



Lincoln Public Schools  
Lincoln, MA 01773

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**EMPLOYMENT OF REGULAR CLASSROOM AND SPECIAL NEEDS  
AIDES AND TUTORS**

**Benefits for Full-time Aides *Hired Before August 31, 2001:***

For budget purposes, a full-time aide is considered to work for 30 hours per week. However, aides who work 25 hours or more per week on a regular basis are considered to be full-time employees for purposes of leave benefits.

Those who work less than 25 hours per week are not entitled to these benefits.

Sick Leave Full-time aides will be credited with one (1) day of sick leave for each full month worked during the school year. Such leave is cumulative to 15 days.

Personal Leave Full-time aides may be absent for personal reasons up to two (2) days in a school year with full pay if such request for absence is submitted in writing by the aide and approved by the appropriate Administrators. Personal leave will generally not be granted for days immediately before or after legal holidays and vacations. Such leave is non-cumulative.

Full-time aides hired between September 1 and January 1 may receive payment for two (2) days personal leave; those hired after January 1 may receive payment for one (1) day during the current school year.

Snow and/or Institute Days Full-time aides may be paid for up to 5 snow and/or institute days per year. Such leave is non-cumulative.

**Hours and Terms of Employment:**

The work schedule and assignments of duties of each aide will be established by the appropriate Administrator.

Aides will be paid for actual hours worked, except as noted above under the Benefits section. Aides are not paid for their lunch break.

**Wages:**

Hourly rates are determined annually by the School Committee.

**Discontinuation of Policy**

The foregoing policy for employing regular classroom, special needs aides, and tutors will remain in force until it no longer covers full-time aides and tutors who were hired prior to August 31, 2001. This policy will be discontinued when the last aide or tutor hired prior to this date leaves the district.



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**EMPLOYMENT OF REGULAR CLASSROOM AND SPECIAL NEEDS  
AIDES AND TUTORS**

Benefits for Full-time Aides and Tutors *Hired After August 31, 2001*:

For budget purposes, a full-time aide or tutor is considered to work for 30 hours per week. However, aides or tutors who work 25 hours or more per week on a regular basis are considered to be full-time employees for purposes of leave benefits. Those who work 25 hours or more per week are entitled to these benefits.

Sick Leave Full-time aides and tutors will be credited with one (1) day of sick leave for each full month worked during the school year. Such leave is accrued and credited at the end of each month, and earned sick leave may be used beginning on the 90<sup>th</sup> day after the first day of actual work. Such leave is cumulative to 5 days.

Benefits for Part-time Aides and Tutors Beginning July 1, 2016:

Those who work under an agreement which provides fewer than 25 hours per week are entitled to these benefits.

Sick Leave Part-time aides and tutors will be credited with one (1) hour of sick leave for each thirty (30) hours worked. Such leave is accrued and credited at the end of each month, and earned sick leave may be used beginning on the 90<sup>th</sup> day after the first day of actual work. Part-time aides and tutors may carry over up to 40 hours of unused sick leave to the next fiscal year, but no more than 40 hours may be used in a single fiscal year.

Hours and Terms of Employment:

The work schedule and assignments of duties of each aide or tutor will be established by the appropriate Administrator.

Aides and tutors will be paid for actual hours worked, except as noted above. Aides and tutors are not paid for their lunch break.

Wages:

Hourly rates are determined annually by the School Committee.

Reference: M.G.L. c. 149 § 148C

Approved at School Committee Meeting of April 23, 1984  
Revised at School Committee Meeting of March 18, 1985  
Revised at School Committee Meeting of October 29, 2001  
Revised at School Committee Meeting of May 26, 2016