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# AGREEMENT

between the

NORTHBOROUGH TEACHERS ASSOCIATION
ESP UNIT C:
Administrative Assistants, Aides and Food Services Team Members

and the

NORTHBOROUGH SCHOOL COMMITTEE

July 1, 2023 - June 30, 2026

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## ARTICLE I - RECOGNITION

For the purpose of collective bargaining with respect to salaries, hours and other conditions of employment, the negotiations of collective bargaining agreements, and any questions arising there under, the Northborough Public School District Committee recognizes the Northborough Teachers Association / Unit C: Educational Support Professionals (ESPs) as the exclusive bargaining agent and representative of the following employees: Administrative Assistants, and Aides (including but not limited to Non-Instructional, Instructional, SPED, Library, Kindergarten, Speech, OT and PT Assistants) and **Food Service Team Members, including Food Services Managers**, but excluding substitutes and all other employees who do not fall into the categories of Administrative Assistants, Aides and Food Service Team Members.

The Negotiations Committee will represent the Northborough Teachers Association/Unit C (hereinafter referred to as "the Association") in collective bargaining with the Northborough Public School District Committee (hereinafter referred to as "the Committee").

## ARTICLE II - RIGHTS AND OBLIGATIONS OF THE SCHOOL COMMITTEE AND SUPERINTENDENT

A. The Committee is recognized as a public body established under and possessing all those functions and powers granted to it by the Statutes of the Commonwealth of Massachusetts and the rules and regulations of agencies of the Commonwealth.

B. Nothing in this Agreement shall be deemed to derogate from or impair any power, right, or responsibility heretofore possessed by the School Committee and/or the Superintendent except where such power, right or responsibility heretofore possessed by the School Committee and/or the Superintendent is specifically limited by an agreement.

## ARTICLE III - EMPLOYEES RIGHTS AND OBLIGATIONS

A. Employees shall have and shall be protected in the exercise of the right, freely and without fear of penalty of reprisal, to form, join and assist employee organizations or to refrain from such activity; to hold office in and participate in the management of the Association; to act in the capacity of Association representative; and to engage in other lawful associations and concerted activities for the purposes of collective bargaining or other mutual aid or protection.

B. In the exercise of these rights, all employees shall be free from any and all interference, restraint and coercion; and such employees shall be protected against any discrimination in regard to promotion, or other conditions of employment.

C. All of the above rights may be exercised so long as they do not interfere with employees' professional or contractual obligations.

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D. For **Food Services Team Members** only: During the term of this agreement, the Association shall not cause, authorize, or assist, nor shall any unit member participate in any strike, work stoppage, or concerted absence against the school system.

## ARTICLE IV - NON-DISCRIMINATION

No employee will be denied any professional advantage or face discrimination or discipline based on race, color, religion or religious creed, national or ethnic origin, age, disability or handicap, sex or gender, gender identity, sexual orientation, military or Veteran's status, genetic information, or any other characteristic protected under applicable Federal, State or local law.

## ARTICLE V - EMPLOYEE PROTECTION

A. Employees will immediately report all cases of assault suffered by them in connection with their employment to their immediate supervisor in writing. This report will be forwarded to the Superintendent who will comply with any responsible request from the employee for information in its possession relating to the incident or the persons involved, and will act in appropriate ways as liaison between the employee(s), the police, and the courts.

B. If criminal or civil proceedings are brought against an employee alleging that he/she committed an assault in connection with his/her employment, the Committee will furnish legal counsel and all fees necessary to defend him/her in such proceedings if he/she requests such assistance, provided that such employee is not in violation of school policy. If an appeal from a guilty finding is taken by the employee, the expenses of such appeal shall not be paid by the Committee unless approved by vote of the Committee.

## ARTICLE VI - GRIEVANCE PROCEDURE

A. A "grievance" is hereby defined to mean a dispute involving the meaning, interpretation, or application of this Agreement.

B. Failure at any step of this procedure to communicate the decision of a grievance within the specified time limits to the aggrieved employee and to the President of the Association shall permit the aggrieved employee(s) to proceed to the next step.

C. Failure at any step of this procedure to appeal the grievance to the next step within the specified time limits shall be deemed to be acceptance of the decision rendered at that step.

D. No reprisals of any kind shall be taken by any party of this Agreement against any party in interest, any witness, any member of the Personnel Committee of the Association, or any other participant in the grievance procedure by reason of such participation.

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E. A grievance that affects a group or class of employees from a different building or department, or is of a general nature, may be submitted in writing by the Association to the Superintendent directly, and the processing of such grievance shall be commenced at Level Two.

F. If any employee covered by this Agreement shall present any grievance without representation by the Association, the disposition, if any, of the grievance shall be consistent with the provisions of this Agreement. The Association shall be permitted to be heard at each level of the procedure under which the grievance shall be considered.

G. When a grievance arises, the grievance must be filed within twenty (20) calendar days from the day of the event upon which the grievance is based or from the date when the employee had or should have had knowledge of the event.

Level One

An employee with a grievance shall present it to the building Principal within twenty (20) school days of the event on which the grievance is based. The parties will meet before a decision is rendered. Any meeting with reference to the above shall be held during non-school hours.

Level Two

(a) In the event that the grievance shall not have been disposed of to the satisfaction of the aggrieved employee at Level One, or in the event that no decision has been reached within ten (10) school days after presentation of the grievance to the Principal, the grievance shall be reduced to writing and referred to the Superintendent of Schools within five (5) school days of the disposition under Level One.

(b) The Superintendent shall represent the School Committee at this level of the grievance procedure. Within ten (10) school days after receipt of the written grievance by the Superintendent, the Superintendent or a designee shall meet with the aggrieved employee and the said Principal in an effort to settle the grievance. The aggrieved employee shall have the right to be represented by a member of the Association at this level.

(c) If the subject matter of the grievance involves any action of the Superintendent or building Principal pursuant to Chapter 71, Sections 38, 40, 41, 42D, 43, 47A and 59B, and if the grievance has not been disposed of to the satisfaction of the aggrieved party, the Association within ten (10) school days after the Level Two meeting may initiate arbitration by giving written notice of its intention to the Superintendent.

Level Three

In the event that the grievance shall not have been disposed of at Level Two, or in the event that no decision has been rendered within ten (10) school days after the Level Two meeting, the grievance shall be referred in writing to the School Committee. At its next regular School Committee meeting, or at a special meeting called for the purpose of considering the grievance, the School Committee shall meet with the Association in an effort to settle the grievance.

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Level Four

(a) In the event that the grievance shall not have been satisfactorily disposed of at Level Three, or in the event that no decision has been rendered within ten (10) school days after the Level Three meeting, the Association may refer in writing within ten (10) school days of the disposition under Level Three the unsettled grievance to arbitration. The arbitrator shall be selected by agreement between the parties. If the parties are unable to agree upon an arbitrator, the selection shall be made by the American Arbitration Association, in accordance with its rules and regulations.

(b) The arbitrator shall be without power or authority to modify or alter the terms of this Agreement.

(c) The decision of the arbitrator shall be in writing. This decision shall be final and binding on both parties.

(d) The costs for the services of the arbitrator shall be borne equally by the School Committee and the Association.

H. Only a single grievance, or two or more grievances involving the same issue, may be included in any demand for arbitration, unless expressly agreed to in writing by the parties.

## ARTICLE VII - OPERATIONAL GUIDELINES

A. Definitions:

1. A twelve-month employee is one who is regularly scheduled for a twelve-month work year.

2. A full-time, ten-month employee is one who is regularly scheduled to work twenty or more hours per week during the school year.

3. A part-time, 10-month employee is regularly scheduled to work fewer than twenty hours per week during the school year.

B. Work Year:

1. The work year for school year instructional aides and special education aides is 185 days including the day before school, 180 school days and 4 professional development days.

2. The work year for school year non-instructional aides is 181 days including the day before school plus 180 school days.

3. The work year for full-time school year administrative assistants is 195 days. They include the 180 days scheduled for students plus an additional 15 days to be split before and after the school year. The actual division of the days beyond the school year for administrative

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assistants will be determined by the supervisor and employee. Any additional days that may be considered will be according to the needs of the district.

4. Food Services Team Members will work on days when school lunches are to be served. All employees will also work, as needed, on the day preceding the opening of school and at least four (4) professional development days. Managers may be required to work up to two (2) additional days prior to the start of the school year and up to two (2) additional days at the conclusion of the school year.

C. Work Day:

1. Except for emergency situations or unanticipated needs, every effort will be made to establish the work day of current employees for the following year no later than the last day of school in writing. The times will not be changed during the year unless by mutual agreement. Administrative Assistants may request flex hours when school is not in session and it must be mutually agreed upon. Work days will remain as presently constituted.

2. For Food Services Team Members, the work day shall be considered complete when all duties related to the cafeteria operation are completed. Such duties as making bank deposits or delivering reports to the Director shall be considered related to cafeteria operation. Employees will be required to remain beyond regular working hours when necessary. The Superintendent shall make a reasonable effort to see that no employee shall be required to do such tasks as "laundry" on their own time or at their own expense.

3. Delayed openings/release days: All employees covered by this Agreement will be paid their regular full day's pay when there are delayed openings or early releases due to weather or any other emergency conditions.

4. Cafeteria Food Preparation: Four work days may be scheduled for the purpose of performing advanced food preparation that cannot be accomplished during regular work time on days when lunch is not prepared. A schedule of the work to be performed will be approved in advance by the Assistant Superintendent of Schools. These days will normally be scheduled on early release days.

5. Lunch Schedules: In order to arrange students' lunch schedules in a way that will make most efficient use of cafeteria personnel and facilities, the Cafeteria Manager/Supervisor shall be notified of any anticipated need to change the lunch schedules as soon as possible prior to the start of a new school year. In any event, such notification shall occur no later than the 1st of August immediately preceding the start of the school year in question. If, after having been notified of such possible schedule change, the Manager/Supervisor anticipates such change will result in inefficient use of cafeteria personnel and facilities, he or she shall promptly notify the person responsible for arranging schedule of the existence of the problem. It is agreed that upon notification of the problem, the person charged with scheduling shall work with the Cafeteria Manager/Supervisor in a good faith effort to resolve the problem.

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6. Overtime: Overtime wages of time and a half shall be paid to employees who are directed by an administrator to work more than forty hours (40) in their normal workweek. Cafeteria employees who are regularly scheduled to work four (4) or more hours per day shall be compensated at the rate of time and one-half for all hours they are required to work in excess of their regularly scheduled hours. Cafeteria employees who are regularly scheduled to work less than four (4) hours per day shall be compensated at their regular hourly rate for all hours they are required to work in excess of their regularly scheduled hours. Certain paid activities are not considered work time and are not counted as hours worked in calculating overtime. These include:

    a. Military reserve training pay
    b. Sick Leave
    c. Bereavement pay
    d. Workers compensation payments
    e. Vacation days

7. Lunch:

    a) All Full-time Administrative Assistants and Aides, those over 20 hours per week, will be entitled to a thirty-minute duty-free unpaid lunch period at a time scheduled by the administration.

    b) All Food Services Team Members will receive a twenty (20) minute duty-free lunch scheduled by the manager.

8. Break:

    a) Full-time Administrative Assistants will be entitled to a morning and afternoon paid 10-minute break. In addition to their lunch break all aides who work at least 5 hours daily will receive one 15-minute break.

    b) All Food Services Team Members who work more than five (5) hours will receive a ten (10) minute break period scheduled by the manager.

9. With respect to job responsibilities, aides who are 1:1 will have the primary responsibility of compliance with the IEP, however, all aides may be asked to assist with supervision of children during the day, this may include having responsibilities for duties.

D. Work Assignment: To the extent possible, all Administrative Assistants and Aides will know their assignment prior to the first day for students. **Every effort will be made to have open communication if an ESP is impacted by a student need change and their assignment changes during the school year**. For Food Services Team Members, the number of hours to be worked by an employee shall be established no later than October lst. After this date, the amount of hours to be worked by an individual employee shall not be changed during the school year

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without the mutual consent of the Superintendent of Schools and the manager of the school to be affected by the change in hours.

E. Job Descriptions: Upon being hired, the employee will review the job descriptions with the employer. If there are any changes in the job description, from that point on, the employee will have the opportunity to review the changes prior to implementation.

F. Toileting: Paraprofessionals who provide intensive toileting assistance and/or diapering for students shall receive an annual stipend paid quarterly for each school year. Employees who substitute for the paraprofessionals will receive a daily rate as follows: $4.00 in 2017-18, $5.00 in 2018-19 and $6.00 in 2019-20. The quarterly stipend will be $150 in 2017-18, $200 in 2018-19 and $250 in 2019-20. The district will develop a policy to ensure the safety and dignity of both students and staff. The union and the administration will agree on a list of members eligible for this benefit. This benefit will be paid in quarterly installments. The decision of the parties is final and binding and not subject to arbitration.

G. Class coverage: Should an aide be required to cover the class of a teacher who is absent from the class for a half-day or a day, the aide will be paid an additional **hourly rate increase of $10 per hour** over and above their regular pay for the day. If a substitute is hired for the class, the aide will not be expected to teach the class, but will perform their normal duties. Unless there is an emergency situation, without any other recourse, Administrative Assistants will not be assigned to cover a class or supervise students. COTAs will not be called upon to substitute unless there is a critical shortage.

H. Extended Day Services: Unit members will receive their hourly rate when servicing students after school hours.

I. Vacancies/transfers/placement:

1. Whenever a vacancy occurs in a new or existing position**,** it will be adequately publicized by the Superintendent via electronic formats at least ten (10) days prior to the appointment. Timelines may be waived by the parties if there is a critical shortage.

2. The qualifications for the position, its duties, the rate of compensation, and the final date of acceptance of applications will be clearly set forth.

3. Any person interested in filling vacancies must apply in writing to the Administration before the end of the posting period. Interviews will be given to current employees who meet the minimum qualifications posted.

4. Upon hire, the Superintendent will place new employees on the salary scale based upon relevant experience. The superintendent's decision will be final and binding. Advancement to the next step will occur at the beginning of each work year. A year of employment is considered one school year and will be determined as of the beginning of each school year. An employee hired during the year will be given credit for a full year if he/she is on the payroll for more than one-half of the school year.

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5. The Association and/or the ESP Unit Designee will be notified when an employee of the Unit is hired, transferred, or leaves employment. The information shall include the employee's name, position and school.

6. All unit employees are eligible to apply; and hold any stipend position including but not limited to co-curricular, extra-curricular, intramural, athletic activities.

7. Working Out of Classification and Promotions: A Food Services Team Member may be assigned to work in a higher-paying job classification at his or her regular rate of compensation a maximum of five (5) full working days during the school year. Commencing with the sixth day of such assignment, and continuing for all additional assignments in the same school year, the Food Services Team Member shall receive the higher rate of compensation. A Food Services Team Member replacing an employee who works fewer hours or for a lesser pay rate shall not have his/her hours or rate reduced below what would be made at his/her regular position.

8. When work in a higher classification is intended to continue on a temporary basis, the position shall be advertised as temporary and the Food Services Team Member accepting said position shall sign a statement acknowledging awareness of the temporary nature of the assignment as well as knowledge of the fact that the temporary classification could revert to its earlier state at any time.

9. Food Services Team Members who are promoted from one job category to another shall be placed on the experience step in the new assignment to which they would have been entitled had they remained at the lower category.

J. Uniform Allowance: All Food Services Team Members will be entitled to reimbursement of not more than one hundred fifty ($150.00) for money spent in the purchase of uniforms (including shoes). This money will be reimbursed within thirty (30) days after the presentation to the Superintendent of Schools of a receipt indicating the expense. No Food Services Team Member shall be entitled to more than one such uniform allowance in a given school year. All cafeteria uniforms shall be of a color and material approved by the Supervisor of Cafeterias.

K. Personal Vehicle Use: Any employee required to use his/her personal automobile in the course of their assigned work day shall be reimbursed at the DESE rate.

**L. Transportation/Transition Assistance: Additional compensation at the Unit A workshop rate will be allotted to employees assigned to assist and supervise students' transition from school.**

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## ARTICLE VIII - LEAVES OF ABSENCE WITH PAY

A. Sick Leave: All employees will receive 15 days annually and may accrue up to 145 days. Sick days will be credited on the first day **the employee reports to work**. Up to 3 sick days per instance may be used for bedside care for immediate family members (parents, spouse, children and any other relative living in the same household). Employees who transfer to Northborough from Algonquin or Southborough public schools may carry over their unused sick leave.

1. For all unit members:

   a) The Committee reserves the right to require a doctor's certificate for absence in excess of five (5) consecutive school days.

   b) In the event that an employee exhausts all of his/her accumulated sick leave, the Superintendent may grant him/her up to fifty (50) consecutive school days.

   c) Upon retirement, any bargaining unit member who has served in the Northborough Public Schools for a minimum of ten (10) years will receive compensation for unused accumulated sick leave in accordance with the following schedule: $20.00 per day for up to one hundred ten (110) days.

   d) Food Services Team Members who are employed as of June 30, 2017 and have completed ten (10) years of service will be eligible for the benefits of "c" above, even in the case of voluntary separation.

B. Personal Leave: All employees are entitled to 3 days of personal leave annually. These days are not cumulative. Except for an emergency, personal day requests must be made in writing 48 hours in advance. **When the three personal days have been exhausted, an employee may request permission from the Superintendent to use two of their sick days**.

C. Bereavement: Up to three (3) school days will be granted at any one time in the event of the death of an employee's spouse, child, parent, grandparent, sibling, son-, daughter-, father-, mother-in-law, grandchild, significant other, or other members of the immediate household. Employees will be granted one (1) day at any one time in the event of the death of a brother-in-law, sister-in-law, uncle, aunt, cousin, niece, or nephew. If additional days for bereavement are required, they may be granted at the discretion of the Superintendent.

D. Jury Duty: any regular employee of the School Department who is called to Jury Duty shall, upon written evidence presented to the Superintendent, receive regular wages for the first three days, or part thereof, of juror service. If said employee is on Jury Duty for more than three days, said employee's pay will be equal to the difference between the regular pay and the pay for Jury Duty.

E. Association Leave: Time necessary for at least two (2) Association representatives to attend MTA and/or NEA conventions and conferences will be allowed. In addition, the ESP

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Representative will be allowed at least 12 hours per year to attend to Association business. This paid release time will be scheduled at least 24 hours in advance (except in cases of emergency) with the Representative's immediate supervisor.

F. Temporary military leave: Employees who are required to participate in annual military training duty as members of the Armed Forces Reserve or National Guard will receive the difference between their military pay and their regular district pay for a period of up to twelve (12) days. Earned vacation if applicable and other employee benefits will not be affected by the leave. The Superintendent should be notified at least 30 days prior to the time the leave is to begin.

G. Employees will be reimbursed for mileage at the DESE rate when on school approved travel.

H. Employees will be granted up to ten (10) days in the event of a birth, adoption or foster care placement. Five (5) additional days may be granted at the discretion of the Superintendent of Schools.

## ARTICLE IX - LEAVES OF ABSENCES WITHOUT PAY

A. Maternity & Parental Leave

1. The parties recognize that the law is in a state of change and that this Section is intended to permit compliance with federal and state laws governing parental leave.

2. Pursuant to Massachusetts General Laws, Chapter 149, Section 105D, every full-time employee is entitled to at least eight (8) weeks parental leave provided they have completed an initial probationary period of three (3) consecutive months and give at least two (2) weeks' notice of the expected departure and return dates.

3. The parties agree that to qualify for benefits under this Article, an employee must notify the Superintendent in writing as soon as possible but in no event less than two (2) weeks before the commencement of such leave, stating the anticipated dates of departure and return. Such notification shall provide the Administration with as much opportunity as possible to secure a replacement employee and insure continuity of assignments.

4. The pregnant employee may continue in her assigned position as long as her physical condition and ability to perform her assigned duties allow. The Superintendent may require such medical evidence of the employee's ability to continue to work as it may require when questioning the health of an employee in a non-maternity related situation.

5. Upon completion of the eight-week period, or sooner upon request, the employee shall be restored as soon as practicable to the position held when the leave commenced, if available, or to a substantially equivalent position.

6. For all unit members:

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a) As an alternative to (5) above, extended parental leave may be granted not to exceed the remainder of the current school year. It may be granted at the discretion of the Superintendent. Leave beyond the school year may be considered by the Superintendent on a case by case basis. The superintendent's decision is not grievable.

b) Parental leave in case of interrupted pregnancy or intent of adoption may be terminated if an employee requests in writing to the Superintendent the desire to return to her position. Such action is subject to the approval of the Superintendent.

c) These provisions shall be interpreted so as to permit total compliance with Federal and State (Massachusetts) laws and regulations governing leave on account of pregnancy and parental leave.

B. Family Medical Leave: An employee who has been employed for one (1) complete year and works 1250 hours in a 12 month period, shall be entitled to a leave of absence without pay for up to twelve (12) consecutive work weeks for birth, adoption, foster care placement of a child, or if a serious health condition affects the employee or the employee's spouse, child, or parent in accordance with the Family and Medical Leave Act. Said leave shall be concurrent with and not in addition to Maternity Leave and Child-Rearing Leave under the collective bargaining agreement. An employee who is utilizing the Family and Medical Leave Act for his/her own illness will be required to use sick leave during the period of leave attributable to his/her illness. Consistent with the Family and Medical Leave Act, during said twelve (12) week leave, an employee on leave under this Section shall continue to be eligible for health insurance with the District and the employee during said leave will remit to the District his/her share of the premium. **For those not eligible for Family Medical Leave under this clause, employees who have not met the requisite 1250 hour minimum are still be eligible for unpaid FMLA-like leave of absence benefits where they may request an unpaid leave for up to 12 weeks of unpaid leave for the same FMLA qualifying reasons (or to use available paid time to run concurrently with this leave). Provided they provide appropriate medical documentation, which would still be required for consideration and approval of this leave.**

C. Medical: An employee who has completed 3 years of service may submit a written request for a leave of absence for health reasons. This leave may be granted at the discretion of the Superintendent without pay or increment for up to one (1) year. Requests for such leaves will be supported by appropriate medical evidence, documentation and doctor's confirmation.

D. Religious Leave: Unit members covered by this agreement shall be granted up to three (3) days of leave in any one (1) school year for time necessarily and actually lost for observance of a recognized major religious holiday of the religious faith to which such person belongs when such holiday falls on a day on which the person is required to work. The following are examples of "recognized major religious holidays" which may fall on a day on which the person is required to work: Rosh Hashanah, Yom Kippur, and Good Friday of the Orthodox Church. Notification by the person of his or her intention to take such leave shall be made to the appropriate administrator as far as possible in advance of such holiday, but in no event less than forty-eight (48) hours in advance of such holiday. Whether other days are "recognized major religious

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holidays" shall be determined by the Superintendent upon request of the Association or the unit member covered by the Agreement.

E. Other Leaves: Other unsalaried, including short term, leaves of absence may be granted by the Superintendent of Schools. Requests for such leave shall be made to the Superintendent in writing as far in advance of the expected initial date of the leave as possible.

F. All employees on extended leaves must notify the Superintendent of their intent to return no later than January 15th of the school year prior to the school year of return. Failure to do so will result in forfeiture of the employee's position.

G. All benefits to which an employee was entitled at the time his/her leave of absence commenced, including unused accumulated sick leave, will be restored to him/her upon his return. The employee will be assigned to the same position which he/she held at the time said leave commenced, if available, or if not, to a substantially equivalent position. Said employee will be placed on the applicable salary schedule at the step, which had been attained when the leave commenced. An employee who had worked half the school year in which the leave commenced will be placed on the next step of the applicable salary schedule in the following year.

H. An employee on an unpaid leave of absence is eligible to continue their health, dental, life and disability insurance with 102% of the premium paid by the employee.

## ARTICLE X - PAYROLL DEDUCTIONS

A. Health Insurance:

The Town of Northborough will provide and make payroll deductions for all employees who have not indicated in writing that they elect not to be covered. Any such request may be made by an employee in writing and shall be filed with the Superintendent.

The Town of Northborough will pay seventy-five (75%) percent of the cost of Health Insurance.

The plan design of the co-payment structure for the HMO will be as follows:

| | |
|---|---|
| In patient Hospital treatment | $1,000 |
| Outpatient Hospital treatment | $500 |
| Physician Office Visits | $25 |
| Specialists | $35 |
| ER | $150 |
| | |
| Prescriptions | |
| Generic | $10 |
| Preferred | $25 |
| Non Preferred | $50 |

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CAT Scan, PET Scan, MRI $250

The Town of Northborough will continue a Health Reimbursement Account (HRA). All in-patient and out-patient co-pays will be fully reimbursed. Reimbursements will be paid in a timely manner as soon as possible after the occurrence. The School District will reimburse all copays for CAT Scans, PET Scans and MRIs. At the request of either side, the parties agree to revisit the High Tech Copays at the end of the first year of this agreement.

Full in-patient and out-patient reimbursement will remain in place as long as this plan design is in effect.

The town will continue to offer a Flexible Spending Account (FSA).

Any changes will be subject to negotiation.

B. Pre-tax: The Committee shall establish and maintain a Section 125 pretax funding premium conversion plan for health insurance payments for all members of the bargaining unit.

C. The Committee agrees to continue to offer a Health Reimbursement Account and Flexible Spending Account benefits at no cost to the employee.

D. The Committee agrees to make deductions for other insurance products and Annuities (403b) offered through the District, MTA/NEA or other approved vendors.

E. Dues: The Committee agrees to deduct from the salaries of its employees, over an agreed upon period, dues for the Northborough Teachers Association, Massachusetts Teachers Association, and National Education Association or any one of such Associations as said members individually and voluntarily authorize the Committee to deduct, and to transmit monies promptly to such Association or Associations.

F. The Association shall certify in writing the amount of the annual dues of the Association by October 1 each year.

Employee authorization will be in writing in the form which follows:

Name _____

Address _____

I hereby request and authorize the Northborough School District Committee to deduct from my earnings and transmit to the Association checked below an amount sufficient to provide for regular payment of membership dues as certified by such Association in an equal number of payments for the year and succeeding school years. I understand the Committee will discontinue such deductions for any school year only if I notify the Committee in writing to do so not later than thirty (30) days prior to the commencement of the school year.

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I hereby waive all rights and claims for said monies so deducted and transmitted in accordance with this authorization and relieve the School Committee and all its officers from any liability thereto.

Teacher Organization:

Northborough Teachers Association _____
Massachusetts Teachers Association _____
National Education Association _____

Date_____ Signature_____

1. Each of the Associations named in Section 1 above will certify to the Committee in writing the current rates of its membership dues. Any Association which will change the rate of its membership dues will give the Committee thirty (30) days written notice prior to the effective date of change.

2. No later than September 30 of each year, the Committee will provide the Association with a list of those employees who have voluntarily authorized the Committee to deduct dues for any of the Associations named in Section 1.

3. The Association shall indemnify and save the Committee and/or the Towns 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 this Article.

4. If an employee who is absent on account of sickness, leave of absence, or for any other reason has no earnings due him for the month, no deduction will be made from the employee for that month. The Association will arrange collection of dues for the month directly with the member.

## ARTICLE XI - NEW EMPLOYEES

A. New employees will be hired under a ninety (90) calendar day probationary period.

B. A probationary employee shall have no right to grieve the failure to receive a permanent appointment.

C. The employee will be placed at Step 1 of the salary schedule for the appropriate classification. Credit for prior experience in the Northborough/Southborough School District (Northborough, Southborough, Algonquin) will be granted by the Superintendent. Credit may be given for other prior experience at the discretion of the Superintendent.

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## ARTICLE XII - REDUCTION IN FORCE

A. The Committee retains the right to determine the number of positions, which are needed in the schools under its jurisdiction. In the event it becomes necessary to reduce the number of employees included within the bargaining unit, employee layoffs will be based upon seniority within the categories of:

- Administrative Assistant
- Certified Occupational Therapy Assistants (COTAs)
- Instructional aides
- Non-instructional aides
- Food Services Team Member
- Cook Assistant Food Services Team Member
- Baker Assistant Food Services Team Member
- Cook/Baker Food Services Team Member
- Food Services Manager

unless past performance is not satisfactory or a less senior individual has unique skills that are necessary for the position. To clarify, any employee so laid off shall have the right to a position held by a less senior person in another category, provided that the more senior employee is qualified to take that position. In order to be eligible for this reduction in force language, the employee must have been employed for two years, except Food Services Team Members, who must have been employed beyond their probationary period. Employees will be given a two week notice in the event they are affected by reduction in force.

B. "Seniority" means an employee's length of continuous service in a unit position in years, months and days in the school system from the initial date of employment by the Committee. Service for part-time employees will be pro-rated. Continuous service means the most recent period of unbroken service, providing that authorized leave of absence, military service, or layoff for any reason except unsatisfactory job performance, shall not be considered a break in continuous service for the purpose of establishing a seniority rating.

C. Employees who have been laid off shall be entitled to recall rights for a period of one year and Food Services Team Members shall be entitled to recall rights for a period of two years from the effective day of their respective layoffs. Recall will also be done within categories. During the recall period, the laid-off employee shall be notified of openings. The laid-off employee will be responsible for notifying, in writing, the administration of the current address. The administration shall be responsible for notification to the last submitted address of the employee. If an employee is qualified, preference for positions as they develop will be the inverse order of their respective layoff dates and all benefits to which an employee was entitled at the time of layoff shall be restored in full upon re-employment within the recall period. No credit will be given for time spent on layoff. During the recall period, any employee who refused recall or did not respond to a notification of job opening within seven (7) days of receipt of notification to a job which she/he is qualified for will forfeit rights under this section.

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D. Employees who are on recall are eligible for COBRA benefits and may remain in the group health insurance program by paying one hundred and two (102%) percent of the premiums, insofar as such participation is permitted by Massachusetts General Law, Chapter 32B.

E. Upon return to the system, employees shall have all previously earned and accrued benefits, including accumulated sick leave and seniority, restored to them.

## ARTICLE XIII - USE OF SCHOOL FACILITIES

The Association shall have the right to use school buildings and grounds without cost (except for custodial fees where applicable under SC Policy E-110) at reasonable times for meetings and recreational purposes, subject to request for such use to the Principal of the school and subject to this approval as to the purpose of such use. The Superintendent shall have final authority to grant or withhold such permission.

## ARTICLE XIV - EVALUATION

A. Purpose of Evaluation: The purpose of evaluation is to recognize and improve, as necessary, staff effectiveness in providing the best possible environment for the students of the Northborough School system. That environment includes both emotional and physical attributes. The attitudes of employees in working with children, the cleanliness of the school buildings and grounds, and the cooperative spirit in which tasks are completed all contribute to a positive environment for our students.

B. Evaluation should be a continuous and cooperative process between the evaluator(s) and the evaluatee. The evaluation should place major emphasis on assisting the employee in achieving growth that is consistent with the basic philosophy, goals and objectives of the Northborough School system.

C. Evaluation Instruments: The parties agree to form an Evaluation Subcommittee to review the current evaluation instrument and procedures. The parties also agree that the subcommittee will create an evaluation instrument for Food Services Team Members prior to October 1, 2017.

D. The evaluation instruments will be attached as Appendix A.

**1.** Evaluation is an ongoing procedure.

**2.** Evaluation is the responsibility of the administration and may be conducted at any time.

**3.** Supervision of employees will be conducted openly and with full knowledge of the employee. Employees will be given a copy of any evaluation report prepared by their superiors and will have the right to discuss such reports with their superiors.

**4.** All evaluations will be completed by May 1st.

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**5.** Following an evaluation conference, the evaluator will write a final report and share it with the evaluatee. Both the evaluator and the evaluatee will sign the report, and the evaluatee will receive a copy of the same. The evaluatee will have the right to include a written response to the evaluation, and this response will be viewed by the Superintendent and become part of the evaluation placed in the personnel folder. This rebuttal should be submitted by the end of the school year.

6. Formal year-end evaluations of employees will be the sole responsibility of the Superintendent of Schools or his/her designee.

E. For Administrative Assistants and Aides (including COTAs):

1. Formal Observation Visits: Formal Observation visits are visits by the evaluator to observe the evaluatee in the classroom or their regularly scheduled work environment. Aides shall be observed while working with students at least once each school year. Administrative assistants will be observed at least once each school year while conducting their regularly assigned tasks. One designated evaluator will evaluate each employee. Under no circumstances will Unit A members evaluate an ESP. Teachers may, however, offer verbal input to the evaluator regarding the Unit C member. At the beginning of each school year, the employee shall be told who the evaluator will be. If it is necessary to change the evaluator during the course of the school year, the evaluatee shall be promptly notified of said change.

2. Following the formal observation visit, the evaluator and the evaluatee will meet within two weeks. Together they will discuss the observation visit and the evaluation created by the evaluator. Commendations and suggestions for improvement will be discussed and included in the written report.

3. Following an observation conference, the evaluator will write a final report of the visit and share it with the evaluatee. Both the evaluator and the evaluatee will sign the report, and the evaluatee will receive a copy of the same. The evaluatee will have the right to include a written response to the evaluation, and this response will be viewed by the Superintendent and become part of the evaluation placed in the personnel folder. This rebuttal should be submitted by the end of the school year.

F. For Food Services Team Members:

**1.** Individual performance observations of all employees below the level of manager may be carried out by the appropriate manager.

**2.** Individual performance observations of managers will be carried out by the Supervisor of Cafeterias.

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## ARTICLE XV - PERSONNEL FILE, DISCIPLINE AND DISCHARGE

A. Employees will have the right, upon request, to review the contents of their personnel file.

B. Any serious complaint made against an employee to administration will be immediately brought to the employee's attention. The name of the complainant will be given. All employees are encouraged to resolve differences with understanding and respect at the lowest possible level.

C. No matter derogatory to an employee's conduct, service, character or personality will be placed in her personnel file unless she has had the opportunity to review the material and so indicate by affixing her signature to the copy to be filed with the express understanding that such signature in no way constitutes agreement with the contents thereof. The employee will also have the right to submit a written answer to such material and her answer shall be attached to the file copy.

D. **A**n employee who has completed his/her probationary period shall not be reprimanded, suspended or terminated except for good cause. The probationary period is defined as the first three consecutive calendar months of employment.

## ARTICLE XVI - PROFESSIONAL DEVELOPMENT

A. For Administrative Assistants and Aides:

1. Professional development will be offered to unit members scheduled to work on professional development release days for teachers. Employees may be permitted to attend conferences and other training opportunities that will improve their job related skills. If approved, the district will pay fees. Related travel will be reimbursed at the DESE rate.

2. Administrative Assistants and Aides will be reimbursed for college courses taken to enhance their job skills and must be pre-approved by the Superintendent of Schools. A pool of four thousand dollars ($4,000) for course work will be divided at the end of each school year.

B. For Food Services Team Members:

1. The parties agree to establish at least four (4) professional development days.

2. Such days shall be scheduled during the school year by the Supervisor of Cafeterias on system-wide professional development days or other school days that lunches are not served.

3. Such day shall not be scheduled on days preceding holidays or vacation periods.

4. Programs established under this section will be meaningful and will be formulated with employee input and evaluation.

5. Professional development days canceled due to weather will be made up after the students' 180 day school year is completed.

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6. Non-attendance at such professional days shall result only in non-payment for the day.

C. All employees who are required to attend workshops approved of and authorized by the Superintendent shall be reimbursed for all expenses, including their regular hourly rate for each hour in attendance, the cost of books, tuition, transportation, and room and board if applicable.

## ARTICLE XVII - VACATION/HOLIDAYS

A. Vacation:

1. Twelve-month employees will receive vacation according to the following:

| | | |
|---|---|---|
| 0-5 years of service | earns 5/6 day/month | 10 days/year |
| 6-10 years of service | earns 5/4 day/month | 15 days/year |
| 10 plus years of service | earns 5/3 day/month | 20 days/year |

a) On July 1st of the fifth and tenth anniversary of the employee's years of service, the vacation days will be prorated for those years only.

b) At the beginning of each vacation year, the employee is credited with his/her vacation allowance. This allowance represents the amount of paid vacation the employee would earn if he/she completed the entire fiscal year.

c) An employee may receive advanced payment on unearned but credited vacation pay by obtaining proper administrative approval. In the event that an employee terminates employment, he/she is required to repay all unearned vacation payment through a deduction from his/her final paycheck. Employees with earned vacation days in their accounts can receive the appropriate amount upon termination in their last paycheck.

d) Scheduled vacation time must be requested in writing from the responsible administrator at least two weeks ahead of time.

2. All School year employees will receive 2 days of vacation/holiday pay. The Food Services Manager will receive three (3) days of vacation/ holiday pay.

B. Holidays:

1. Twelve (12) month employees will have the following paid holidays:

Labor Day
Rosh Hashanah (if a school day)
Yom Kippur (if a school day)
Columbus Day

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Veteran's Day
Thanksgiving
The day after Thanksgiving
Christmas
Christmas Eve
New Year's Day
Martin Luther King Day
Presidents' Day
Good Friday
Patriots' Day
Memorial Day
July 4th

## ARTICLE XVIII - DAMAGE TO PERSONAL PROPERTY

The Committee agrees to reimburse on a case by case basis any employee charges that are not covered by insurance for the damage or theft of personal property generally used in the performance of their duties during the course of the work day.

## ARTICLE XIX - WORKERS' COMPENSATION

All employees will be covered by Workers' Compensation. An employee who is collecting Workers' Compensation may use accumulated sick leave to make up the difference, if any, between the employee's regular pay and Workers' Compensation payments allocated to lost time.

## ARTICLE XX - HEALTH, SAFETY AND RESPECT

Both parties will strive to provide a safe and healthy learning and working environment. All employees will be treated in a respectful manner.

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## ARTICLE XXI - WAGES

A. Salary:

| **2023-24** | **2024-25** | **2025-26** |
|---|---|---|
| **3%** | **3%** | **3%** |

B. Annualized: All salaries of Administrative Assistants and Aides will be annualized. Those employees have the following payment options:

1. A ten-month (10) basis with payments bi-weekly.

2. A twelve-month (12) basis (with the additional option to receive a lump sum summer salary) with payments bi-weekly. Requests for lump sum summer salaries must be requested by May 1 of the year in which the lump sum will be received. Requests for the ten (10) or twelve (12) month options must be made by May 1 of the school year prior to the one in which the payments will be received. All requests will be in writing. The Business Office will solicit all requests by May 1 of each year.

C. Longevity:

For Administrative Assistants and Aides: After 5 years of continuous service in the Northborough/Southborough School District (Algonquin, Northborough or Southborough), **paid in the last week of June* in accordance with the following schedule:**

| | |
|---|---|
| Years 6 through 10 | $400 |
| Years 11 through 15 | $1,026 |
| Years 16 through 20 | $1,080 |
| Years 21 through 25 | $1,187 |
| Years 26 through 30 | $1,295 |
| Years 31 and beyond | $1,403 |

## ARTICLE XXII - SAVING CLAUSE

If any provision of this contract or any application thereof shall be found contrary to law, then such provision or application shall not be deemed valid and subsisting to the extent permitted by law, but all other provisions or applications will continue in full force and effect.

## ARTICLE XXIII - DURATION

This Agreement shall be effective as of the first day of the **2023-24** school year through the 2025-2026 school year. It will thereafter automatically renew itself for successive terms of one (1)

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year unless by November 15, **2025** either the Committee or the Association shall have given written notice of its desire to modify or terminate this Agreement.

In witness whereof, we have fixed our signatures this 27th day of July, **2023**.

DocuSigned by:
Kelly L. Guenette
FB86AE5DAF4F40D...
School Committee Chair

Date: 7/27/2023

DocuSigned by:
Peter Olson
7DB33601E3B3460...
Association President

Date: 7/29/2023

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# APPENDIX A – EVALUATION TOOLS
## NORTHBOROUGH PARAPROFESSIONAL PERFORMANCE EVALUATION

Employee Name _____ School Site _____

Job Title _____ Date _____

Evaluator _____

**RATING KEY: Check the most appropriate performance level in the space provided.**
**E = Exceeds Standards M = Meets Standards NI = Needs Improvement U = Unsatisfactory N = Not Applicable**

| | E | M | NI | U | N/A |
|---|---|---|---|---|---|
| **1. RESPONSIVENESS TO STUDENTS** | | | | | |
| a) Interacts positively with students | ☐ | ☐ | ☐ | ☐ | ☐ |
| b) Aware of child development issues | ☐ | ☐ | ☐ | ☐ | ☐ |
| c) Displays concern for students' health and safety | ☐ | ☐ | ☐ | ☐ | ☐ |
| d) Accepts individual differences in students | ☐ | ☐ | ☐ | ☐ | ☐ |
| e) Displays resourcefulness in helping to provide an enriching experience for students | ☐ | ☐ | ☐ | ☐ | ☐ |
| f) Encourages students to communicate in many ways | ☐ | ☐ | ☐ | ☐ | ☐ |
| g) Exhibits patience when dealing with disruptive behavior of student | ☐ | ☐ | ☐ | ☐ | ☐ |
| **2. INTERPERSONAL RELATIONSHIPS** | | | | | |
| a) Aware of classroom routines | ☐ | ☐ | ☐ | ☐ | ☐ |
| b) Competent in the reinforcement of skills | ☐ | ☐ | ☐ | ☐ | ☐ |
| c) Able to work with small instruction groups | ☐ | ☐ | ☐ | ☐ | ☐ |
| d) Can present lessons in a co-teaching model | ☐ | ☐ | ☐ | ☐ | ☐ |
| e) Completes work in scheduled time | ☐ | ☐ | ☐ | ☐ | ☐ |
| f) Demonstrates initiative and resourcefulness | ☐ | ☐ | ☐ | ☐ | ☐ |
| g) Exhibits a positive attitude when assisting teacher and/or student | ☐ | ☐ | ☐ | ☐ | ☐ |
| **3. STAFF RELATIONSHIPS** | | | | | |
| a) Accepts guidance and suggestions | ☐ | ☐ | ☐ | ☐ | ☐ |
| b) Cooperative team member | ☐ | ☐ | ☐ | ☐ | ☐ |
| c) Demonstrates clear understanding of role expectations for instructional aides | ☐ | ☐ | ☐ | ☐ | ☐ |

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**(E = Exceeds Standards M = Meets Standards NI = Needs Improvement U = Unsatisfactory N = Not Applicable)**

| 4. COMMITMENT TO TOTAL PROGRAM | E | M | NI | U | N/A |
|---|---|---|---|---|---|
| a) Respects confidential information | ☐ | ☐ | ☐ | ☐ | ☐ |
| b) Uses discretion in discussing school matters | ☐ | ☐ | ☐ | ☐ | ☐ |
| c) Willing to put in essential time and effort | ☐ | ☐ | ☐ | ☐ | ☐ |
| d) Is punctual | ☐ | ☐ | ☐ | ☐ | ☐ |
| e) Attends regularly | ☐ | ☐ | ☐ | ☐ | ☐ |
| f) Willingly accepts and carries out assignments | ☐ | ☐ | ☐ | ☐ | ☐ |
| g) Performs routine tasks efficiently | ☐ | ☐ | ☐ | ☐ | ☐ |
| h) Appropriately accesses support from staff and administration | ☐ | ☐ | ☐ | ☐ | ☐ |
| i) Learning to keep records | ☐ | ☐ | ☐ | ☐ | ☐ |
| j) Works well with minimal supervision once instructions are given | ☐ | ☐ | ☐ | ☐ | ☐ |
| k) Displays interest and enthusiasm | ☐ | ☐ | ☐ | ☐ | ☐ |
| l) Displays evidence of professional growth and development required for the position | ☐ | ☐ | ☐ | ☐ | ☐ |

**Comments:**

**Corrective Action:** Areas needing corrective measures and suggested corrective action (To be accompanied by written improvement plan as needed)

Employee Signature Date

Evaluator Signature Date

The employee's signature indicates that he or she has received the evaluation. It does not denote agreement with its contents. The employee may attach a rebuttal to this evaluation.

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# NORTHBOROUGH ADMINISTRATIVE ASSISTANT/NON-INSTRUCTIONAL AIDE
# PERFORMANCE EVALUATION

Employee Name _____ School Site _____

Job Title _____ Date _____

Evaluator _____

**RATING KEY: Check the most appropriate performance level in the space provided.**
**E = Exceeds Standards M = Meets Standards NI = Needs Improvement U = Unsatisfactory N = Not Applicable**

| | E | M | NI | U | N/A |
|---|---|---|---|---|---|
| **1 STUDENT AND STAFF DATA** | | | | | |
| a) Effectively and accurately collects and organizes all student data | ☐ | ☐ | ☐ | ☐ | ☐ |
| b) Accurately maintains and appropriately communicates all data on student and staff attendance | ☐ | ☐ | ☐ | ☐ | ☐ |
| c) Provides daily attendance and announcements to staff in a timely manner | ☐ | ☐ | ☐ | ☐ | ☐ |
| d) Accurately completes all needed attendance and other reports via the student information data system | ☐ | ☐ | ☐ | ☐ | ☐ |
| e) Understands and efficiently maintains building schedules | ☐ | ☐ | ☐ | ☐ | ☐ |
| f) Effectively uses the student data system to create, store, access and develop relevant information and reports | ☐ | ☐ | ☐ | ☐ | ☐ |
| **2 INTERPERSONAL RELATIONSHIPS** | | | | | |
| a) Maintains effective office routines and systems | ☐ | ☐ | ☐ | ☐ | ☐ |
| b) Accepts guidance and recommendations from administration | ☐ | ☐ | ☐ | ☐ | ☐ |
| c) Uses appropriate judgment in decision-making | ☐ | ☐ | ☐ | ☐ | ☐ |
| d) Welcomes visitors and arranges for their comfort | ☐ | ☐ | ☐ | ☐ | ☐ |
| e) Completes work accurately and in a timely manner | ☐ | ☐ | ☐ | ☐ | ☐ |
| f) Demonstrates initiative and resourcefulness | ☐ | ☐ | ☐ | ☐ | ☐ |
| g) Exhibits a positive attitude when assisting students, staff and visitors | ☐ | ☐ | ☐ | ☐ | ☐ |
| h) Consistently keeps principal informed of all building student, staff and parent issues and concerns | ☐ | ☐ | ☐ | ☐ | ☐ |
| **3 COMMUNICATION** | | | | | |
| a) Understands and effectively utilizes the school communication system | ☐ | ☐ | ☐ | ☐ | ☐ |
| b) Responds to all callers and visitors with a friendly welcoming manner | ☐ | ☐ | ☐ | ☐ | ☐ |
| c) Assists community members and organizations with special requests | ☐ | ☐ | ☐ | ☐ | ☐ |

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**(E = Exceeds Standards M = Meets Standards NI = Needs Improvement U = Unsatisfactory N = Not Applicable)**

| | E | M | NI | U | N/A |
|---|---|---|---|---|---|
| d) Maintains accurate documents regarding building usage that are easily accessible to administration | ☐ | ☐ | ☐ | ☐ | ☐ |
| e) Effectively uses technology to produce professional and accurate school documents | ☐ | ☐ | ☐ | ☐ | ☐ |
| f) Maintains accurate copies of communication documents as established by administration | ☐ | ☐ | ☐ | ☐ | ☐ |
| **4 COMMITMENT TO SCHOOL** | | | | | |
| a) Respects confidential information | ☐ | ☐ | ☐ | ☐ | ☐ |
| b) Uses discretion in discussing school matters | ☐ | ☐ | ☐ | ☐ | ☐ |
| c) Attends work regularly and is punctual | ☐ | ☐ | ☐ | ☐ | ☐ |
| d) Willingly accepts and carries out assignments | ☐ | ☐ | ☐ | ☐ | ☐ |
| e) Performs routine tasks efficiently | ☐ | ☐ | ☐ | ☐ | ☐ |
| f) Effectively communicates with transportation companies | ☐ | ☐ | ☐ | ☐ | ☐ |
| g) Maintains budget details effectively and accurately produces budgetary forms | ☐ | ☐ | ☐ | ☐ | ☐ |
| h) Communicates accurately with staff regarding information and timelines | ☐ | ☐ | ☐ | ☐ | ☐ |
| i) Copies materials and resources for staff | ☐ | ☐ | ☐ | ☐ | ☐ |
| j) Maintains an organized work station | ☐ | ☐ | ☐ | ☐ | ☐ |
| k) Completes all duties as assigned | ☐ | ☐ | ☐ | ☐ | ☐ |

**Comments:**

**Corrective Action:** Areas needing corrective measures and suggested corrective action (To be accompanied by written improvement plan as needed)

Employee Signature _____ Date _____

Evaluator Signature _____ Date _____

The employee's signature indicates that he or she has received the evaluation. It does not denote agreement with its contents. The employee may attach a rebuttal to this evaluation

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# APPENDIX B

| ADMINISTRATIVE ASSISTANT - SCHOOL YEAR | | | |
|---|---|---|---|
| Step | FY2024 | FY2025 | FY2026 |
| 1 | $21.77 | $22.88 | $24.04 |
| 2 | $22.72 | $23.72 | $24.77 |
| 3 | $23.62 | $24.57 | $25.55 |
| 4 | $24.57 | $25.41 | $26.29 |
| 5 | $25.56 | $26.33 | $27.12 |
| 6 | $26.34 | $27.13 | $27.94 |
| 7 | $27.23 | $28.05 | $28.89 |
| 8 | $27.84 | $28.68 | $29.56 |
| 9 | $28.66 | $29.68 | $30.74 |
| 10 | | $30.31 | $31.38 |
| 11 | | | $32.33 |

| ADMINISTRATIVE ASSISTANT - 12 MONTH | | | |
|---|---|---|---|
| Step | FY2024 | FY2025 | FY2026 |
| 1 | $22.54 | $25.53 | $28.89 |
| 2 | $23.73 | $26.51 | $29.47 |
| 3 | $24.90 | $27.55 | $30.25 |
| 4 | $26.10 | $28.42 | $30.56 |
| 5 | $27.41 | $29.45 | $31.21 |
| 6 | $28.43 | $30.68 | $32.55 |
| 7 | $29.31 | $31.59 | $33.51 |
| 8 | $29.88 | $32.21 | $34.19 |
| 9 | $30.78 | $33.17 | $35.21 |
| 10 | | $34.17 | $36.27 |
| 11 | | | $37.36 |

| INSTR./SPED ESP/LIBRARY ESP | | | |
|---|---|---|---|
| Step | FY2024 | FY2025 | FY2026 |
| 1 | $23.11 | $24.54 | $26.03 |
| 2 | $23.97 | $25.20 | $26.47 |
| 3 | $24.93 | $25.94 | $26.99 |
| 4 | $25.68 | $26.73 | $27.82 |
| 5 | $26.79 | $27.68 | $28.61 |
| 6 | $27.60 | $28.52 | $29.47 |

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| | | | |
|---|---|---|---|
| 7 | $28.47 | $29.40 | $30.37 |
| 8 | $29.18 | $30.20 | $31.26 |
| 9 | $30.05 | $31.10 | $32.19 |
| 10 | | $32.06 | $33.19 |
| 11 | | | $34.16 |

*COTAs, SLPAs, and PTAs will receive the following salary differential: $9.00 per hour

| NON-INSTRUCTIONAL AIDE | | | |
|---|---|---|---|
| Step | FY2024 | FY2025 | FY2026 |
| 1 | $19.29 | $21.34 | $23.50 |
| 2 | $20.14 | $22.13 | $24.21 |
| 3 | $21.03 | $22.94 | $24.94 |
| 4 | $21.89 | $23.68 | $25.57 |
| 5 | $22.89 | $24.63 | $26.45 |
| 6 | $23.58 | $25.38 | $27.27 |
| 7 | $24.40 | $26.19 | $28.06 |
| 8 | $25.09 | $26.95 | $28.91 |
| 9 | $25.83 | $27.76 | $29.78 |
| 10 | | $28.61 | $30.68 |
| 11 | | | $31.61 |

| FOOD SERVICES TEAM MEMBER | | | |
|---|---|---|---|
| Step | FY2024 | FY2025 | FY2026 |
| 1 | $18.53 | $19.09 | $19.66 |
| 2 | $19.08 | $19.65 | $20.24 |
| 3 | $19.63 | $20.22 | $20.83 |
| 4 | $20.26 | $20.87 | $21.49 |
| 5 | $20.86 | $21.48 | $22.13 |
| 6 | $21.44 | $22.09 | $22.75 |
| 7 | $22.26 | $22.93 | $23.61 |

| COOK/BAKER ASSISTANT FOOD SERVICES TEAM MEMBER | | | |
|---|---|---|---|
| Step | FY2024 | FY2025 | FY2026 |
| 1 | $19.12 | $19.69 | $20.28 |
| 2 | $19.67 | $20.26 | $20.87 |
| 3 | $20.30 | $20.91 | $21.54 |
| 4 | $20.91 | $21.54 | $22.18 |
| 5 | $21.54 | $22.18 | $22.85 |
| 6 | $22.20 | $22.86 | $23.55 |

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| | | | |
|---|---|---|---|
| 7 | $23.01 | $23.70 | $24.41 |

| COOK/BAKER FOOD SERVICES TEAM MEMBER | | | |
|---|---|---|---|
| Step | FY2024 | FY2025 | FY2026 |
| 1 | $20.53 | $21.14 | $21.78 |
| 2 | $21.19 | $21.82 | $22.48 |
| 3 | $21.83 | $22.48 | $23.15 |
| 4 | $22.48 | $23.16 | $23.85 |
| 5 | $23.12 | $23.82 | $24.53 |
| 6 | $23.81 | $24.53 | $25.26 |
| 7 | $24.86 | $25.42 | $26.18 |

| FOOD SERVICES MANAGER (ELEMENTARY) | | | |
|---|---|---|---|
| Step | FY2024 | FY2025 | FY2026 |
| 1 | $22.65 | $23.33 | $24.03 |
| 2 | $23.31 | $24.01 | $24.73 |
| 3 | $24.02 | $24.74 | $25.48 |
| 4 | $24.71 | $25.45 | $26.21 |
| 5 | $25.47 | $26.24 | $27.02 |
| 6 | $26.21 | $27.00 | $27.81 |
| 7 | $27.23 | $28.05 | $28.89 |

| FOOD SERVICES MANAGER (SECONDARY) | | | |
|---|---|---|---|
| Step | FY2024 | FY2025 | FY2026 |
| 1 | $25.22 | $25.98 | $26.76 |
| 2 | $26.05 | $26.83 | $27.64 |
| 3 | $26.78 | $27.58 | $28.41 |
| 4 | $27.61 | $28.44 | $29.30 |
| 5 | $28.43 | $29.28 | $30.16 |
| 6 | $29.25 | $30.13 | $31.03 |
| 7 | $30.35 | $31.26 | $32.20 |