

## SUPPORT STAFF CONTRACTS AND COMPENSATION PLANS

**Section G: Personnel Policies**

**File: GDB**

In establishing rates of pay and levels of compensation for support staff personnel, the School Committee will take into account the responsibilities of the position, the qualifications needed, past experience of the individual, and years of service in the school department.

Compensation plans will be reviewed based on negotiated agreements. Such review, where applicable, will be carried out in connection with negotiations with representatives of recognized bargaining units. The master agreements with these units will be considered appendices to this manual and will have the full force of School Committee policy.

The School Committee will set the rates of pay for personnel not covered by collective bargaining agreements.

### Overtime

Support staff employees will be paid overtime wages for work performed in accordance with negotiated agreement

In counting hours for the purpose of allowing overtime work and pay, supervisors will consider sick leave, vacation time, and holidays as time worked.

Every effort must be made to minimize overtime by scheduling duties during the regular workday. Overtime will be authorized only by the Superintendent and only to cover emergency situations. All such work will be assigned on a fair and equitable basis.

**SOURCE:** MASC

**LEGAL REF.:** M.G.L. [71:38](#)

**CONTRACT REFS.:** All Contracts

### **Version Control**

Action	Date
First Reading	12/4/2017
Second Reading	12/18/2017
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