

FRCS 2024-2025 EMPLOYEE HANDBOOK KEY CHANGES

Updated 4/4/24

Handbook Section

Subject

Change Note

1.3, page 12

Employment Classifications

FRCS may hire Independent Contractors for specific services. Independent Contractors are issued a 1099 at the end of the calendar year and are not considered employees. They have a contract with payment terms and are paid from operating expenses. Independent Contractors are not entitled to benefits and do not receive them.

2.5, page 19

Work Schedules

Clarified work hours for front office administrative assistants in each building: Elementary school front office administrative assistants work Monday through Friday from 7:15 am to 3:15 pm with a 45-minute lunch. Middle and High School front office administrative assistants work Monday through Friday from 7:15 am to 3 pm with a 30-minute lunch. Lunch duration adjusted for equity across buildings.
Teaching and Learning employees (teachers) that are scheduled to work 7:30 am to 3pm Monday, Tuesday, Thursday and Friday, and from 7:30 am to 4:15 pm are paid 8 total hours a day each day due to the longer day on Wednesday. Employees in this category must put in for a "full day" of 8 hours when calling out sick for the day.

2.6, page 20

Alternative Work Arrangements

A few employees seemed to have arrangements that they feel they are grandfathered into per previous supervisors. We need to reset expectations and make new arrangements within the letter of the law if needed. Any and all special arrangements to individual schedules such as start and end time, work locations, or attendance expectations must be reviewed annually by the supervisor and HR starting in SY24-25. This must occur annually before the start of the school year. In all cases documentation will be required especially for reasonable accommodations.

2.12, page 23

Salary and Wage Adjustments
Payment for Earning a Degree

Added in more detail about the process for qualifying for payment for earning a degree. This includes informing HR and Finance of the date the employee is expected to graduate no later than January 1st prior to the graduation year so that their salary can be adjusted in the following year's budget. Steps for confirming the conferred degree with HR are detailed.

2.12, page 23

Salary and Wage Adjustments

Employees that received a base salary adjustment in January and thereafter of the current school year, are not eligible for a salary increase in the next fiscal year, unless the adjustment was made for the purposes of correcting erroneous or inequitable base pay. Subject to budget approval and approval of the Executive Director.

3.1, page 26

Holidays

12-month employees are required to work December break, February break, April break and summer breaks unless using paid-time off. Principals may have December break off.

3.2, 3.3, 3.5
pages 26, 27, and
30

Unpaid Time

Tightened language about unpaid time and how it should be rare and pre-approved in most cases.

3.2, page 26

Paid Vacation

Added that building principals will be given the week of December break off, unless they are notified differently for specific reasons in a given year.

3.3, page 27

Paid Sick Time

Clarified circumstances under which per diem subs qualify for paid sick time

3.3, page 28

Call Out Time

5:30 AM, after which employee must call their supervisor/principal so they can coordinate coverage with HR.
Added: "Please note that teaching staff are paid 8 total hours a day each day due to the longer day on Wednesday. Thus, employees in the teaching staff category must put in for a full day of 8 hours when calling out sick for the day. Failure to do so will require payroll to adjust your time off accordingly."

3.4, page 29

Personal Days

Added clarifying language regarding principals/managers having the right to enforce "no more than 2 people taking a personal day at a time" policy.

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3.5, page 30

Bereavement

In order to be more equitable and reasonable, changed bereavement from up to 3 day to up to 5 days, particularly for the loss of a close family member. Some employees need to travel across the world when there is a loss due to foreign origin. Added a bereavement "schedule" to outline circumstances where 5 days would apply and when 1 day would apply, for example.

5.3, page 49

**Health and Safety
"Personal Electronic Device Use"**

Personal Electronic Device Use Employees are expected to exercise discretion when using personally owned electronic devices such as cell phones, smart phones, lpads, tablets, and laptops for work or personal business...additionally, employees are responsible for safely storing their personal devices in a locked desk, cabinet, vehicle or other secure location, and out of reach of students when not in use.

5.10, page 53

Inclement Weather

Added more language to clarify that when school is closed that staff, including 12-month district staff are not **required** to work from home when school is closed. Executive leadership team members and other administrative district or building staff may be called for questions or assistance in case of emergencies.

6, page 56

Student Welfare

Added link to DESE's Safe and Supportive Schools Framework: <https://www.doe.mass.edu/sfs/safety/>
Added language about inappropriate **language** in addition to the previous inappropriate **touch** language.

5.2, 8.2
pages 53 and 67

Coverage for field trips and professional development

Added language to include informing HR about coverage needs for field trips (in advance)

7.1, page 61

Technology Use Policy

USB, external storage devices are prohibited under no circumstance or with prior approval from Director of IT to prevent cyber attacks and contamination of network.
Copier, faxes, phones, technology department/building tech associate
School-issued devices are the property of FRCS and should not be personalized by the employee. Specified what staff should refrain from doing with their device.

9.3, page 70

Final Pay

10-month and 10-month+10-days employees that finish the school year will receive all pay and benefits through the August 15th paycheck

(New) Addendum 6: Substitute Compensation Schedule, page 90

Substitute Compensation

Added the pay rate schedule for substitutes teachers.