

CONTRACT

BETWEEN THE

NASHOBA REGIONAL SCHOOL

DISTRICT COMMITTEE

AND THE

NASHOBA REGIONAL EDUCATION

ASSOCIATION – UNIT C

JULY 1, 2017 – JUNE 30, 2020

Ratified by the Nashoba Regional Education Association on May 18, 2018.

Ratified by the Nashoba Regional School District Committee on May 23, 2018.

Changes from the previous (2014-2017) Agreement are in **bold print**.

TABLE OF CONTENTS

Article	Page
I Recognition	2
II Management Rights	2
III Grievance and Arbitration Procedure	3
IV Continuity of Operations	6
V Hours of Work and Overtime	6
VI Vacations, Holidays and School Cancellations	10
VII Salary and Other Conditions of Employment	12
VIII Temporary Leaves of Absence	16
IX Reduction in Force	21
X Evaluation	22
XI Vacancies (Including Transfers and Promotions)	22
XII Miscellaneous Provisions	23
XIII Course Reimbursement	24
XIV Section 125 Plans	25
XV Workers' Compensation/Protections	25
XVI Duration	25
Salary Schedules	26

ARTICLE I
Recognition

(This entire article applies to all categories of Unit C employees)

The Nashoba Regional School District Committee recognizes, for the purpose of collective bargaining, the Nashoba Regional Education Association – Unit C, as the exclusive representative of all full-time and regular part-time support services personnel employed by the Committee, as follows:

1. All secretaries and clerks, except the Administrative Assistant and/or three (3) secretaries to the Superintendent, one (1) assistant secretary to the Director of Finance and Operations and the Assistant to the Special Education Administrator.
2. All custodians and cafeteria employees.
3. All instructional assistants and extended learning aides.

ARTICLE II
Management Rights

(This entire article applies to all categories of Unit C employees)

Except where such rights, powers and authority are specifically and expressly relinquished by the provisions of this Agreement, the Nashoba Regional School District Committee retains and reserves all statutory, customary and usual rights, powers, functions and authority of an employer to manage and direct its working forces including, without limiting the generality of the foregoing, the right to make and modify reasonable rules to assure orderly and effective work, the right to select, hire, evaluate job performance, transfer, assign, promote and retain employees, the right to determine the necessity of filling a vacancy, the right to suspend, discipline or discharge employees and to relieve or layoff employees from duties in whole or in part because of lack of work, consolidation of positions, or for the other legitimate reasons, to maintain the efficiency of its operations, to determine the organization, methods, means, technology, equipment and personnel by which such operations are to be conducted and to take whatever actions may be necessary to carry out the work of the Committee for the public benefit. The exercise of rights pursuant to this article shall not be subject to the arbitration provisions of this Agreement unless exercised so as to violate a specific and express provision of this Agreement.

The term "School District" and/or "Committee" as hereafter used in this Agreement shall include the Committee, Superintendent and Principals, and, in any particular instance, shall mean the Committee, unless Chapter 71 of the Massachusetts General Laws confers authority for the matter on the Superintendent or Principal, in which case it shall mean the Superintendent or Principal, as the case may be.

ARTICLE III
Grievance and Arbitration Procedure

(This entire article applies to all categories of Unit C employees)

Section 1

Definition of Grievance: For the purpose of this Agreement a "grievance" shall be defined as a dispute arising during the term of this Agreement between the Committee and the Association and/or any employee or group of employees concerning an alleged specific and direct violation, misinterpretation or misapplication of any of the express provisions of this Agreement.

Definition of Days: Wherever used in this Agreement "days" shall mean normal school days exclusive of Saturdays, Sundays and holidays. School days shall remain the operative measure of time from the day school opens for students through the last day of school **for ten (10) month employees**; beginning with the day after the last day of school to the day prior to the opening of school for students, the measure shall be calendar days **for twelve (12) month employees**.

Section 2

Time Limits: If at the end of ten (10) days next following the occurrence of any grievance or the date the aggrieved employee should reasonably have had first knowledge of such occurrence, the evidence shall not have been presented at Step 1 of Section 4, the grievance shall be deemed to have been waived; and any grievance in course under such procedure shall also be deemed to have been waived if the action required to present it to the next step or level in the procedure shall not have been taken within the time specified therefore in said Section 4.

Section 3

Purpose:

- A. The purpose of this procedure is to secure, at the lowest possible administrative level, solutions to grievances or potential grievances which may from time to time arise. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.
- B. Nothing contained in this Agreement will be construed as limiting the right of any employee having a grievance to discuss the matter informally with his/her immediate supervisor and to have the grievance adjusted without intervention of the Association, provided the adjustment is not inconsistent with the terms of this Agreement. The Committee agrees to provide the Association with notice of any such adjustment(s) where made.
- C. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered MAXIMUM, and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual written agreement of the parties.

Section 4

Procedure:

- A. Step 1 – A grievance shall be presented in writing by the employee to his/her immediate supervisor within ten (10) school days next following its occurrence or the date the aggrieved employee should reasonably have had first knowledge of its occurrence. The supervisor shall, if requested, meet with the aggrieved employee within five (5) school days of receipt of the grievance. In the event there is no immediate supervisor or the supervisor is unavailable or is unable to resolve the grievance, it may be filed immediately at Step 2 below.

The Supervisor shall issue a decision in writing within five (5) days of receipt of the grievance or the close of the hearing, if such a hearing is requested, whichever is later.

- B. Step 2 – If the grievance is not resolved at Step 1, it may be referred to the Superintendent within five (5) days of receipt of the Step 1 answer. The Superintendent shall hold a hearing within ten (10) days of receipt of the referral and shall answer the grievance in writing within ten (10) days of receipt of the referral or the close of the hearing, whichever is later.
- C. Step 3 – Should the grievance remain unresolved, it may be referred in writing to the Committee within five (5) days of receipt of the Step 2 answer. The Committee shall hold a hearing at its next regularly scheduled meeting or at a meeting called for the purpose of hearing the grievance and shall answer the grievance within ten (10) days following its meeting or the close of the hearing, whichever is later.
- D. Step 4 – If the grievance is not resolved at Step 3, the Association, but not any individual employee, may submit the grievance to arbitration within twenty (20) days of receipt of the decision at Step 3, pursuant to the Voluntary Labor Arbitration Rules of the American Arbitration Association.
- E. Grievances regarding discipline, suspension and/or dismissal shall be filed at the Principal's level (Step 1) or Superintendent's level (Step 2), whichever is appropriate and may thereafter be processed to arbitration (Step 4). The parties recognize that authority over certain matters is committed under Chapter 71 of the Massachusetts General Laws to the Superintendent or Principals. Notwithstanding that, the foregoing procedure has three (3) levels prior to arbitration, the final level prior to arbitration shall be the Committee, Superintendent or Principals, whichever party has authority over the particular matter under Chapter 71.

Section 5

The Arbitrator selected, as herein provided, shall be without authority to add to, subtract from or modify any provision of the Agreement. The decision of the Arbitrator shall be in writing and shall be rendered within thirty (30) days after the hearing is declared closed. In reaching his decision, the Arbitrator shall interpret this Agreement in accordance with the commonly

accepted meaning of the words used herein (subject to evidence or proof or a contrary intention of the parties at the time the Agreement was negotiated) and the principle that there are no restrictions intended upon the rights, responsibilities or authority of the Committee provided by law or custom other than those restrictions specifically and expressly set forth herein. The decision shall be final and binding on both parties and the employee(s) initiating the grievance.

Section 6

Notwithstanding any contrary provisions of this Agreement, the Arbitrator shall be without power or authority to make a decision which:

- (a) exceeds his jurisdiction and authority under Massachusetts General Laws, Chapter 150C, and/or this Agreement; or
- (b) orders any remedy to be effective more than ten (10) school days prior to the filing of the written grievance concerned or the date the aggrieved employee should reasonably have had first knowledge of such occurrence.

Section 7

If in the judgment of the Association a grievance affects a group or class of employees, the Association may submit such a grievance in writing at Step 1 of Section 4; all provisions of this Article shall apply to such a grievance.

Section 8

In lieu of submitting to arbitration under the auspices of the American Arbitration Association, the Committee and the Association may mutually agree in writing to submit any grievance to the Massachusetts **Department of Labor Relations** for arbitration, grievance, mediation or both.

Section 9

A grievance may be withdrawn by the employee(s) initiating it or by the Association at any step of the proceedings.

Section 10

Each party shall bear the expenses of its representatives, participants, witnesses and for the preparation and presentation of its own case. The fees and expenses (if any) of the Arbitrator and the American Arbitration Association shall be shared equally by the parties.

Section 11

New employees shall be considered probationary employees until they have completed a period of ninety (90) days of continuous service with the Committee. The Association recognizes the right of the Committee to dismiss a probationary employee for any reason and agrees that such dismissals shall not be subject to the grievance and arbitration provisions of this Agreement.

ARTICLE IV
Continuity of Operations

(This entire article applies to all categories of Unit C employees)

Neither the Association nor any employee or group of employees shall engage, induce, encourage or condone any strike, work stoppage, slowdown or withholding of services.

The Association agrees that it will make all reasonable efforts to prevent any strike, work stoppage, slowdown or withholding of services and that, in the event of the same, it will direct its members to cease and desist in any such activities. The Committee agrees that there shall be no lockout of employees covered by this Agreement from their employment.

In the event of a violation of this Article, the Committee or the Association, as the case may be, may at its option institute any or all proceedings in a court of law or in equity, before appropriate agencies or in arbitration pursuant to the procedures described in Article III.

ARTICLE V
Hours of Work and Overtime

(This article applies to categories of employees as marked)

5.1 Full-time and Part-time Workers

(This section applies to all Unit C employees)

- A. All twelve (12) month employees who are scheduled to work forty (40) hours per week shall be considered full time employees.
- B. All employees who are scheduled to work fewer than forty (40) hours per week shall be considered part time employees.
- C. For all school year ten (10) month employees, the school year, in each year of this agreement, shall consist of a total of one hundred eighty-four (184) days for staff entering their second year on up and one hundred eighty-five (185) days for all first year staff members, with the same number of teaching, pre-opening orientation day(s) and staff development day(s).

5.2 Clerical Workers

(This section applies to Administrative Assistants, Secretaries, Guidance Secretaries, and the Registrar)

- A. Work schedules will be established before the start of the school year by the appropriate supervisor.
- B. All full time clerical employees (eight (8) hours daily) shall be entitled to a paid ten (10) minute morning and afternoon break as scheduled by the supervisor.
- C. All full time clerical employees shall have a duty free, unpaid lunch period of thirty (30) minutes duration daily.

- D. With the mutual agreement of the supervisor/Principal and employee, thirty (30) minute lunches may be taken on an on duty, paid basis.
- E. If an employee is required to stay past their regularly scheduled hours for job related reasons, employees will stay for thirty (30) minutes and be paid for the full thirty (30) minutes.
- F. **Clerical workers shall be compensated for tasks needed to be completed after their assigned work hours if requested and approved by the supervisor. They will keep track of specific task(s) and amount of time to complete the task. Clerical workers shall be compensated for time actually worked. This provision will not apply to call back situations.**

5.3 Custodians

(This section applies to Custodians and Head Custodians)

- A. Work schedules shall be established by the Principal of each building in consultation with the Director of Maintenance.
- B. All full time custodians shall be entitled to a paid ten (10) minute morning and afternoon break period as scheduled by their supervisor.
- C. All full time custodians shall have a thirty (30) minute, unpaid, duty free lunch daily as scheduled by the supervisor.
- D. With the mutual agreement of the supervisor/Principal and employee, thirty (30) minute lunches may be taken on an on duty, paid basis.
- E. With the agreement of the Head Custodian, building Principal and Director of Facilities, second shift custodians may come in earlier than the regular start time on early release days, provided the custodian can complete his or her job responsibilities.

5.4 Cafeteria Workers

(This section applies to Managers, Baker/Cooks, Assistant Baker/Cooks and Helpers)

- A. All cafeteria workers shall be scheduled at their respective locations by the cafeteria manager.
- B. All cafeteria workers who work four (4) or more hours per day will be entitled to a paid ten (10) minute break period scheduled by the cafeteria manager.
- C. Cafeteria workers scheduled to work six (6) hours or more shall be given a thirty (30) minute, unpaid, duty free lunch scheduled by the cafeteria manager.
- D. With the mutual agreement of the supervisor/Principal and employee, thirty (30) minute lunches may be taken on an on duty, paid basis.
- E. **Cafeteria workers not scheduled to work on a District Staff Development Day shall be given the opportunity to work in the building hosting the Staff Development or to complete other tasks in their assigned building, if they are requested by the Director of Food Services.**

5.5 Instructional Assistants and Extended Learning Aides

(This section applies to Instructional Assistants, Site Coordinators, Site Facilitators, Adult Aides and Aide, as noted)

- A. Instructional Assistants and Extended Learning Aides shall work as scheduled at their respective locations by the appropriate supervisor.
- B. Any Instructional Assistant(s) and Extended Learning Aides working four (4) or more hours daily shall have a paid ten (10) minute break period daily scheduled by the supervisor.
- C. All extended Learning Aides who work six (6) hours or more shall be entitled to a thirty (30) minute, unpaid, duty free lunch period scheduled by the supervisor.
- D. With the mutual agreement of the supervisor/Principal and employee, thirty (30) minute lunches may be taken on an on duty, paid basis.
- E. Instructional Assistants/Extended Learning Aides who are required by the Principal to work prior to or after their regular work day shall be compensated therefore at an hourly rate based upon their regular hourly rate.
- F. The Instructional Assistant's day may commence fifteen (15) minutes prior to the start of the pupils' school day and end fifteen (15) minutes after the pupils' day and, if so required to work by the Principal, Instructional Assistants shall be paid for such additional work time. Instructional Assistants who are required by the Principal to work prior to or after their regular work day shall be compensated therefore at an hourly rate based on their regular per diem rate.
- G. All Instructional Assistants scheduled to work five (5) hours or more per day shall have a duty free, unpaid lunch, equal in length to the student lunch period, not to exceed thirty (30) minutes.

5.7 General

(This section applies to all Unit C employees except where otherwise designated)

- A. This Article is intended to provide the basis for the calculation of overtime pay and shall not be construed as limiting or determining the nature of any shift arrangements, or the day or hour on which any particular employee shall begin or end work, or as a restriction on the Committee's right to require a reasonable amount of overtime work in excess of any specified period. In the event the Committee determines that it is necessary to extend the normal work year of employees working less than a twelve (12) month basis, such employees shall be compensated therefore at the regular rate of pay for all such additional hours worked.
- B. The normal work week of all full time custodial employees shall consist of forty (40) hours in any seven (7) consecutive calendar day period. The normal work week of all non-custodial employees shall consist of their regularly scheduled hours of work, Monday through Friday. Hours regularly scheduled for any employee may be changed at any time, provided, however, that except in the case of emergencies, at least ten (10)

days prior notice of any such change is provided the employee(s) covered and that such changed schedule(s) remain in effect for at least thirty (30) calendar days thereafter.

- C. Employees shall be paid overtime at the rate of one and one-half (1 ½) of their regular rate of pay for all work performed in excess of forty (40) hours in any work week. For purposes of this section, "work performed" shall not include sick time. (As a result of this language change holidays and vacation shall **count** toward the calculation of overtime but sick time shall **not count**. There shall be no duplication or pyramiding of overtime payments.
- D. Instructional Assistants who substitute for teachers shall be paid the daily substitute rate or their current wage for seven and one half (7.5) hours, or time worked, whichever is higher.
- E. The principal will meet annually by October 15 of each school year with Instructional Assistants to review the schedule, evaluation proves and evaluation criteria to ensure there is sufficient time to accomplish the work assigned. (This language allows the Principal to meet with a group of Assistants at one time.)
- F. Notwithstanding subsection C above, Custodians who are called to work on a weekend outside their regular schedule shall be compensated for such hours worked at the rate of time and one-half (1 ½).
- G. **Custodian Overtime**
A list shall be kept of all overtime worked in each building. First opportunity for overtime shall be distributed within a building equally. If custodians in the same building are not available to work, then those opportunities shall be made available to custodians who work in other buildings on an equal basis. *The Director of Facilities reserves the right to assign a custodian in the event of an emergency.*
- H. **Call in**
If an employee is called in to work then they shall be paid a minimum of two (2) hours pay for each time they are called.
- I. **Staff Meeting Attendance for Instructional Assistants**
In order to maintain effective communication and to ensure a safe school environment for all students, Instructional Assistants will be compensated to attend monthly staff meetings with prior authorization from the building Principal. Staff meetings that are used to provide information regarding student safety and procedures that help to maintain a safe daily school environment for students, shall be considered as necessary information to be shared with all staff involved in maintaining a school's daily procedures. Instructional Assistants will not be compensated if unable to attend. In addition to the school based staff meeting the Department of Special Education may hold one meeting per month and attendance by all Instructional Assistants will be required unless given specific permission by the Director of Special Education not to attend. These meetings will be compensated. The calendar will be published in

advance (start of the year), and when possible, start times will be staggered to help with schools that have different schedules.

J. Any staff who cannot attend an early release or full day professional development opportunity scheduled in advance by the District must use their own available sick leave. The sick leave usage must meet the sick leave use language as stated in the Collective Bargaining Agreement. The Principal, for educational support staff, and the Director of Facilities Management, for custodians, may give permission for such absences when notice is given at least seven (7) days prior to the date. The supervisor may waive this timeline in the event of unforeseen circumstances and the employee notifies their supervisor as soon as possible.

K. All Unit C staff should check their NRSD email account at least once daily.

ARTICLE VI

Vacations, Holidays and School Cancellations

(This entire article applies to all categories of Unit C employees except as otherwise noted)

6.1 Vacations

A. All full time employees and part time hourly employees shall be entitled to vacation pay according to the following schedule:

1 thru 5 years	Two (2) Weeks	
6 thru 10 years	Two (2) Weeks	Plus one (1) additional day each year granted on July 1 starting their sixth (6) year of employment thru their tenth (10) year of employment
11 thru 15 years	Three (3) Weeks	Plus one additional day each year granted on July 1 starting their eleventh (11) year of employment thru their fifteenth (15) year of employment
16 thru 20 years	Four (4) Weeks	

1. This grant of time is considered to be earned in the new fiscal year. If an employee separates service before completing ten (10) consecutive work months in that year, vacation leave will be calculated on the basis of time worked and leave earned. Unearned time will be returned to the District or deducted from the employee's final paycheck.
2. Vacations may not be taken during the first ninety (90) days of employment, but thereafter the employee will be granted one day on the 28th of each month until their first year is completed.
3. If any employee leaves or is terminated before June 30th, vacation that was granted on July 1 will be prorated and subject to be returned to the District.

4. All other employees will receive vacation pay based on the hours they work.
 5. Employees may carry forward unused vacation time equivalent to a maximum of their allocation, however, all vacation time will be limited to a maximum of two (2) weeks at a time between July 1 and August 15.
 6. A notice of at least seven (7) days prior to the first day of vacation must be requested to the supervisor so that schedules may be appropriately made for coverage and overtime costs examined. The supervisor may waive this timeline in the event of unforeseen circumstances and the employee notified their supervisor as soon as possible. Supervisors will respond to the leave request within two (2) days of entry into the HR portal.
- B. Vacation pay shall be computed by multiplying the individual employee's rate of pay by the number of hours he/she would regularly be scheduled to work during his/her vacation weeks.
 - C. All eleven (11) and twelve (12) month employees will be allowed to take vacation days during the calendar year with the approval of their immediate supervisor, provided the Principal/supervisor has determined that the employee's presence is not necessary and/or his/her absence will not result in increased overtime costs. Less than eleven (11) month employees shall normally be required to take vacation during regular school vacation times unless otherwise agreed upon by the Principal/supervisor. In all cases above, the determination, agreement or refusal to agree of the Principal/supervisor shall not be subject to the provisions of Article III.
 - D. **Deleted because there are no longer any employees who are grandfathered to the greater vacation entitlement.**
 - E. School Year – Unit C employees shall have the option of taking vacation pay (if accrued) in the last pay check in June.

6.2 Holidays

- A. All employees will receive their regular day's pay for the following holidays if they fall on a Monday, Tuesday, Wednesday, Thursday or Friday, or are celebrated on a Friday or Monday, respectively:

New Year's Eve	New Year's Day	Memorial Day	Veterans' Day
ML King Jr Day	Wednesday Before Thanksgiving (a half day)		
Thanksgiving	Day After Thanksgiving	Presidents' Day	Labor Day
Christmas Eve	Christmas	Patriots' Day	Columbus Day

All forty (40) hour, fifty-two (52) week, employees will be paid for Independence Day (July 4).

- B. All employees shall receive holiday pay based on the number of hours worked.
- C. If school is closed because of a holiday not included in Section A above, employees may use a vacation day.

6.3 School Cancellation

- A. If school is dismissed early because of inclement weather, all employees will complete their work schedule unless the Superintendent determines weather conditions warrant dismissal of staff.
- B. Employees who are sent home early as the result of an emergency situation shall receive their wages in full for that day.
- C. If employees work on a school day that is cancelled or delayed that week the employee will be paid **for actual hours worked**.
- D. In the event of a school cancellation, all non-custodial and/or twelve (12) month employees may opt to use a personal or vacation day instead of receiving no pay for the day. All custodians are exempt from this option except in emergency situations.
- E. On early release days, delayed opening days and in-service days, employees shall be paid only for hours actually worked as determined and directed by their Principal or the Superintendent.
- F. On inclement weather days, all extended learning staff will remain at work until all students have been safely picked up when school is dismissed after 12:00 noon. If school is dismissed before noon, Extended Learning will close by 3:05 p.m. If it is dismissed due to safety or issues related to the healthy operation of the building, the program will not operate as scheduled. If school is cancelled the night before, Extended Learning will not operate.

ARTICLE VII

Salary and Other Conditions of Employment

(This entire article applies to all categories of Unit C employees, except as otherwise noted)

7.1 Salary

- A.
 - 1. All employees shall be paid the wages established in the Appendix to this Agreement.
 - 2. **Bargaining unit employees shall be paid their salary on a bi-weekly basis.**
- B. Salary increases are effective at the beginning of each fiscal year for employees with satisfactory job performance.

- C. Initial placement on the salary schedule shall be at the discretion of the Superintendent. Thereafter, each employee shall proceed to the succeeding steps in accordance with Section B above.
- D. When an employee moves from one category to another, placement on the salary schedule shall be at the discretion of the Superintendent, provided that the employee shall not be paid at a lower rate in the new position than attained in the former position.
- E. All full time employees (40 hours a week – 52 weeks a year) will be compensated at their hourly rate multiplied by the hours recorded on bi-weekly time sheets and paid in twenty-six (26) payments.
- F. All other employees will be compensated at their hourly rate multiplied by the hours recorded on bi-weekly time sheets and paid in twenty-two (22) payments from September through June.
- G. Employees who are required to use their own vehicles to travel on school related business shall be compensated at the mileage allowance allowable by the IRS in the year concerned.
- H. All custodians who work second shift, defined as beginning on or after 2:00 pm and continuing through their work shift shall be granted a pay differential of an additional \$.20 (twenty cents) per hour for each hour that they work, on top of their base pay. Custodians who work week-end shift only, defined as Saturdays and Sundays shall be granted a pay differential of an additional fifty cents \$.50 per hour for each hour that they work, on top of their base pay. Custodians who work a first shift schedule for the purpose of filling in for another employee shall not be entitled to a shift differential. If an employee begins work earlier than 2:00 pm for scheduling purposes, the shift differential will not begin until 2:00 pm.
- I. Head Custodians will be paid at the top step of the pay scale, plus \$2.50 (two dollars and fifty cents) an hour.

7.2 Duties

- A. Each employee will be given a copy of his/her job description following the effective date of this Agreement and thereafter with the initial date of hiring.
- B. Other duties may be assigned on a temporary basis by the principal in cases of emergency but employees shall not regularly be assigned duties not in their job description.
- C. Employees shall be assigned duties on an equitable basis within job classifications.

7.3 Uniform Allowance

(This section applies to custodial and cafeteria employees only)

The district will provide an approved vendor(s) from which **custodial and cafeteria** employees shall purchase approved articles of clothing and accessories. **The stipend will not exceed \$500.00.**

7.4 Absence Notification

All employees will notify their supervisor of intention to be absent for illness normally at least two (2) hours in advance of their shift. The Supervisor may waive this timeline in the event of unforeseen circumstances and the employee notifies their supervisor as soon as possible. Supervisors will respond to the leave request within two (2) days of entry into the HR portal.

7.5 Insurance

- A. The employer shall make deductions for long term disability provided the employee pays 100% of the cost.
- B. All employees who work a minimum of twenty (20) hours per week for the school year are eligible for health benefits. The School District will contract with health insurance carriers and will pay seventy (70%) percent of the cost of such contracted plans, whether or not such plans are considered indemnity or HMO plans or a combination thereof. It is understood that the School District will not itself operate said insurance programs but will maintain policies or contracts of insurance. The benefits under said programs shall be subject to such conditions and limitations as may be set forth in the policies or contracts of insurance. Any dispute concerning eligibility for or payment of benefits under any such policies or contracts shall be settled in accordance with the terms thereof and shall not be subject to arbitration hereunder.
- C. All employees who work a minimum of twenty (20) hours per week for the school year are eligible for dental benefits. The School District will contract with dental insurance carriers and will pay fifty percent (50%) of the cost of such contracted plans, whether or not such plans are considered indemnity or HMO plans or a combination thereof.

7.6 Dues Deduction

- A. The School District agrees to deduct from each employee's wages dues for the Association as each employee individually and voluntarily has authorized the School District, in writing, to make such deduction. The School District will transfer said monies deducted to The employee's authorization form, shown below, will be forwarded to the School District no later than ten (10) days prior to the effective date of the first payroll from which the deduction is to be made. The employee shall individually and voluntarily complete the Voluntary Dues Assignment Form to commence said deductions and each time there is a change in the amount to be so deducted.

DUES ASSIGNMENT

TO: Nashoba Regional School District

I hereby authorize you to deduct from my earnings the sum of _____ per _____ as my membership dues and remit monthly the total of said deductions to

_____ .
I understand that this assignment is voluntary and I may revoke it any time in writing.

I hereby waive all rights and claims for said monies so deducted and transmitted in accordance with this authorization and relieve said School District, its officers, members, agents and assigns from any and all liability therefore.

Witness

Date

Signature

Date

- B. The Association shall indemnify and save the School District harmless against all claims, demands, suits or other forms of liability which may arise by reason of any action taken in making deductions and remitting the same to the Association pursuant to paragraph A above. The Association shall provide a bond in accordance with applicable state law.

7.7 Agency Service Fee

All employees who are members of the bargaining unit as of the ratification date of this Agreement and all new employees hired after said date shall be required to pay an agency service fee unless they become members of the Association within thirty (30) days. Said fee shall be in an amount and shall be implemented in accordance with all applicable state and federal laws and regulations. The collection of the fee shall be solely the responsibility of the Association and the Committee shall not be responsible for the implementation, collection or enforcement of the fee, except that it will supply any required documentation to establish that a person refusing to pay the fee is a member of the bargaining unit. The sole remedy available to the Association to enforce payment of the fee shall be to proceed to court for collection of the fee. After court proceedings have been exhausted, employees in this Unit who do not pay the Agency Fee will have their employment terminated for not abiding by the rules of the contract.

The Committee will grant one (1) representative of the Association such leave as is reasonable necessary for court appearances in connection with enforcement of this provision. In the event that the Committee is made a party to any litigation involving this provision, the Association agrees to hold the Committee harmless and indemnify it in full for any judgments which are entered against the Committee provided that the Committee will agree to utilize the services of an attorney chosen by and paid for by the Association.

7.8 Longevity Deleted because there are no remaining grandfathered employees.

ARTICLE VIII

Temporary Leaves of Absence

(This entire article applies to all categories of Unit C employees)

8.1 Sick Leave

- A. All full time (40 hours a week – 52 weeks a year) employees shall be entitled to fifteen (15) days sick leave annually, cumulative to one hundred eighty (180) days.
- B. All other employees shall be entitled to sick leave based on total hours worked.
- C. Sick leave shall be earned based on the hours worked and shall be earned based on one and one-half (1 ½) days per month.
- D. When an employee exhausts his/her sick leave the Superintendent may grant an additional sick leave of up to fifty (50%) percent of the days the employee had accumulated prior to the onset of illness.
- E. The Association agrees that sick leave should not be abused and recognizes the right of the administration to discipline appropriately any employee guilty of such abuse, including the possible reimbursement to the School District of any such sick leave payments made to an employee to which he/she is not entitled under the terms and conditions of this Article.
- F. The Superintendent/Principal may meet with individual employees regarding the use of sick leave if he/she has reasonable doubts about the proper use of said leave.
- G. The term “sick leave” shall apply to personal illness or disability caused by accident, except that up to **ten (10)** days of sick leave per year may be used for illness in the immediate family. The usage of sick leave for family illness shall be subject to the provisions of paragraphs E and F above.
- H. Unit C employees shall be furnished with a status letter regarding wage, hours and accrued vacation and sick leave within one (1) month of the beginning of the school year.
- I. Any ten (10) month employee who uses no sick leave during the ten (10) month school year shall receive one additional vacation day to be used at the end of the school year. Any twelve (12) month employee who uses no sick leave during the twelve (12) month school year shall receive one additional vacation day which must be used by the end of the following calendar year.

8.2 Personal Days Leave

All employees shall be granted up to three (3) personal days per year to conduct important personal business, legal or religious matters which cannot be attended to except during regular working hours. Notice of at least seven (7) days prior to the first day of personal day leave must be requested to the supervisor in order for schedules to be appropriately made for coverage. The supervisor may waive this timeline in the event of unforeseen circumstances and the employee notifies their supervisor as soon

as possible. Supervisors will respond to the leave request within two (2) days of entry into the HR portal. Personal days shall normally not be taken on the day preceding or the day following a school vacation period or holiday. However, if a request for personal leave must be made on days preceding or following a holiday or vacation, the Superintendent may determine if the request for personal leave is to extend said holiday or vacation. General reasons for the use of personal leave may be required by the Principal or Superintendent. Additional personal leave, on a paid or unpaid basis, may be granted at the sole discretion of the Superintendent.

8.3 Bereavement Leave

- A. All employees will be granted up to five (5) working days of leave as the result of the death of a spouse, domestic partner, parent, child, grandchild, sibling and three (3) working days leave as a result of a mother-in-law, father-in-law, sister-in-law, brother-in-law, grandparent or any other person living in the same household, such leave to be at full pay.
- B. All employees will be granted one (1) day of leave as the result of the death of other relatives (i.e., uncle, aunt, cousin, niece, nephew, etc.).
- C. Additional bereavement leave may be granted at the sole discretion of the Superintendent.

8.4 Maternity/Child Rearing Leave

- A. Following the birth of a child, an employee (male or female) shall be entitled to a child rearing leave without pay pursuant to the provisions of the Massachusetts General Laws, Chapter 149, Section 105D or as provided below.
- B. Child rearing leave shall be provided as follows: Child rearing leaves should commence on September 1st or February 1st, if possible. An employee shall notify the Superintendent in writing of his/her intention to take such a leave and, except in the case of emergency, shall give such notice at least thirty (30) days prior to the date on which his/her leave is to begin. All such leaves are to terminate one (1) year from the September 1st or February 1st following the birth of the child. The Superintendent may approve a request for an extension.
- C. An adoptive parent shall also be eligible for benefits in accordance with paragraphs A and B above.
- D. While on unpaid full year leave an employee may continue his/her coverage in the School District's insurance coverage, provided that the employee pays the entire cost thereof. Personal days and other fringe benefits will not apply while on such leave.
- E. An employee returning from child rearing leave who has worked less than ninety (90) school days prior to his/her leave will be placed on the salary schedule where he/she was at the time of the leave.

- F. An employee who has worked ninety (90) or more school days prior to his/her child rearing leave will be placed upon his/her return the following year on the next step of the salary schedule.
- G. All benefits to which an employee was entitled at the time said leave commenced shall be restored to said employee upon return.
- H. Upon returning from said leave an employee will be returned to the same or similar position he/she held at the time the leave commenced.
- I. Notwithstanding any of the provisions of this or any other article of this Agreement and subject to all applicable state and federal laws, including Massachusetts General Laws Chapter 149, a female employee may use up to eight (8) weeks available sick leave as the result of a normal pregnancy, disability and childbirth.

8.5 Unpaid Leave of Absence

The Superintendent may grant unpaid leaves of absence, or in appropriate circumstances, place an employee on paid administrative leave.

8.6 Jury Duty

The Superintendent agrees to compensate all employees (first and second shift) called to jury duty their per diem rate of pay for the first three (3) days of said duty. If employees are required to remain on jury duty for longer than three (3) days they will be paid their per diem rate of pay less any jury duty pay, except mileage reimbursement.

8.7 Military Leave

- A. An employee (other than one on temporary status) who leave the employment of the School District for the purpose of entering the Armed Forces of the United States shall be re-employed by the Committee in accordance with the provisions of applicable state and federal law.
- B. An employee who is required as a member of the National Guard or as a reserve worker of one of the United States Armed Forces to be absent from his/her position for the purpose of active annual training duty or encampment for a period of not more than seventeen (17) days in a calendar year shall be granted pay for those days which he/she is absent from his/her duties. The amount of pay will be the difference between the employee's regular salary and the compensation received from the military during said period. Reconciliation of pays shall take place as soon as possible after completion of military leave and receipt of military pay.

8.8 Upon returning from all leaves an employee will be returned to the same or similar position as the one held at the time the leave commenced.

All benefits to which an employee was entitled at the time the leave commenced shall be restored to said employee upon his/her return.

8.9 Family and Medical Leave Act

The Nashoba Regional School District will meet any obligations set forth under the Family and Medical Leave Act of 1993 (FMLA) which requires covered employers to provide up to twelve (12) weeks of unpaid job protected leave to eligible employees for certain family and medical reasons. Employees are eligible if they have worked for at least one (1) year and for one thousand two hundred fifty (1,250) hours over the previous twelve (12) months.

Employees may use any accrued vacation, sick or personal leave for part or all of a FMLA leave. Delineation of the type and amount of accrued leave the employee will choose to use for part or all of his/her leave should be included in the original FMLA leave request made by the employee.

Request for FMLA leave shall be made thirty (30) days in advance of the date the employee wishes to begin leave. In cases where the need for leave was unforeseeable, the employee shall give notice for the leave as soon as practicable.

For purposes of computing eligibility under the FMLA, the twelve (12) month period shall be based upon the fiscal year. Additionally, all covered employees are also afforded rights under the Small Necessities Leave Act.

8.10 The parties agree that the above Article does not and will not infringe or restrict the Committee's rights as provided in Article IX below.

8.11 Sick Leave Bank

8.11.1 A sick leave bank committee will be established by the School Committee for use by eligible Unit C members to be administered by a Sick Leave Bank committee ("SLBC") as set forth below:

8.11.2 The Sick Leave Bank shall be established by the deduction of two (2) days of annual sick leave from each eligible employee's personal accumulation. The maximum number of sick days which may be credited to the bank shall not exceed five hundred (500) days. Enrollment of new members in the program will take place between September 1 and October 1 each year. Part time employees will have their sick time pro-rated.

The Sick Leave Bank shall be administered by the SLBC consisting of two (2) members designated by the Association and two (2) members designated by the Superintendent. A fifth member of the SLBC as described above will be elected by the unanimous vote of the four (4) members. The fifth member will not have voting rights unless there is a tie vote of the four (4) members.

Three (3) members of the SLBC may make decisions, unless a representative of either the Association or the Superintendent objects, in which case, both parties shall arrange for a full complement of designees to meet within ten (10) days. Utilization of the bank shall be subject to the following conditions:

- a. Sick Leave Bank days may be granted only for the applicant's personal illness or accident;
 - b. To be eligible to withdraw days from the Sick Leave Bank, an employee must have thirty (30) days of accumulated sick leave prior to the onset of the illness for which days from the bank are sought;
 - c. Complete usage of all accumulated or accrued sick leave;
 - d. There must not have been any disciplinary action beyond a written reprimand for sick leave abuse;
 - e. A qualified physician's statement certifying the disability, illness or accident, together with any appropriate medical evidence the SLBC deems relevant and necessary to its decision (to be submitted, preferably with the application requesting bank days, and any renewal thereof. The SLBC may not act without submission of a physician's statement). All parties agree that such information shall be treated as highly personal and confidential and shall not be divulged to any persons other than the School Committee, Superintendent, SLBC or designees of the Superintendent and Association.
 - f. The initial grant shall not exceed thirty (30) days.
 - g. Upon completion of the initial grant, additional grants shall require additional adequate medical evidence but no individual shall receive more than one hundred twenty (120) bank days in any three (3) year period.
 - h. The SLBC shall furnish the Superintendent with its written determination of eligibility detailing its considerations with respect to the above criteria prior to the grant of any sick days. The Association and the SLBC agree to meet with the Superintendent upon request to discuss any matter pertaining to the administration of the bank.
- 8.11.3 Any sick bank days granted but not used will be re-credited to the bank. No grants may be made for us in, or carried over to, future school years. All days not granted and/or re-credited to the bank at the end of the school year will be carried forward to subsequent school years.
- 8.11.4 If, during the school year, the bank becomes depleted to ninety (90) days or less, the SLBC shall inform the Superintendent so that it shall be renewed by further deduction of one (1) additional day from each eligible employee covered by this Agreement.
- 8.11.5 In administering the bank, the SLBC shall not countenance a recipient's undue delay in processing retirement or other termination of employment on account of disability or illness and may reconsider, at any time, a prior grant of bank days.
- 8.11.6 The SLBC may, with the written mutual agreement of the Superintendent, grant additional days beyond the maximums set forth above. The Superintendent and the Association may, at any time, amend the provisions of this Article by mutual written agreements.
- 8.11.7 All decisions of the SLBC, the Superintendent and the School Committee with respect to eligibility and entitlements above shall be final and binding and not subject to the grievance and arbitration procedure herein.

ARTICLE IX
Reduction in Force

(This entire article applies to all categories of Unit C employees)

The School District retains the exclusive right and sole responsibility to determine the number of professional and other positions needed in the school system, including the right to determine the number of employees to be laid off, recalled or that a particular type of service should be discontinued in whole or in part. Such decisions shall not be subject to the Grievance and Arbitration procedure, but, once made, the following policy for reduction in personnel will be followed.

- 9.1 In the event one (1) or more members of the bargaining unit must be laid off, the School District will take into consideration the needs of the school system (including, but not limited to, the balance of staff required to maintain services, desired hours and the balance of full time and part time positions required to adequately fill the work schedule), the relative qualifications, skill and ability of employees, their length of service and any other relevant factors concerning job performance. Where in the opinion of the School District the needs of the system and the relative qualifications, skill, ability and other relevant factors are substantially equal, employees will be laid off in the order of their seniority within the job classifications covered, those of least seniority to be laid off first.
- 9.2 Employees whose employment will be terminated in full or in part shall be given notice at least ten (10) days prior to the layoff date. The Association will also be forwarded a copy of the notice.
- 9.3 If employees who are laid off request in writing to the Superintendent to be placed on recall, then during a period of two (2) years from the effective date of their layoff, such employees shall be given preference for recall as vacancies develop to the same or similar positions for which they are qualified.
- 9.4 In the event of recall, employees shall be notified by certified mail to their last address of record with the Superintendent and must advise the Superintendent of this acceptance of the position being offered within ten (10) business days following the date of mailing of said notice or forfeit all recall rights.
- 9.5 Employees recalled pursuant to the above provisions shall be credited with all accrued time in the service of the School District prior to the effective date of layoff for the purposes of placement on the salary schedule, entitlement to other benefits based upon length of service and any previously unused sick leave.
- 9.6 For the purposes of this article, seniority will be defined as the most recent period of unbroken service in the Nashoba Regional School District, including years of service in the contributing towns, provided that approved leaves of absence, previous layoffs and military service do not constitute a break in service.

- 9.7 During the recall period employees shall be entitled to participate in all group life, accidental and health insurance programs by paying one hundred (100%) percent of the premiums.

ARTICLE X

Evaluation

(This entire article applies to all categories of Unit C employees)

- 10.1 All observations of an employee's performance shall be conducted openly. Any formal evaluations will be with the full knowledge of the employee.
- 10.2 Each employee shall be given a copy of any evaluation and shall be afforded the opportunity to discuss the same with his/her supervisor. The employee shall be given the opportunity to prepare a written response which the supervisor will initial and attach to the original report.
- 10.3 No material derogatory to an employee's conduct, service, character or personality shall be placed in an employee's personnel file unless he/she has had the opportunity to review the material. The employee will acknowledge that he/she has had this opportunity by initialing the copy to be filed with the express understanding that such initialing in no way indicates agreement with the contents thereof. The employee who does not return the material initialed within five school days will be notified by registered mail that the material has been placed in the personnel file. The employee will also have the right to submit a written response to such material and his/her response will be reviewed by the Superintendent, initialed and attached to the file copy. The letter of reprimand will be hand delivered.
- 10.4 No employee shall, after having been employed continuously for ninety (90) days or more, be disciplined or discharged without just cause.
- 10.5 A committee that will consist of, at most, one member from each identified group in Unit C, and two members assigned by the School Committee, will meet to revise the evaluation instrument for employees. The parties agree to use the document that was provided to the Union on March 19, 2018 as the starting point for this contract review. The new evaluation instruments will begin to be used in the 2018-2019 school year.

ARTICLE XI

Vacancies (Including Transfers and Promotions)

(This entire article applies to all categories of Unit C employees)

- 11.1 Any positions in the Nashoba Regional School District which become vacant and which the School District intends to fill shall be posted in all school buildings prior to the closing date for applications. Such posting shall clearly set forth the duties of the position, the qualifications and the rate of compensation.

- 11.2 Qualified applicants from this bargaining unit shall be given consideration for all such positions for which they apply. In the filling of vacancies the School District will give due consideration to length of service, skill, ability and qualifications of all candidates and any other relevant factors, including the needs of the school system. Whenever the above factors are substantially equal in the judgment of the School District, preference will be given to the most senior employee(s) already employed in the bargaining unit. Notwithstanding any provision of this Agreement to the contrary, nothing shall prevent the School District from hiring more qualified applicants from outside of the bargaining unit.
- 11.3 During the summer months, notification of vacancies shall be sent to the Association President and to those individuals who so request in writing to the Superintendent and provide a self-addressed stamped envelope for that purpose.
- 11.4 When it becomes necessary to transfer members of this unit, voluntary transfers will be sought first. An involuntary transfer shall be made only after a meeting between the employee(s) involved and the Superintendent or his/her designee, at which time the employee shall be notified of the reason(s) for the transfer. The Superintendent shall review the same factors set forth in paragraph 11.2 above when making involuntary transfers and shall, in the event such factors are substantially equal, involuntarily transfer the least senior employee concerned. Nothing herein shall limit the Superintendent's right to make involuntary transfers for disciplinary reasons.

ARTICLE XII

Miscellaneous Provisions

(This entire article applies to all categories of Unit C employees)

Section 1

This Agreement is created under, is governed by and is to be construed under the laws of the Commonwealth of Massachusetts.

Section 2

Should any provision(s) of this Agreement be found to be in violation of any federal or state law by a court of competent jurisdiction, all other provisions of this Agreement shall remain in full force and effect for the duration of this Agreement.

Section 3

This Agreement constitutes the entire Agreement between the parties hereto with respect to the subject matter hereof, all prior correspondence, memoranda and agreements and undertakings being merged herein and without effect hereon. This Agreement may be modified only by written instrument signed by the parties hereto.

ARTICLE XIII

Course Reimbursement

(This entire article applies to all categories of Unit C employees)

Section 1

All members of the bargaining unit completing a course having prior approval of the Superintendent with a grade of "B" or better or "Pass", if the college utilizes a pass/fail system, at any accredited college, university or professional institute, will be reimbursed their tuition cost, not to exceed the cost at a Massachusetts state college/university. **Employees may be eligible for tuition reimbursement for coursework in a degree-granting program in their trade or discipline, courses leading to professional licensure or renewal, or classes that would further the individual's knowledge in their discipline.** Tuition is understood to mean the direct course cost, exclusive of any fees, books, materials, or any registration fees unless such registration fees are applied to the course cost. This payment is limited to no more than six (6) semester hours per year, **and no more than \$1,000.00 per member per year.** Reimbursement shall be made within thirty (30) days of presentation of the employee's grade(s) to the Superintendent.

Section 2

Provided the advance approval of the Superintendent or his/her designee is obtained, the Superintendent may grant paid professional leave and the Committee will pay the reasonable expenses incurred by members of the bargaining unit who attend training courses, workshops, seminars, conferences or other professional improvement session.

Section 3

Total reimbursement per year, per employee under this Article for payments made in accordance with Sections 1 and 2 above shall not exceed the cost equivalent of six (6) semester hours per year at a Massachusetts state college/university. The refusal of the Superintendent or his/her designee to approve courses or programs requested under this article shall not be the subject of arbitration hereunder; the Superintendent shall not unreasonable withhold his/her approval.

Section 4

The annual expenditure for course reimbursement and other professional development under Sections 1 and 2 shall not exceed \$10,000 (\$10,000) in **2017-2018; ten thousand (\$10,000) dollars in 2018-2019; and ten thousand (\$10,000) dollars in 2019-2020.** State of Massachusetts universities will be reimbursed at the (100%) rate, in state private colleges and universities will be reimbursed at (75%). In the event that approved reimbursements would exceed said amount reimbursement shall be paid on a pro-rated basis. **Once these funds are exhausted there will be no course reimbursement available even if prior approval was received.**

ARTICLE XIV

Section 125 Plans

(This entire article applies to all categories of Unit C employees)

Section 1

Section 125 Plan: The School District agrees to allow members of the bargaining unit to participate in a plan established pursuant to Section 125 of the Internal Revenue Code in order to allow such employees to utilize pre-tax income to pay their contributions toward the premium cost of health and life insurance provided to such employees pursuant to Massachusetts General laws Chapter 32B.

ARTICLE XV

Workers' Compensation/Protection

(This entire article applies to all categories of Unit C employees)

Section 1

Workers' Compensation/Protection: Employees shall be provided with Workers' Compensation coverage pursuant to the terms of Massachusetts General Laws Chapter 152 as it may from time to time be amended. All employees will immediately report all cases of assault suffered by them in connection with their employment to their immediate supervisor. Any reports of assault will be sent to the building principal and the Superintendent. The Superintendent and his/her designee will serve as a liaison between the employee, the police and the courts, if need be.

Section 2

The parties mutually agree that criminal record checks (CORI) will be conducted no more than once every three (3) years for current employees. Employees will be notified when a check is to be conducted and will be provided a copy of the report. In the event an employee notifies the employer that he/she intends to challenge the report, the results will not be released until the challenge is resolved. All information concerning CORI reports will be filed in a safe confidential place.


ARTICLE XVI

Duration

(This entire article applies to all categories of Unit C employees)

This Agreement shall become effective on July 1, **2017** and shall continue in full force and effect until June 30, **2020**.

Nashoba Regional School
District Committee


By Chairperson Lorraine Romasco (date)

Nashoba Regional Education
Association Unit C

 1/16/19
By NREA President Kevin Keveaney (date)

**Wages are to be increased in the following manner:
July 1, 2017 2%; July 1, 2018 2%; July 1, 2019 2%**

Unit C Salary Charts

Fiscal Years 2018, 2019 and 2020

Food Services Positions

		2017-2018	2018-2019	2019-2020
		2%	2%	2%
Manager	1	17.26	17.61	17.96
	2	17.92	18.28	18.64
	3	18.61	18.98	19.36
	4	19.31	19.70	20.09
	5	19.99	20.39	20.80
	6	20.70	21.11	21.54
	7	21.22	21.64	22.08
		17-18	18-19	19-20
Baker/Cook	1	13.78	14.06	14.34
	2	14.85	15.15	15.45
	3	15.86	16.18	16.50
	4	16.89	17.23	17.57
	5	17.92	18.28	18.64
	6	18.95	19.33	19.72
	7	19.43	19.82	20.21
		17-18	18-19	19-20
Ass't Baker/Cook	1	12.95	13.21	13.47
	2	13.62	13.89	14.17
	3	14.33	14.62	14.91
	4	15.00	15.30	15.61
	5	15.68	15.99	16.31
	6	16.39	16.72	17.05
	7	16.80	17.14	17.48
		17-18	18-19	19-20
Helper	1	12.08	12.32	12.57
	2	12.74	12.99	13.25
	3	13.47	13.74	14.01
	4	14.14	14.42	14.71
	5	14.85	15.15	15.45
	6	15.51	15.82	16.14
	7	15.90	16.22	16.54

Secretarial Services Positions

		2017-2018	2018-2019	2019-2020
		2%	2%	2%
Admin Ass't	1	17.26	17.61	17.96
	2	18.49	18.86	19.24
	3	19.82	20.22	20.62
	4	21.14	21.56	21.99
	5	22.87	23.33	23.79
	6	25.00	25.50	26.01
	7	25.63	26.14	26.67
		17-18	18-19	19-20
Guidance Secretary	1	16.82	17.16	17.50
	2	17.96	18.32	18.69
	3	19.14	19.52	19.91
	4	20.33	20.74	21.15
	5	21.69	22.12	22.57
	6	23.29	23.76	24.23
	7	23.88	24.36	24.84
		17-18	18-19	19-20
Secretary	1	16.39	16.72	17.05
	2	17.42	17.77	18.12
	3	18.44	18.81	19.18
	4	19.48	19.87	20.27
	5	20.52	20.93	21.35
	6	21.56	21.99	22.43
	7	22.10	22.54	22.99
		17-18	18-19	19-20
Registrar		44,939.46	45,838.25	46,755.01

Instructional Assistant

	2017-2018	2018-2019	2019-2020
	2%	2%	2%
1	17.26	17.61	17.96
2	18.54	18.91	19.29
3	19.82	20.22	20.62
4	21.14	21.56	21.99
5	22.43	22.88	23.33
6	24.15	24.63	25.13
7	24.76	25.26	25.76

Custodian

	2017-2018	2018-2019	2019-2020
	2%	2%	2%
	17.26	17.61	17.96
	18.11	18.47	18.84
	18.95	19.33	19.72
	19.82	20.22	20.62
	20.70	21.11	21.54
	21.56	21.99	22.43
	22.10	22.54	22.99

Head Custodian – Add \$2.50 to Top Step

	2017-2018	2018-2019	2019-2020
7	24.60	25.04	25.49

Extended Learning Positions

		2017-2018	2018-2019	2019-2020
		2%	2%	2%
Site Coordinator	1	17.26	17.61	17.96
	2	18.54	18.91	19.29
	3	19.82	20.22	20.62
	4	21.14	21.56	21.99
	5	22.43	22.88	23.34
	6	24.15	24.63	25.13
	7	24.76	25.26	25.76
		17-18	18-19	19-20
Site Facilitator	1	15.50	15.81	16.13
	2	16.86	17.20	17.54
	3	18.19	18.55	18.92
	4	19.54	19.93	20.33
	5	20.87	21.29	21.71
	6	22.43	22.88	23.34
	7	22.99	23.45	23.92
		17-18	18-19	19-20
Adult Aide	1	13.76	14.04	14.32
	2	15.18	15.48	15.79
	3	16.55	16.88	17.22
	4	17.92	18.28	18.64
	5	19.31	19.70	20.09
	6	20.70	21.11	21.54
	7	21.22	21.64	22.08

		17-18	18-19	19-20
Aide	1	12.08	12.32	12.57
	2	12.74	12.99	13.25
	3	13.47	13.74	14.01
	4	14.14	14.42	14.71
	5	14.85	15.15	15.45
	6	15.51	15.82	16.14
	7	15.90	16.22	16.54