

Marblehead Public Schools
Support Staff Classification and Compensation Plan

Proposed: May 2024

Adopted: June 2024

Pursuant to Marblehead School Committee Policy GDA and GDB pertaining to support staff positions and compensation plans, this plan shall set forth the classification and compensation system for non-aligned support staff employed by the district. This plan establishes categories of support staff positions and corresponding compensation ranges based on the responsibilities of the role, the qualifications needed, and the level of supervision required and provided.

In accordance with Policy GDA, all support staff positions will be established initially by the Committee. In each case, the Superintendent will submit for the Committee's consideration and action a job description for the position. Positions shall be assigned to one of the following classification categories:

1. Clerk / Secretary
2. Administrative Assistant
3. Specialist
4. Coordinator
5. Executive Assistant
6. Manager

General Duties and Responsibilities

Category	General Duties	Supervisory Responsibility
<i>Clerk / Secretary</i>	Clerical support including data entry, data processing, organization of information, electronic file management, reception, customer service. Performs routine duties on a regular schedule without specific direction. Seeks guidance and instruction before deviating from standard practice. Maintains confidentiality of student and staff information.	No formal supervisory duties. May train, assist, and occasionally direct junior co-workers.
<i>Administrative Assistant</i>	Higher level administrative support and accountability. Draft original correspondence, documents, and presentations. Provide guidance to school and departmental support staff. Broad base of knowledge of related standard procedures. Strong organizational skills. Support confidential, managerial positions.	No formal supervisory duties. May train, assist, and occasionally direct peers or other junior co-workers.

<i>Specialist</i>	Support requires specialized knowledge in specific functional areas. Ability to solve problems and resolve unusual situations by using judgment, experience, and expertise. May seek guidance from supervisor as needed for clarification or exception to accepted policies.	No formal supervisory duties. May train, assist, and occasionally direct peers or other junior co-workers.
<i>Coordinator</i>	Responsible for coordinating major functional areas or programs, systems, and/or program staff. Direct accountability for results. High level of interaction with and support to constituents (employees, parents, students). Responsible for ensuring compliance with program requirements and district policy and procedure. Strong skill and experience in applying knowledge to operations and procedures. Ability to plan, monitor and evaluate work of others, including employees and contractors.	Directly supervisors 1-2 employees, coordinates district program(s) and/or program staff, or provides general direction to school and department staff. Trains and assigns tasks to a moderate number of employees. May participate in the hiring and review of specified employees. Is responsible for the activities and quality of work performed by a small to moderate number of employees.
<i>Executive Assistant</i>	Highest level administrative support and accountability. Prepare confidential correspondence, documents, and presentations. Serve as liaison to the public and town officials. Provide guidance to school and department staff and administrators. Skill and experience applying knowledge to operations and procedures. Highly confidential position.	Provides general direction to school and departmental clerical staff. Trains and assigns tasks to a small number of employees. May participate in the hiring and review of specified employees. Not responsible for the quality of work of specified employees.
<i>Manager</i>	Responsible for managing major functional areas, programs, and/or program staff. Direct accountability for results and authority over operations under established policies and practices. High level of interaction with and support to constituents (employees, parents, students, vendors). Responsible for ensuring compliance with program requirements and district policy and procedure. Authority to make decisions related to program administration and design. Experience with hiring, firing, evaluating, training, mentoring, planning, and managing staff.	Trains, assigns, supervises, and has mid-level supervisory responsibility for the activities and quality of work of a moderate to large number of employees. Responsible for the hiring and performance evaluation of employees.

Initial employee compensation shall be determined based upon the established salary ranges included in this classification and compensation schedule below. For new hires, the specific rate of pay within the established range shall be determined by the Hiring Administrator with the approval of the Superintendent. Compensation amount shall be based on qualifications, experience, and other criteria deemed appropriate by the Superintendent.

Annually, the compensation schedule for support staff positions will be increased by the average cost of living adjustment (COLA) for all represented employees. Individual rates of pay shall be adjusted annually by the Superintendent within the ranges established in the compensation schedule as adopted by the School Committee. Should the administration feel a restructuring of the compensation schedule or classification plan is necessary, such changes will be brought to the School Committee for approval.

Should the school department identify the need to reclassify certain support staff positions, the Superintendent or his/her designee shall present a job description for the reclassified position to the School Committee for review and approval. The compensation for the position shall be based on the category to which the reclassified position is assigned.

Positions shall be designated as either full year or school year positions. School year, or ten (10) month employees are expected to work 204 days in total which shall include five days prior to the start of the teacher's first day of school, five days following the teacher's last day of school, and ten (10) additional days as mutually agreed upon between the employee and the supervisor. School year employees are not scheduled to work during school breaks; however, the ten (10) additional days may be worked during school breaks if mutually agreed upon with the direct supervisor.

The benefits extended to regular full-time support staff members will be designed to promote their economic security and will include a comprehensive health insurance program. Because the Committee wishes to be fair with all its employees, benefits granted to employees who are not members of a bargaining unit will be generally equal to those granted to employees in similar positions that are covered by a negotiated agreement.

All full and part time support staff employees will be eligible for paid leave benefits as outlined in the compensation and benefit schedule below. Benefits will be prorated for employees who work less than a full year or work part time.

Vacation Days: Only full year employees shall be entitled to paid vacation days. Eligible employees may carry over up to 10 unused vacation days into the subsequent year with the approval of the direct supervisor. Accrued days from prior years must be used within six months of the new year. Vacation days will be scheduled with the approval of the direct supervisor.

Personal Days: All MPS support staff positions shall be entitled to two (2) personal days per year. Personal days shall be used for personal, legal, household, or family matters which cannot be scheduled other than during work hours. No personal days shall be requested to extend a holiday weekend or school vacation period without Superintendent approval for extenuating circumstances. Personal days cannot be accrued or carried forward to a new contract year. Personal days are subject to approval of the employee's supervisor.

Sick Days: Full year employees shall be eligible for 15 sick days per year, while school year employees are eligible for 10 sick days per year. Earned sick time may be used by an employee if they are ill or injured or have a routine medical appointment. It can also use earned sick time for

an employee's child, spouse, parent, or spouse's parent for the same purposes. In addition, employee's may use earned sick time to deal with domestic violence involving themselves or their children. Employees may accrue sick days up to a maximum of 90 days.

Paid Holidays: The following holidays are considered paid holidays for 52-week support staff. School year or ten (10) month employees are not eligible for paid holidays. Any part-time 52-week employee will be prorated for days when they are scheduled to work.

New Year's Day

Labor Day

Indigenous Peoples Day

Veterans Day

Thanksgiving Day

Friday after Thanksgiving

Christmas Day

Independence Day

Martin Luther King, Jr. Day

President's Day

Patriots Day

Memorial Day

Juneteenth

Bereavement Leave: In the event of the death of a spouse, child, parent, father-in-law, mother-in-law, brother, sister, grandparent, grandchild, stepchild, brother-in-law, sister-in-law, aunt, uncle, son-in-law, daughter-in-law, or person living in the immediate household, an employee shall be granted up to five (5) consecutive days leave, without loss of pay, for the purpose of arranging funeral services and/or attending said funeral. The day of the funeral shall be one of said five days.

Jury Duty: The School Committee recognizes its obligations under Massachusetts General Laws regarding juror/witness service.

Family Leave: The School Committee recognizes its obligations under the Family Medical Leave Act.

Longevity: Support staff employees who have been employed for five consecutive years as a regular full time 52-week employee shall be paid longevity pay, in accordance with the following schedule. Longevity payment will be included in the employee's regular payroll check on the first regular payroll week of December that year with determination of eligibility to occur before the payroll period ahead of the longevity payment. Only those employed on the determination date and qualified by their consecutive years of service shall receive longevity for that calendar year.

Classification, compensation, and benefit schedule

Category	Wage Basis	Exempt / Non-Exempt	Group	Rate / Salary	Vacation Days (Full Year Only)	Tuition Reimbursement
<i>Clerk / Secretary</i>	Hourly	Non-Exempt	A (0-2 Years)	\$23.00	12 (Year 1 - 4) 16 (Year 5 - 9) 20 (Years 10+)	\$500
			B (3-5 Years)	\$24.00		
			C (6-10 Years)	\$25.50		
			D (11-15 Years)	\$26.75		
			E (16+ Years)	\$28.00		
<i>Administrative Assistant</i>	Hourly	Non-Exempt	A (0-2 Years)	\$26.00	12 (Year 1 - 4) 16 (Year 5 - 9) 20 (Years 10+)	\$500
			B (3-5 Years)	\$27.25		
			C (6-10 Years)	\$28.50		
			D (11-15 Years)	\$30.75		
			E (16+ Years)	\$32.00		
<i>Specialist</i>	Hourly	Non-Exempt	A (0-2 Years)	\$28.00	12 (Year 1 - 4) 16 (Year 5 - 9) 20 (Years 10+)	\$750
			B (3-5 Years)	\$29.50		
			C (6-10 Years)	\$31.25		
			D (11-15 Years)	\$32.50		
			E (16+ Years)	\$34.00		
<i>Coordinator</i>	Salary	Exempt	N/A	\$65,000 - \$80,000	16 (Years 1 - 9) 20 (Years 10 +)	\$1,000
<i>Executive Assistant</i>	Salary	Exempt	N/A	\$75,000 - \$90,000		\$750
<i>Manager</i>	Salary	Exempt	N/A	\$85,000 - \$100,000	16 (Years 1 - 5) 20 (Years 5 - 9) 25 (Years 10+)	\$1,500

Annual Longevity Payment Schedule

Length of Service	Amount
After 5 consecutive years	\$600
After 10 consecutive years	\$700
After 15 consecutive years	\$800
After 20 consecutive years	\$900
After 25 consecutive years	\$1,000
After 30 consecutive years	\$1,100

Addendum

Support Staff Positions Covered by Plan

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- School Committee Clerk
- Executive Assistant to the Superintendent
- Administrative Assistant to Human Resources
- Executive Assistant to Student Services
- Payroll and Benefits Coordinator
- Accounts Payable and Purchasing Specialist
- Transportation & Facilities Coordinator
- Assistant Business Manager
- HR Manager
- Data Specialist
- Network Coordinator
- Computer Support Specialists
- Principal Secretary, Brown School
- School Clerk, Brown School
- School Special Education Secretary, Brown School
- Principal Secretary, Glover School
- School Special Education Secretary, Glover School
- Principal Secretary, Village School
- School Clerk, Village School
- School Special Education Secretary, Village School
- Principal Secretary, Veterans Middle School
- School Clerk, Veterans Middle School
- School Special Education Secretary, Veterans Middle School
- Principal Secretary, High School
- School Clerk, High School
- School Special Education Secretary, High School
- Guidance Clerk, High School
- Security Monitors, High School