel are those employees of the school district who provide auxiliary services in support of the educational program. Though some may need licensing or certification by the Commonwealth for their own specialty, they do not need to have educational certification in order to perform their services for the school district. For purposes of granting sick leave and determining eligibility for certain benefits, non-instructional employees are classified according to the continuity and amount of time worked:

- 4010.1 * 12-Month, Full Time Employee: An employee who works full time each week on a twelve-month basis.
- 4010.2 * 10-Month, Full Time Employee: An employee who works full time each week on a ten-month (school year) basis.
- 4010.3 ** 12-Month, Part-Time Employee: An employee who works twenty or more hours but less than full-time each week on a twelve-month basis.
- 4010.4 ** 10-Month, Part-Time Employee: An employee who works twenty hours or more per week but less than full-time on a ten-month (school year) basis.
- 4010.5 Temporary Employee: An employee who works fewer than twenty hours per week and usually, but not always, on a continuous basis. This includes substitutes and employees assigned by Administration for a short time.

* These, then, are defined as "full time employees".

** These, then, are defined as "part time employees".

Adopted: May 8, 1973
Amended: November 9, 1992
Amended: May 21, 2007
Reviewed: March 27, 2013

Berkley Public Schools

OTHER APPLICABLE POLICIES

Policy #4020

This policy series (the 4000 series) seeks to set forth policies which apply specifically to non-instructional personnel. However, there are a number of policies from other series which pertain to all employees of the school district and thus are applicable to non-instructional personnel. These include policies such as the following:

1140	Negotiation Agreements and School Committee Policies
1146	Non-discrimination on the Basis of Ethnicity and Race
1147	Non-discrimination on the Basis of Disability
1200	Responsibilities of School Committee
1230	Duties as a Policy-Making Body
1800	Community Relations
3180	Establishment of Positions
3190	Requirement for Position Descriptions
3400.3	Discrimination in Hiring
8000	All policies in 8000 series

Adopted: May 8, 1973

Amended: May 19, 2003

Amended: May 21, 2007

Reviewed: March 27, 2013

Reviewed: May 2, 2018

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HIRING OF NON-INSTRUCTIONAL PERSONNEL

Policy #4050

- 4050.1 Should a regular part-time or full-time vacancy occur or should it be necessary to create an additional non-instructional position, a notice of the position will be publicized in an appropriate manner in the schools and in the community.

- 4050.2 Non-Discrimination Policy #1148 will be followed.

- 4050.3 It is the responsibility of the Principal to recommend and the responsibility of the Superintendent to appoint persons to regular part-time and full-time non-instructional positions.

Adopted: May 8, 1973
Amended: May 21, 2007
Amended: Nov. 18, 2013

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CLASS SIZES OVER 25 STUDENTS

Policy #4051

If the budget permits, Paraprofessionals/Teacher Aides will be hired for classes over 25 students, based upon enrollment as of September 1 of each school year. A Paraprofessional/Teacher Aide must accompany these classes, including integrated classes, to a specialist class.

Adopted: August 8, 1994

Reviewed: April 2, 2007

Amended: Nov. 18, 2013

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SUBSTITUTES: CLASSROOM WITH PARAPROFESSIONAL/TEACHER AIDE

Policy #4052

In a situation where a Paraprofessional/Teacher Aide is assigned to a class because of the large class size, if either the Classroom Teacher or the Paraprofessional/Teacher Aide is absent, no substitute teacher will be called for either during the first three days of absence. This policy exempts Paraprofessionals/Teacher Aides who are in the classroom to meet special education requirements of an Individualized Educational Plan.

Adopted: August 8, 1994

Reviewed: April 2, 2007

Amended: Nov. 18, 2013

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PHYSICAL EXAMINATIONS FOR NON-INSTRUCTIONAL PERSONNEL

Policy #4060

- 4060.1 Each new employee is expected to be in satisfactory physical health. All employees must complete an Employee Medical and Emergency Information Form on an annual basis, which will be kept on file in the Health Office.
- 4060.2 Food service personnel should be in good physical health. Full time food service workers must receive pre-employment medical examinations. No school lunch employee shall be permitted to report to work until a medical certificate has been filed.
- 4060.3 Medical certificates will be filed with the Office of the Superintendent of Schools.
- 4060.4 An employee may be examined by the school-designated physician without charge or may choose to be examined by his own physician at his own expense.

Adopted - May 8, 1973

Amended: March 8, 1973

Amended: April 14, 2003

Reviewed: April 2, 2007

Amended: March 10, 2014

Berkley Public Schools

PLACEMENT, ASSIGNMENT, AND TRANSFER

Policy #4070

At the Superintendent's discretion, employees may be placed on the appropriate salary schedule on the basis of their experience and assigned responsibilities. Except where modified by negotiated agreements:

- 4070.1 the Superintendent and/or Principal is responsible for the assignment of the employee to his/her specific position,
- 4070.2 with the advice of supervising personnel, the Superintendent and/or Principal will establish work schedules for all non-instructional employees,
- 4070.3 the decision to transfer an employee from one position to another will be based on consideration of factors such as: desires of the employee and his present immediate superior; the quality of work now being performed; length of service; possible desired changes in the present position; the advisability of increased or reduced responsibilities; and the general welfare of the school system. It is the responsibility of the Superintendent and/or Principal to make all decisions related to the transfer of employees.

Adopted: May 8, 1973
Amended: May 21, 2007
Amended: Nov. 18, 2013

Berkley Public Schools

DISMISSAL OF STAFF

Policy #4080

Support staff employed by the School District may be terminated by the Principal of the building in which they serve, with the approval of the Superintendent. However, employees may request the Superintendent to review the circumstances of their termination.

In the event of failure to perform as required, the Superintendent may immediately suspend or terminate employment depending upon agreement language.

Support staff employees may or may not be given prior notice of their dismissal depending upon the circumstances.

The Superintendent, or the Principal, with the approval of the Superintendent, may also suspend/remove employees from their individual assignments.

SOURCE: MASC September 2016

*Replaces policies #3940, #3970, #3975

Adopted: November 8, 1993

Amended: January 13, 2003

Reviewed: April 2, 2007

Amended: May 13, 2013

Reviewed: Oct. 1, 2013

Amended: December 4, 2018

Berkley Public Schools

RETIREMENT FOR NON-TEACHNG EMPLOYEES

Policy #4090

The school system shall maintain a contributory retirement system for non-teaching employees of the system, subject in all respects to the applicable provisions of state law on retirement systems.¹

Adopted: May 8, 1973
Reviewed: April 2, 2007
Reviewed: Oct. 1, 2013

Reference

¹ General Laws, Chapter 32

Berkley Public Schools

SUPERINTENDENT ACCEPTANCE OF RESIGNATION OF NON-INSTRUCTIONAL PERSONNEL
Policy #4095

It is the policy of the School Committee that as its agent, the Superintendent of Schools may accept resignations, including resignations for the purpose of retirement on behalf of the Committee. Such acceptances will be in writing with copies to the School Committee.

Adopted: May 10, 1993

Reviewed: April 2, 2007

Reviewed: Oct. 1, 2013

Berkley Public Schools

SICK LEAVE FOR NON-INSTRUCTIONAL PERSONNEL

Policy #4140

Non-instructional employees will be allowed leave with pay for reasons of illness at the rate found in Policy #4180. Unused sick leave will accumulate as per Policy #4180, and will be credited on August 31 of each year for the previous year.

4140.1 In cases of regular part-time employment, the amount of sick leave credit shall be in proportion to the relationship of the part-time work schedule to the work schedule as a full-time teacher or administrator.

4140.2 When an employee finds it necessary to be absent because of accident or illness, he shall report the facts to his supervisor as soon as possible before the scheduled time he is to report for work. Sick leave will not be granted unless such a report is made.

4140.3 The Superintendent may require the presentation of a doctor's certificate in connection with a claim for sick leave.

4140.4 Payment will not be made for any accrued sick leave on termination of employment.

Adopted: May 8, 1973

Amended: November 9, 1992

Reviewed: April 2, 2007

Reviewed: Nov. 4, 2013

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WORKMEN'S COMPENSATION BENEFITS

Policy #4150

All employees injured while on the job, necessitating lost time and medical expense, shall receive current salary within the limit of accumulated days of sick leave or approved Sick Bank days. Weekly benefits payable under Workmen's Compensation shall be returned to the employer during the period of time that they are receiving their full salary under the district's sick leave benefits. Bi-weekly payroll will be adjusted by Workmen's Compensation received by employee. After sick leave days have been exhausted, the employee will retain the Workmen's Compensation benefits.¹

Adopted: May 8, 1973
Amended: Jan. 13, 2014

Reference

¹ General Laws, Chapter 152, Section 69

Berkley Public Schools

LEAVE FOR LEGAL REASONS

Policy #4160

Personnel of the school district are subject to jury duty. Any employee called for jury duty shall notify the employee's supervisor as soon as possible. Bi-weekly payroll will be adjusted by the amount of payment the employee receives from the court system. For any additional work days on which an employee is required to perform jury duty, the District will pay the difference between the employee's regular compensation and jury duty pay if the employee gives notice as soon as possible, documents the jury duty to the District's satisfaction and returns to work (unless otherwise excused by the District) for those work hours not encompassed by the jury duty.

Adopted: May 8, 1973
Amended: March 9, 1992
Amended: April 14, 2003
Reviewed: Sept. 6, 2007
Amended: Jan. 13, 2014

Berkley Public Schools

BEREAVEMENT LEAVE FOR NON-INSTRUCTIONAL PERSONNEL Policy #4165

Non-instructional personnel shall have the following days for bereavement leave:

Five (5) consecutive days with pay at any one (1) time in the event of the death of a parent, child or spouse.

Three (3) or up to three consecutive days without loss of pay at any time in the event of the death of one's sibling, grandparent, grandchild, or close relative living in the household of the employee (in-laws, father and mother).

One (1) day leave without loss of pay in the event of the death of one's aunt, uncle, niece, nephew, or in-laws (sister, brother).

NOTE: Exceptions only at the discretion of the Superintendent.

Adopted: May 8, 1973
Practice changed: 1989
Amended: November 9, 1992
Reviewed: Sept. 6, 2007
Reviewed: Dec. 3, 2013

Berkley Public Schools

HOLIDAYS FOR NON-INSTRUCTIONAL PERSONNEL

Policy #4170

The following days shall be recognized as legal holidays for non-instructional personnel who work a full-time, year-round schedule:

New Year's Day
Martin Luther King Jr. Day
Washington's Birthday
Good Friday
Patriot's Day
Memorial Day
Independence Day
Labor Day
Columbus Day
Veteran's Day
Thanksgiving Day
Christmas Day

Note: The above holidays are paid as determined by collective bargaining or individual contracts.

Other days to be given near holidays Additional days recognized as holidays include one half day before Thanksgiving, the day following Thanksgiving, the day before Christmas, one half day before New Year's Day.

- 4170.1 A salaried employee in continuous employment, who works a schedule other than a normal work week, shall be entitled to the same number of holidays as employees working a normal work week.
- 4170.2 When a legal holiday falls on Sunday, the following day shall be recognized as the legal holiday in accordance with MA DESE Holiday Observance Schedule.
- 4170.3 See Policy #4180 to see which paid holidays apply to specific position categories.

Adopted: May 8, 1973
Amended: November 9, 1992
Amended: January 13, 2003
Amended: October 15, 2007
Amended: Dec. 16, 2013

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CURRENT SUPPORT STAFF BENEFITS (Non-Union)

Policy #4180

Full-time, Year-round Positions					
EMPLOYEE CATEGORY	VACATION	SICK LEAVE	HOLIDAYS	BEREAVEMENT	OTHER
Principal's Secretary*** Computer Technicians*** Full-Time Year Round**	After 1 Yr: 10 days After 5 Yrs: 15 days After 10 Yrs: 20 days	1 sick day/month first yr. of emp.* 12 days/year thereafter Accum: 120 days Health benefits	15 days	Per Policy #4165	2 Personal Days* Tuition: \$ 300/Yr reimbursement with prior approval from Supt.* Effective 7/1/18 LONGEVITY: After 12 yrs: \$250 After 17 yrs: \$500 After 22 yrs: \$750
Van Driver*** >20 hours/wk Full-time Year Round**	After 1 Yr : 10 days After 5 Yrs: 15 days After 10 Yrs: 20 days	½ sick day/month first yr. of emp.* 12 days/year thereafter Accum: 120 days Health benefits	7 ½ DAYS	Per Policy #4165	2 Personal Days*
Custodian*** Full-time Year Round	After 1 Yr: 10 days After 5 Yrs: 15 days After 10 Yrs: 20 days	1 sick day/month first yr. of emp.* 12 days/year thereafter Accum: 120 days Health benefits	14½ days	Per Policy #4165	CLOTHING/BOOT ALLOWANCE: \$100 Clothing \$100 Boots 2 Personal Days* Tuition: \$ 300/Yr reimbursement with prior approval from Supt.*
Custodian <20 hrs/wk	0	1 st Yr: 2 days 2 nd Yr: 3 days 3 rd Yr: 4 days 4+ Yrs: 5 days No accum.	0	1 day at discretion of Supt.	0

School-Year Positions					
EMPLOYEE CATEGORY	VACATION	SICK LEAVE	HOLIDAYS	BEREAVEMENT	OTHER
Office Asst./ Business Asst.*** >20 hrs/wk School Year School-Based Behavioral Paraprofessional*** >20 hrs/wk School Year ABA Tutor*** >20 hrs/wk School Year	0	½ sick day/month first yr. of emp.* 10 days/year thereafter Accum: 100 days	7 ½ days Paid full day the day before Thanksgiving	Per Policy #4165	2 Personal Days* Tuition: \$300/Yr reimbursement with prior approval from Supt.*
Secretary, Student Services, *** ≥ 20 hrs/wk School Year + addl days**	(Adj. to FTE)	½ sick day/month first yr. of emp.* 10 days/year thereafter Accum: 100 days	7 ½ days Paid full day the day before Thanksgiving	Per Policy #4165	2 Personal Days* Tuition: \$300/Yr reimbursement with prior approval from Supt.*
Instructional Aide School Year ***	0	1/2 sick day/month first yr. of emp. 10 days/year* thereafter Accum: 100 days Health benefits	0	Per Policy #4165	2 Personal Days* Tuition: \$300/Yr reimbursement with prior approval from Supt.*
Cafeteria <20 hours/wk	0	1st Yr - 2 days 2nd Yr - 3 days 3rd Yr - 4 days 4+ Yrs - 5 days No Accumulation	0	1 day at discretion of Supt.	
Cafeteria >20 hrs/wk	0	½ sick day/month first yr.* 10 days/year thereafter Accum: 100 days	7 days	Per Policy #4165	CLOTHING/ UNIFORM ALLOWANCE: Full Time: \$100 Part Time: Per FTE 2 Personal Days*

Surround Care Program					
EMPLOYEE CATEGORY	VACATION	SICK LEAVE	HOLIDAYS	BEREAVEMENT	OTHER
Surround Care Childcare Providers/ Asst. Providers >20 hrs/wk School Year	0	½ sick day/month first yr of emp.* 10 days/year thereafter Accum: 100 days Health benefits	7 days	Per Policy #4165	2 Personal Days*
Surround Care Childcare Providers >20 hrs/wk Year Round	After 1 Yr: 10 days After 5 Yrs: 15 days After 10 Yrs: 20 days	½ sick day/month first yr of emp.* 12 days/year thereafter Accum: 120 days Health benefits	12 days	Per Policy #4165	2 Personal Days*
Surround Care Childcare Providers/ Asst. Providers <20 hrs/wk Work 5 days/wk	0	1st Yr - 2 days 2nd Yr - 3 days 3rd Yr - 4 days 4+ Yrs - 5 days No Accum.	0	1 day at discretion of Supt.	
Full Time School Position + Surround Care Program	0	2 days yr. No Accum.	0	None	

NOTE: The Supt. shall notify the School Committee of changes in benefits for the following negotiated positions: Principal, Asst. Principal, Special Education Director, Head of Building & Grounds, Business Administrator, Executive Secretary to the Supt. & School Committee, & Surround Care Coordinator.

Adopted: November 9, 1992

Amended: September 12, 1994, August 18, 1997

Amended: June 15, 1998, September 21, 1998

Amended: December 13, 1999

Approved: Nov. 20, 2000

Amended: May 30, 2001, Dec. 10, 2001

Amended: Nov. 17, 2003, May 16, 2005

Amended: Jan. 8, 2007, Oct. 15, 2007

Amended: Nov. 17, 2008, May 18, 2009

Amended: October 19, 2009

Amended: January 9, 2012, Amended: Nov. 5, 2012

Amended: Nov. 18, 2013

Amended: Oct. 22, 2018