

**MONTPELIER PUBLIC SCHOOLS**  
Montpelier, Vermont

**SUPPORT STAFF SUPPLEMENT**  
**2008-2009**

**EMPLOYMENT PROCEDURES**

A new employee shall be a probationary employee for a period of sixty (60) workdays from the date of hire and may be discharged within that period at the sole discretion of the Superintendent notwithstanding the term of the employee's individual contract. After successful completion of the probationary period an employee may only be discharged for cause during the term of the employee's individual contract, and shall have the right to appeal his/her discharge to the Board by filing a written notice of appeal with the Superintendent within seven (7) days of the date of notification of discharge.

Renewal or non-renewal of any support staff contract shall be at the discretion of the Superintendent. The District shall provide an employee with at least two weeks prior notice if his/her contract is not to be renewed for the coming contract year. Non-renewal of a contract may be appealed to the Board only if the employee alleges that the action of the Superintendent was discriminatory or otherwise in violation of state or federal statutes.

Starting salaries for all new employees covered by this policy shall be determined by the Superintendent, based upon such considerations as job responsibility, education, and experience. Subsequent annual raises for each employee will be based on factors including but not limited to job performance, cost of living increase, hours worked per day, market factors, and the like. The Board will make such determinations after considering the recommendation of the Superintendent. Newly employed personnel shall not be granted a salary increase during the period of probation.

Staff who resign during the term of their contract are urged to provide the District with as much notice as possible prior to their final date of employment.

**WORK YEAR**

**Full-Year Personnel**

The regular workday will be specified in the employee's job description. All lunch time is unpaid.

**Holidays**

All holidays – with the exception of those that fall on a day when school is in session, to include in-service days – must be taken on the day on which the holiday falls. If a paid holiday falls on a Saturday, the preceding Friday will be used as the holiday; similarly, if a paid holiday falls on a Sunday, the following Monday will be used as the holiday. Floating holidays may be taken at the discretion of the employee with the approval of his/her supervisor. Floating holidays may not be carried forward into the next fiscal year (July 1). If a paid holiday occurs during an employee's vacation, the employee may take that time as a floating holiday.

Fourth of July	Friday	7/4/08
Bennington Battle Day	Friday	8/15/08
Labor Day	Monday	9/1/08
Columbus Day (Floating Holiday)	Monday	10/13/08
One day during Teachers' Convention	Friday	10/24/08
Veterans' Day (Floating Holiday)	Tuesday	11/11/08
Thanksgiving Day	Thursday	11/27/08
Day After Thanksgiving	Friday	11/28/08
Christmas Day	Thursday	12/25/08
New Year's Day	Thursday	1/1/09
Martin Luther King Day (Floating Holiday)	Monday	1/19/09
Lincoln's Birthday (Floating Holiday)	Thursday	2/12/09
Presidents' Day (Floating Holiday)	Monday	2/16/09
City Meeting Day	Tuesday	3/3/09
Memorial Day	Monday	5/25/09

**Vacation**

Each employee shall accrue vacation days with pay according to the following chart.

Continuous Service	Earned Vacation Days	Maximum Accrual of Days at the End of the Fiscal Year
Date of hiring to 6 months	0	NA
6 months to 1 year	1 day per month starting with date of hire	12
1 year to 6 years	1 day per month	20
6 to 11 years	1.25 days per month (15 days)	25
11 to 16 years	1.5 days per month (18 days)	30
Greater than 16 years	1.75 days per month (21 days)	35

**Vacation Scheduling**

Vacation scheduling is the exclusive prerogative of the administrator for whom the employee works. Leave must be requested in advance by the employee and is subject to approval by the administrator. Vacation days shall not be advanced for use prior to their being earned.

**Other Leave**

Personal leave and bereavement leave will be provided for at a rate consistent with that given to the faculty, except that the employee shall be entitled to up to three personal days, irrespective of that provided teachers. Personal days may not be carried forward into the next fiscal year (July 1).

Sick leave will be based on the schedule below. The unused portion of the first five (5) days of sick leave available each contract year may be accumulated up to 25 days. Total sick leave can not exceed 100 days per year.

Continuous Years of Service	Sick Days Available
1	15
2	30
3-5	45
6-10	60
11-15	70
16-20	80
21-25	90
+25	100

**Long-Term Disability Insurance** - The Board shall purchase group long-term disability (LTD) insurance coverage starting July 1, 2007 for support staff.

**School-Year Personnel**

The regular workday will be specified in the employee’s job description. All lunch time is unpaid. School-year personnel will be paid for 195 days each contract year as follows: 176 school days, 10 days (as assigned by the supervisor), 9 holidays.

When a school-year employee is asked to work days in excess of the 195 contracted days, the extra days will be paid on the rate of the employee’s current contract.

**Holidays**

Labor Day, one day during teachers’ convention, Veterans Day (floating holiday), Thanksgiving Day, day after Thanksgiving, Christmas Day, New Year’s Day, City Meeting Day, Memorial Day. All holidays – with the exception of those that fall on a day when school is in session, to include in-service days – must be taken on the day on which the holiday falls. If a paid holiday falls on a Saturday, the preceding Friday will be used as the holiday; similarly, if a paid holiday falls on a Sunday, the following Monday will be used as the holiday. The floating holiday may be taken at the discretion of the employee with the approval of his/her supervisor. Floating holidays may not be carried forward into the next fiscal year (July

1).

**Other Leave**

School-year employees are entitled to 15 days of sick leave per year. They shall be entitled to three personal days and bereavement days as approved by the superintendent. Personal days may not be carried forward into the next fiscal year (July 1). The unused portion of the first five (5) days of sick leave available each contract year may be accumulated up to 25 days. Total sick leave can not exceed 100 days per year.

**Long-Term Disability Insurance** - The Board shall purchase group long-term disability (LTD) insurance coverage starting July 1, 2007 for support staff.

**INSURANCE**

The health, dental, and vision insurance programs, and staff contributions to the costs of those programs shall be the same for support staff as negotiated by the teachers for the 2005-2006 school year (15% staff contribution for health insurance).

Each employed staff member shall be covered by a \$25,000 term life insurance policy, with premiums paid by the school system.

**PROFESSIONAL DEVELOPMENT**

The District will consider requests for support of professional development on a case-by-case basis. Requests for support are to be made to the employee's supervisor who will forward them to the Superintendent.

**PENSIONS**

The Montpelier Public School System participates in the Vermont Municipal Employees Retirement System. Participation in that plan is mandatory under the conditions of the plan and, as such, is a condition of employment.

**OTHER**

The Board will make approved deductions for tax-sheltered annuities.