

Pittsfield School District

SUPPORT STAFF

The District will employ, as necessary, support staff personnel to work in in such capacities that do not requires certification in accordance with the rules of the New Hampshire Department of Education as a condition of employment.

Applications- Written application for support positions will be made at the SAU office for those persons seeking employment in the school district. The application will contain information concerning job experience, personal references, and other details as required by the Superintendent. All positions will require a criminal background check per policy GBCD.

Hiring- The supervising administrator is directed to oversee the recruitment and hiring process for support staff positions, all hiring is subject to the approval of the Superintendent.

The pay scale for hourly employees is for placement only and based on years of experience in their particular job description. Annual increases in salary will be determined through the budget process.

	0-5 years	5-10 years	11-15 years	16 years +
Custodian	\$15.00	\$17.50	\$20.00	\$22.50
Head Custodian	\$20.00	\$22.50	\$25.00	\$27.50
Receptionist/ Attendance Clerk	\$17.00	\$20.00	\$23.00	\$26.00
Principals/Director Admin. Assistant	\$20.00	\$22.50	\$25.00	\$28.00
Para educator 1	\$15.00	\$] 7.50	\$20.00	\$22.50
Para educator 2	\$16.00	\$18.50	\$21.00	\$23.50
Personal Asst. Para educator	\$17.00	\$18.50	\$22.00	\$24.50
Para educator w/assoc. degree	\$17.00	\$18.50	\$22.00	\$24.50
LNA	\$18.00	\$20.00	\$24.00	\$28.00
Registered Beh. Tech. novice training	\$15.00			
Registered Beh. Tech Exp. Training	\$17.50			
Cert. Registered Behavioral Tech	\$20.00	\$22.50	\$25.00	\$27.50
Counseling Assistant	\$22.00	\$25.00	\$28.00	\$32.00
Student Support Specialist	\$25.00	\$30.00	\$35.00	\$40.00

Payroll deductions will be made as required by state and federal statutes.

All employees will be given notice by June 1 of the District's intent to offer continued employment or not. Notification will be in writing.

FULL YEAR HOURLY EMPLOYEE BENEFITS

Employees will be eligible for health and dental benefits at the same rate as the current Collective Bargaining Agreement with the Education Association of Pittsfield.

Employees will earn 1.25 sick days per month, five (5) days will be immediately available upon hiring. Sick days will be cumulative to ninety (90) days.

Employees will be granted three (3) bereavement days and two personal days, these days are not cumulative.

Full year hourly employees will be given paid vacation time will be allotted as follows:

0-5 years	15 days annually
6-10 years	20 days annually
11+ years	25 days annually

Vacation days will not be accrued annually but 10 days may be carried over until August 31 if the following school year. Carry over days not used by August 31 will be lost. Employees will not be eligible to use vacation days for the first ninety (90) calendar days of employment.

Paid holidays will include:

New Year's Day Memorial	Civil Rights Day	Presidents Day Labor Day
Day Columbus Day	Independence Day	Thanksgiving Day
Thanksgiving Friday	Veterans Day	Christmas Day

If a holiday falls on a scheduled school day, that day will be a "floating holiday" to be taken on any day that school is not in session.

Employees will be required to work on days when school is called off for inclement weather unless directed otherwise by the Superintendent of Schools.

Employees will be expected to work an eight (8) hour day unless otherwise contracted by the Superintendent of Schools. Inclusive of the work day will be a twenty-five (25) minute lunch and two ten-minute break times to be schedule with their supervisor.

- Adopted: January 21, 1993
- Amended: July 15, 1993
- Amended: July 29, 1993
- Amended: July 15, 1995
- Reconsidered: August 5, 1999
- Amended: August 26, 1999
- Amended: October 7, 2014
- Amended: June 2, 2005

Amended: September 18, 2014
Amended: September 6, 2018
Amended: November 7, 2019
Amended: November 7, 2022