

Collective Bargaining Agreement

Unit C

2017 through 2020

between

The Hopedale School Committee

and

The Hopedale Education Association, Inc.

Hopedale Public Schools

Hopedale, MA

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Unit C

2017-2020

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**COLLECTIVE BARGAINING AGREEMENT FOR 2017-2020
BETWEEN THE HOPEDALE SCHOOL COMMITTEE
AND HOPEDALE EDUCATION ASSOCIATION, INC. - UNIT C**

**ARTICLE I
RECOGNITION CLAUSE**

The Hopedale School Committee (hereinafter referred to as the Committee) recognizes the Hopedale Education Association – Unit C (hereinafter referred to as the Association) as the exclusive bargaining representative for all 12-month and school year support staff, whether full-time or part-time. This includes, but is not limited to: administrative assistants, secretaries, clerks, aides, assistants, technicians, therapist assistants, specialized service providers, and pre-school supervisors employed by the Hopedale School Committee, and excludes the Secretary to the Superintendent and any managerial employees. The addition of any positions not listed in this paragraph, the job classification table (Appendix B), or in the rate schedule will be negotiated between the Committee and the Association with its representatives present.

Unit C employees shall be classified into two categories: 12- month employees and school year employees. 12-month employees are those who work on a 12-month contract. School year employees are those who work for the school year or for a period of time defined by or based on the school year. Full-time employees are those who work 37.5 hours per week and part-time employees are those who work 20 to less than 37.5 hours per week.

**ARTICLE II
MANAGEMENT RIGHTS**

Both parties recognize that under the laws of the Commonwealth of Massachusetts, the School Committee has the exclusive right, responsibility, and final authority for establishing the policies for the control, direction, and management of the school department. Therefore, it is understood and agreed that this Agreement concerns those matters of wages, hours, and conditions of employment which have been expressly bargained for and are included herein, and expressly reserves those powers, prerogatives, and authority, not expressly abridged or modified by this Agreement, to the School Committee. Further, both parties agree that it is their responsibility to abide by the terms of this Agreement for its duration.

It is agreed that management of the School Committee shall at all times retain the right to:

- a.) direct, hire, promote, transfer, assign and retain employees within the school district;
- b.) suspend, demote, discharge, or take other disciplinary action against non-probationary employees for just cause;
- c.) relieve employees from duties because of lack of work or for other legitimate reasons, to maintain the efficiency of the operations entrusted to them;
- d.) determine the methods, means and personnel by which such operations are to be conducted;
- e.) conduct school system operations in a safe and most efficient manner;
- f.) take whatever actions may be necessary to carry out the mission of the school district, subject to the provisions of this Agreement;
- g.) Written work performance for non-certified personnel who are members of this Unit will be conducted as follows:
 - annual for employees in their first three years
 - biannually thereafter

Each fall, the evaluator will meet with all new and returning support staff employees along with their partner teacher and/or liaison (referred to as the Initial meeting). The purpose of this meeting is to determine goals and expectations specific to the year's assignment, and to establish an information communication/feedback system. At this meeting, a formal checklist form, attached in Appendix C, will be completed by all in attendance. Copies of such document will be given to all in attendance. This meeting is to convene prior to the 60th calendar day from the beginning of the school year.

The evaluator may convene additional meetings between Unit C member and teacher/liaison if either raises an issue or question that needs resolution between the parties. These meeting notes will be added to the Initial Meeting Review Form. By May 15th, the evaluation form (attached in Appendix C) will be completed by the employee's supervisor/teacher/liaison and Team Chairperson or Building Principal.

After three years of employment, the evaluation will be conducted as follows:

- Initial review each year
- Biannual completion of evaluation form

If any employee's overall rating is below the Meets category, the evaluation process will revert to an annual basis until such rating is upgraded.

ARTICLE III **GRIEVANCE PROCEDURE**

Definition – A grievance shall mean an alleged violation of a specific provision of the Agreement. A matter not specifically covered by any provision of the Agreement or which law, regulation, or this Agreement to the Committee reserves shall not be the subject of a grievance. All grievances shall be submitted in writing within twenty (20) working days of either their occurrence, or the date of first knowledge of their occurrence, by any employee affected.

Formal Procedure

All grievances must be presented at Level One of the procedure set forth in this Section and must be filed within twenty (20) school days following the event that precipitates the grievance, or the date of first knowledge of its occurrence. If not presented accordingly, the grievance shall be waived and any grievance in course under procedure shall also be deemed to have been waived if the action required to present it to the next level of a procedure shall not have been taken within the time specified therefore in this section.

Level One: Any employee with a grievance shall first present it in writing on a form agreed to by the parties, to his/her immediate supervisor, with or without the Association's representative, with the goal of resolving the matter informally.

Level Two: If, at the end of ten (10) working days following the presentation of the grievance at Level One, the employee is not satisfied with the response, the employee may, within five (5) working days thereafter, file a written statement of the grievance, which specifically references section(s) of the Agreement which have allegedly been violated, with the Superintendent. Within ten (10) working days after the receipt of the grievance, the Superintendent will meet with the grievant.

Level Three: If the employee is not satisfied with the disposition of his/her grievance at Level Two, or if no decision has been rendered within ten (10) working days after he/she has met with the Superintendent, he/she may file the grievance in writing with the Chairperson of the Professional Rights and Responsibilities Committee within five (5) working days after a decision by the Superintendent or fifteen (15) working days after he/she has first met with the Superintendent, whichever is sooner. Within five (5) working days after receiving the written grievance, the Chairperson of the Professional Rights and Responsibilities Committee will refer it to the School Committee. Within ten (10) working days after receiving the written grievance, at least three members of the School Committee will meet with the employee and the Chairperson of the Professional Rights and Responsibilities Committee, if the employee so desires, for the purpose of resolving the grievance.

Level Four: If the grievance is not resolved to the satisfaction of the employee and the Association within ten (10) working days of the meeting with the School Committee as required by Level Three above, the Association may, within ten (10) working days, submit the grievance to binding arbitration. The Association shall notify the Committee in writing of its intention to arbitrate within the aforementioned ten (10) working days. In the event the Association submits a grievance to arbitration, the arbitrator shall be selected according to and governed by the following procedure: The arbitrator is to be mutually selected by the Committee and the Association. If the Committee and the Association cannot agree within ten (10) working days after the written notice specified above of the intention to arbitrate, then the party demanding arbitration shall, within ten (10) working days thereafter, request the American Arbitration Association to provide a panel of arbitrators. Said arbitrator is then to be selected under the provision of the Voluntary Labor Arbitration Rules, now, or hereafter, in effect. The Voluntary Arbitration Rules shall also govern the procedure at any arbitration hearing.

The fees of the American Arbitration Association and of the arbitrators and the expense of any required hearing shall be shared equally by the Committee and the Association, but each party shall bear the expenses of its representative, participants, witnesses, and for the preparation and representation of its own case.

The arbitrator's decision shall be in writing and shall set forth the findings of fact with reasoning and conclusions. The arbitrator shall arrive at the decision solely upon the facts, evidence, and contentions presented by the parties through the arbitration proceeding. The arbitrator shall have no power to add to, subtract from, or modify any of the terms of the Agreement. In reaching the decision, the arbitrator shall interpret this Agreement in accordance with the commonly accepted meaning of the words used herein (subject to evidence or proof of 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 Town provided by law or custom other than those restrictions specifically and expressly set forth herein. Subject to the foregoing, the decision of the arbitrator shall be submitted to the School Committee and the Association

and shall be final and binding upon the Committee, the Association, and the employee or group of employees who initiated the grievance.

The parties may, by mutual agreement, submit more than one pending grievance to the same arbitrator. Chapter 186 of the Acts of 1988 shall not apply to any provision of the grievance procedure referenced above.

At any point, during Levels 1 through 4, the parties mutually may agree to waive time limits in writing.

ARTICLE IV

ABSENCE AND LEAVE PROVISIONS

Both the Association and the School Committee affirm the importance of Hopedale educators being available to students and colleagues for as much of each scheduled workday as possible. The following categories of excusable absence cover a range of possible needs rather than entitlements.

A. Sick Leave – An employee shall be entitled to fifteen (15) sick days per year. Accumulation of sick leave shall be limited to not more than one hundred eighty-five (185) days. “Day” shall be the equivalent of the amount of time that an employee works on a working day. Absence due to critical family illness may be charged against sick time with the approval of the Superintendent, and at his/her discretion. After 4 consecutive days of absence or 8 cumulative days of absence within a school year because of illness, a certificate from a licensed, practicing physician may be required before any further sick leave usage is allowed during such year or such consecutive period. The certificate will be presented to the Principal or Superintendent and shall indicate that the absence is caused by a legitimate illness of the employee and shall remain confidential. Any Unit C employee who has accumulated 8 absences within a school year shall be advised of these provisions in writing with a copy of such notice to the Association President.

Immediate family is defined as a parent, sibling, spouse, child/stepchild, grandparent, grandchild, immediate in-laws, partner or significant other who lives within the household, and any additional household member who resides in the employee’s home. (Proof of residency may be required.)

Sick Leave Bank – The Sick Leave Bank is established for use by members of the Association who have exhausted their own accrued sick leave and have a prolonged and/or serious illness or injury. Participation is mandatory for all members of the Association as they begin their second year of employment. The Bank can only be utilized by employees who have completed one full year of employment.

1. In the event the Sick Leave Bank is reduced to twenty-nine (29) days or less, the Association will replenish the Sick Leave Bank in the current year by contributing one (1) more day per member. No more than three (3) Sick Leave Bank days shall be contributed from a member’s sick leave account in any one school year. At no point shall the Sick Leave Bank contain more than three (3) times the number of members in the Association, Units A and C. Sick Leave Bank days unused in one school year will be carried over into the next school year and will accumulate from year to year. By October 1 of each school year, the Association shall notify Unit A and Unit C members and the Superintendent of the initial yearly contribution, if any, to be made to the Sick Leave Bank.

2. Those members who, during the course of the year, do not have a sufficient number of days to cover sick day contributions requested by the Association will be allowed to borrow from the succeeding year and repay the district in the succeeding school year. In the event an employee borrows from a succeeding school year and leaves the district prior to repaying said days, the number of days owed the district will be deducted from the Sick Leave Bank.

3. Any initial grant by the Sick Leave Bank will not exceed thirty (30) days. If an individual’s need continues, reapplication to the Sick Leave Bank Board may be made for subsequent extensions up to a maximum of thirty (30) days each. Days not used from the Sick Leave grant will be returned to the Sick Leave Bank. The total amount of days that may be drawn for any one illness or disability may not exceed 180 days.

4. A member of the Association who has received a grant from the Sick Leave Bank will, upon return to regular duties, receive three (3) sick days from the Sick Leave Bank to be used in the event of an illness during the remainder of the school year. Unused days from the returning three-day grant will be returned to the Sick Leave Bank on the last day of school.

5. Subject to the provisions of this contract, the Sick Leave Bank Board will use the following criteria in administering the Bank and determining eligibility and the amount of leave to grant. Adequate medical evidence should include diagnosis and prognosis of serious and/or prolonged illness or injury and expected date of return. The Sick Leave Bank Board reserves

the right to request additional medical evidence from a physician of their own choosing, the cost of which will be paid by the School Committee. This information will remain confidential with the Sick Leave Bank Board. After an initial grant of thirty (30) days to a member, the Sick Leave Bank Board may have the applicant examined by a second physician selected by the Sick Leave Bank Board, the cost of which will be paid by the School Committee. The Sick Leave Bank Board may ask for additional medical verification, as it deems necessary.

6. The decision of the Sick Leave Bank Board with respect to eligibility and entitlement shall be final and binding and not subject to appeal, except for reconsideration to the Sick Leave Bank Board itself, nor shall it be subject to grievance and/or arbitration.

B. Related Injuries – An employee covered by this Agreement who receives a personal injury arising out of or in the course of their employment, shall have all sick days except the first day restored to their account upon their return to duty. In any event, the School Committee shall have the right to extend the sick leave of any employee for injury or illness beyond their entitlement until such time as the employee returns to work. Denial of such additional pay is not subject to a grievance.

C. Bereavement – Bereavement leave shall be no more than five (5) consecutive school days for the death of the employee's spouse, partner/significant other who lives in the household, parent, child/stepchild and any additional household member who resides in the employee's home. Bereavement leave shall be no more than three (3) consecutive school days for all other members defined as immediate family and shall include sibling, grandchild, grandparent, and immediate in-laws. Bereavement leave shall be no more than one (1) school day for aunts, uncles, nieces and nephews. Such leave is non-cumulative. The Superintendent, at his/her discretion may also grant up to two (2) additional days for bereavement leave for the above referenced circumstances or for other bereavements that are not included in the definition of immediate family.

D. Religious Leave – Employees of any faith shall be eligible for a day of absence, without penalty, for the observance of a major religious holiday when such day(s) occur when that employee is regularly scheduled to work and application has been made to the Superintendent, or his or her designee, five (5) school days prior to the date of said absence.

E. Holidays – Holidays to be observed by 12-month employees shall include the following with pay if the holiday falls within the work week or is celebrated during the work week: New Year's Day, Martin Luther King Day, Presidents Day, Patriots' Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, Friday after Thanksgiving, and Christmas.

Holidays to be observed by 10-month employees who have completed two (2) years of continuous service shall include the following with pay: Thanksgiving Day.

Holidays to be observed by 10-month employees who have completed five (5) years of continuous service shall include the following with pay if the holiday falls within the work week or is celebrated during the work week: Veteran's Day, the half day before Thanksgiving, Columbus Day, Christmas, Martin Luther King Day, and Memorial Day.

Holidays to be observed by 10-month employees who have completed ten (10) years of continuous service shall include the following with pay if the holiday falls within the work week or is celebrated during the work week: New Year's Day.

F. Personal Days – Personal days will be allowed to individual employees for the conduct of personal business that cannot be conducted other than during regular business hours. Such days are non-cumulative and, except in emergency situations, must be applied for in writing with at least 48 hours' notice and must bear the signature of the building principal or administrator. All employees (10 and 12 month) will be allowed a maximum of three (3) personal days each year. "Day" shall be the equivalent of the amount of time that the individual works on a working day. Any personal days remaining as of June 30 will be rolled over into the employee's sick days for the following year as of July 1.

One personal day per school year may be granted for any reason, such as to extend any vacation period with the approval of the building principal as long as the day does not interfere with the effective management of the building.

When a special circumstance arises, a staff member may request consecutive days, which will be reviewed by the building principal in his/her discretion, who may grant such personal leave if he/she determines that a unique and/or unusual circumstance warrants the granting of such leave pending final approval by the Superintendent.

Extended Personal Leave - Any employee may request an extended personal leave with no pay for up to one (1) year. If granted, the employee must notify the Superintendent about his/her intent to return or to end employment by March 1. For those employees on an unpaid personal leave or leave of absence, said leave(s) will not constitute a break in service. Seniority will be maintained for those employees on an approved leave of absence.

G. Jury Duty – On proof of necessity of jury service, an employee shall be granted a leave of absence with pay in the manner provided for by law. Any Unit C member who is called for jury duty and completes his/her civic duty will receive a rate of pay equal to the difference between the professional salary and the jury fee for up to 5 days of service. These 5 days will be in addition to the leave provided by the law. This leave shall not be deducted from sick leave or from personal days.

H. Vacations

12-month employees shall be entitled to annual paid vacation time based on the length of service as follows:

- After one (1) year of continuous service – one (1) week of vacation;
- After two (2) years of continuous service – two (2) weeks of vacation;
- After five (5) years of continuous service – three (3) weeks of vacation;

After twelve (12) years of continuous service – four (4) weeks of vacation or, by choice of the employee, an annual lump sum payment of one (1) week's salary in the second payroll of December. The employee shall, on or before July 30th of the year following completion of the twelfth year, and each year thereafter, notify the Superintendent of this choice.

After twenty (20) years of continuous service – five (5) weeks of vacation, or, by choice of the employee, an annual lump sum payment of one (1) or two (2) weeks' salary in the second payroll of December. The employee shall, on or before July 30th of the year following completion of the twentieth year, and each year thereafter, notify the Superintendent of this choice.

10-month employees shall be entitled to annual paid vacation time based on the length of service as follows:

- After completion of 5 years of service – three (3) days of February break
- After completion of 10 years of service – five (5) days of February break

Employees with prior permanent continuous service in the Hopedale Public Schools, who become eligible for vacation time due to a change in assignment, shall be credited with 75% of their said prior service for determining vacation time.

I. Parental Leave – Leave without pay for the birth or the adoption or foster or court placement of a child under the age of 18, or under the age of 23 if the child is disabled, shall be allowed to eligible staff members upon satisfaction of the following conditions as applicable:

Employee Responsibility

- Written notification to the Superintendent's Office a minimum two months in advance of intended leave date
- Included in the request:
 1. Date parental leave is anticipated to commence
 2. Date of planned return to work (See: Return to Work)
 3. Anticipated intention to access accrued sick time (up to 8 weeks) due to illness or disability under the sick leave provisions of Article IV or intention to access available personal days under the personal leave provisions of Article IV. Use of accrued sick time may require medical certification
 4. Intention of continue health insurance coverage under FMLA
 5. Intention to add the child to the employee's current insurance coverage. In such case, a copy of the birth certificate, hospital discharge papers, and an insurance enrollment form must be submitted to the Superintendent's Office as soon as possible.

Administrative Responsibility

1. The Superintendent will notify the employee of the approval of the Parental Leave request and will include a copy of the Return to Work section.
2. Based upon the employee's eligibility to access either accrued sick or personal time under Article IV, the School Accountant will notify the employee of available benefits and anticipated salary payments during the term of the Parental Leave.

FMLA/MPLA

1. The employee may utilize any accumulated sick leave in accordance with applicable state and federal laws. Leaves under FMLA and MPLA will run concurrently.
2. The employee may receive health insurance coverage for up to 12 weeks in accordance with FMLA.

Salary Step

1. The employee returning to duty after Parental Leave who worked for more than one-half of the school year (91 days), immediately prior to leave shall be placed on the salary step immediately above his/her step at

the time of leave. Provided he/she is entitled to progress to said step according to other provisions of the contract. Otherwise, he/she shall be placed on the same salary step as at the time of the leave.

Return to Work

1. The employee on leave to a date certain other than the August/September opening must notify the Superintendent in writing thirty (30) calendar days in advance of said date of the intention to return to work on that date certain.
2. The employee on leave commencing during a school year shall notify the Superintendent's Office of their intent to return during the current school year or at the start of the next school year. If intending to extend the leave through the next school year, please refer to Article IV: Extended Personal Leave.
3. An employee on leave to the opening of school in August/September must notify the Superintendent in writing on or before the first day of March preceding the August/September opening of school of the intention to return to work on said opening day of school.
4. Any employee who fails to give said required notice of his/her intention to return to work shall be deemed automatically resigned from the Hopedale Public Schools at 12:00 noon on the day following the last day for giving said notice.
5. Any employee on leave who has given said timely notice, as required, and who fails to report to work as stated in the notice, shall be deemed automatically resigned from the Hopedale Public Schools at 12:00 noon on said reporting day.

Extended Child-Rearing Leave of Absence

An Extended Child-Rearing Leave of Absence without pay shall be given to a staff member for care of a newly born or newly adopted or foster or court placed child under the age of 18, or under the age of 23 if the child is disabled. Such a leave shall be for up to one (1) year provided the employee fulfills all of the above referenced notification requirements.

ARTICLE V **RATE SCHEDULE**

Effective July 1, 2017, all employees covered by this Agreement and employed as of the ratification of this contract shall be paid in accordance with the Rate Schedules included in Appendix A that reflects a 2 percent increase for 2017-2018, a 2 percent increase for 2018-19 and a 2.25 percent increase for 2019-20.

The salaries and/or wages of all employees covered by this Agreement are set forth in Appendix A which is attached hereto and made a part hereof.

New employees will be considered probationary for the first ninety (90) days of their employment.

The Committee or its designee reserves the right to begin a new employee on a step that is commensurate with that employee's prior experience and training.

Benefits stated within the contract afforded to unit employees will be based upon consecutive years of service as a member of this unit.

ARTICLE VI **OTHER PAYMENT/BENEFITS PROVISIONS**

A. Differential: A salary differential of \$1.50 per hour will apply to the employee's base rate of pay when positions involve a combination of assignments that increase classification to a Level 2 position. If a Unit C member pursues specialized training and earns a certification to provide this specialized service, the Committee agrees to allow a salary differential up to the designated hourly rate for that service or up to the current Horace Mann rate of pay offered to Unit A members for hourly work.

B. Substituting:

1. When members of the Association are employed as substitute teachers on an hourly basis, a differential of \$5.00 per hour will be applied to the employee's rate. On a daily basis an employee's hourly rate will either be the current daily substitute stipend or the employee's current hourly rate plus the substitute differential, whichever is greater.

2. When members of the Association are employed as substitutes for ABA Technicians, a differential of \$4.00 per hour will be applied to the employee's rate.

3. When members of the Association are employed as substitutes for clerical or secretarial positions, a salary differential of \$3.00 per hour will be paid. This differential will not apply to "fill-in" or "coverage" assignments of less than two (2) hours duration.

C. Professional Special Education Training Sessions: For those members who are required to receive professional training, the staff will be informed of scheduled events for the full school year, on the first day of school. It is agreed that additional trainings may be necessary and reasonable notice will be given. All attendees will be paid their hourly rate.

D. Additional Provisions for Salaried Positions: Salaried people and pre-school Supervisors in this Unit will have the following additional benefits: 1) payment on the same time schedule as Unit A; 2) course reimbursement in the amount of one thousand one hundred dollars (\$1,100) each year; and salary payment in accordance with the schedule included in Appendix A.

E. Courses: The Superintendent, at his or her sole discretion, must approve courses and workshops in advance. Approved courses or workshops shall be reimbursed pursuant to practice, provided that the total reimbursement does not exceed seven hundred dollars (\$700) per fiscal year per employee.

F. Athletic/Stipendiary Positions: Stipends for employees covered by this Agreement are set forth in Appendix A which is attached hereto and made a part hereof. Stipends are available to the members of this Unit on the same terms as negotiated by Unit A.

G. Retirement: In recognition of dedicated service by Association members with seventeen or more years of permanent continued employment in the Hopedale Public Schools, employees shall receive a one-time lump sum payment of \$2600 to be paid within 30 days after their retirement. To qualify for such payment, the employee must give the Superintendent a minimum of one year's notice, in writing, of his or her intent to retire.

H. School Cancellation/Delay: Winter weather conditions, or other circumstances, may necessitate changes in the regular school schedule. On such occasions:

1. If the opening of school is delayed, all employees may delay the start of the workday by the same amount of time as the school day is delayed; no loss of pay will result from such delay. Likewise, if the school day is ended early, no loss of pay will result from such early termination.

2. If school is canceled, work is canceled for all school year instructional and support staff, and level 1 and level 1A secretaries. No loss of pay will result from such delay or cancellation of work for 12-month employees.

I. Health Insurance and Benefits: Members of Unit C are entitled to all health, disability and flexible spending benefits available to members of Unit A, under the same terms as negotiated by Unit A; health insurance through the GIC will be an 80/20% employee contribution depending on the plan chosen; the Town will offer flexible spending accounts to employees; and employees may, pursuant to Article VIII of this agreement, opt for payroll deduction for a disability insurance plan endorsed by the MTA that requires no employer contribution.

ARTICLE VII

WORK YEAR AND DAY

A. Work Year

School Year Employees: The following employees shall work a minimum of 181 days and upon approval of the Superintendent or his/her designee, may work additional days for job specific needs: Technology Assistants, Assistant Secretaries, Guidance Secretary, ABA Technicians and CALM certified support staff.

Additional days cited above are at the discretion of the Building Administrator/Superintendent.

12-Month Employees: 12-month employees shall work a maximum of two hundred sixty-one (261) days. During the duration of this contract, both parties may agree to make adjustments to this article by mutual consent.

B. Individual Changes in Start/Stop Time

In order to service the unique learning needs of students, at times it is appropriate and effective to provide that help outside the boundaries of the “regular” school day, so a student gets more directed learning support and fewer “pull-outs.” Such supplementary support would require a shift in start/stop times for one or more specific positions within this unit, and may increase total hours. These are the rules that would govern such a shift:

1. Any need for planned change will be articulated and approved by the School Committee by April of the year prior to the shift taking place. If new needs emerge after April, the Superintendent or designee can request a shift. In either case, the Superintendent will proceed in accordance with the provisions in paragraphs 2 through 5 below.
2. If more than one person/position is qualified to provide the special services, all potential Unit C members who might be candidates for the shift will be notified through a system-wide posting of the need and terms of the new hours by April 15. Interested Unit C employees may apply.
3. In the event that no one in the requested area applies, the School Committee or its designee may assign a shift, not to exceed a thirty-minute change, for up to one school year or the balance of the school year when services commence.
4. Should the need continue beyond a school year, the School Committee or its designee shall again post the need for special services. If possible, the School Committee or its designee will rotate the shifted schedule among qualified employees, so as not to burden a specific employee.
5. The affected employee may request a meeting with the Superintendent, or the Superintendent’s designee, and a representative from the Association to discuss reasonable accommodations needed by the employee to accept this assignment. The Superintendent will make every effort to support any reasonable request.

C. Assignment Notification for Returning Staff

Assignments for returning paraprofessionals will be designated and informed in writing by June 1 of the current year for their assignments for the following school year.

D. Meal Breaks

Employees who work a period of six (6) consecutive hours per day are entitled to at least a 30-minute meal break. Employees must be relieved of all duties and be permitted to leave the premises during this break

ARTICLE VIII **DEDUCTIONS**

A. Employees, not later than October 1, shall notify the Superintendent’s Office of the amount to be deducted from their salaries and credits to the MTA Credit Union, payroll savings and insurance plans. The School Department shall process these deductions unless the Town Treasurer certifies that he/she will not provide the service. The amount of any such deductions shall not change without prior written approval of the Superintendent of Schools and only for good and sufficient reasons in the sole judgment of the Superintendent. Any person canceling a deduction shall not be entitled to resume said canceled program until the next open enrollment period. Any person canceling a deduction for a second time shall not be entitled to resume the canceled deduction at any future open enrollment period without written approval of the Superintendent of Schools, except that any employee shall be allowed to enter or leave the group medical insurance plan without restriction.

B. The School Department agrees to deduct through payroll deduction the HEA, MTA and NEA dues from the earnings of any employee recognized in this Agreement. All unit employees are eligible to join the Association. The person electing dues deduction from their salary shall specify at the time of election whether the deduction shall be in one lump sum or ten equal installments over the period of the school year. Withheld amounts will be forwarded to the Treasurer of the HEA as soon as practical following the actual withholding, together with a record of the amounts and names of those for whom the deduction has been made.

C. The Hopedale School Committee agrees to deduct yearly as a condition of employment an agency service fee in accordance with the provisions of M.G.L. Ch. 180, s. 171 and Ch. 150E, s. 12. These fees will be deducted from the members of the bargaining unit who are not members of the Association. The Agency Service Fee may be paid in one lump sum or deducted in the same manner as Association dues.

D. The Hopedale School Committee agrees to deduct through payroll deduction, the employee’s portion of any flexible spending plan benefit and/or disability insurance benefit provided to employees of the school department.

ARTICLE IX
VACANCIES-PROMOTIONS-TRANSFERS-RIF-RECALL

A. Employee Rights - It is agreed by the Association and the Committee, that Unit C employees who have served for less than three complete and consecutive school years, are subject to annual appointment made by the Superintendent. The Superintendent reserves the right in his/her discretion not to renew the appointment of any Unit C employee who has served for less than three complete and consecutive school years. Such renewal decisions, including the decision not to renew a particular employee, are not subject to the grievance and arbitration provisions of this Agreement. Renewal appointments will be confirmed by June 1 of the current school year.

The first ninety workdays following an employee's initial date of hire shall be considered the probationary period. An employee whose service during the probationary period is not satisfactory may be dismissed from the District for any reason.

A member of the Association who has served in such position in the District for three complete and consecutive school years shall not be disciplined, suspended or dismissed without having been furnished with written notice of intent to dismiss. This will include an explanation of the grounds for dismissal in sufficient detail to permit the member to respond and documents relating to the grounds for the proposed dismissal including past and current evaluation documentation. If she/he so requests, they will be given a reasonable opportunity within ten school days after receiving such written notice to review the decision with the Superintendent or his/her designee and to present information pertaining to the basis for the decision and to the member's status. The member receiving such notice may be represented by the Association at such meeting with the Superintendent or his/her designee. Any such member may appeal a discipline or discharge decision under the Grievance Article of this Agreement, up to and including arbitration, for a determination of whether the disciplinary action was arbitrary or capricious.

An Association member who has served for at least 90 working days but less than three complete and consecutive school years shall otherwise be deemed an employee at will. The decision of the Superintendent or his/her designee relative to the dismissal of such member shall be final and shall not be subject to the grievance or arbitration provisions of this Agreement.

Employees may request, with 24 hours written notice, to review their personnel file, or any portion thereof.

B. Vacancies-Promotions - The Superintendent shall post in the main office of each building, the teachers' lounges and shall simultaneously send to the HEA president, notices of vacancies and promotional positions as they occur. Such notices shall include a statement of minimum qualifications, salary range, and the date by which the candidates must apply in writing. Such notices shall be posted or mailed at least ten (10) days prior to the application deadline.

During the summer recess, the notices shall be 1) e-mailed to all staff members and 2) mailed to the summer address of the HEA president and to any Unit employee who has expressed a desire to receive them.

One -time short -term and specific duty stipendiary and/or hourly employment opportunities approved by the Hopedale School Committee shall be made available to Unit C members, including but not limited to summer school, as they occur. In circumstances where certification or other specific qualifications are not required, Unit C members shall be given preferential consideration. The performance of the duties when selected or appointed to them shall be considered an extension of the employee's regular duties as this is referred to in M.G.L. Ch. 268A, s. 1 and 20 (conflict of interest statutes).

C. Assignments: The Superintendent or his/her designee reserves the right to assign Association members based upon the needs of the District and its students. A paraprofessional's assignment, including start and ending hours of work, building, classroom, specific students or duties, may be changed for the following school year.

D. Reduction in Force (RIF) - The committee retains the right to determine the number of Unit C positions that are needed. In the event that the Committee would require a reduction in the number of positions in any of the job classifications covered by this Agreement, the following procedures will be followed. These procedures apply only to those individuals who have satisfied their probationary period.

1. When the Superintendent determines that a reduction in force is to occur, he/she shall first seek volunteers.
2. Layoffs/Reductions will be determined based upon the current needs of the District and its students and the member's seniority, qualifications and ability to provide the services required. Where all else is equal, the least senior employee within the job classification will be laid off first.

3. In the event of a layoff/reduction, unit members may fill existing lateral vacancies for which they are qualified. If there is no such vacancy, said members may bump into a position in a lower classification for which they are qualified. Affected member qualified for more than one position shall bump the least senior member first in an equal and then lower graded position.

4. An employee who chooses not to exercise his/her displacement rights will be treated as a laid off employee and recall provisions will apply.

5. If upon notice of a proposed termination, the employee elects to apply for an unpaid leave of absence, the employee may apply in writing on a form provided by the Superintendent for placement on an unpaid leave of absence. If the reason for termination is solely due to economic factors, the Superintendent will grant leaves of absence for a period not to exceed two (2) years and the effective date of the termination of the employee's contact shall be determined by the Committee to be the first day following the expiration or termination, as provided herein, of the employee's unpaid leave of absence. If the reasons for termination are not economic, the Superintendent may decline to grant any leave of absence. Such denial of leave shall not be subject to a grievance. In applying for unpaid leave of absence, the employee agrees to waive all rights to a hearing or to an appeal of the employer's decision. In return for said waiver, the Superintendent agrees to grant said leave of absence and to extend recall rights to the employee.

E. Recall - Association members having been laid off will retain recall rights for a period of twenty-four months. No new employee shall be hired into a recognized bargaining unit position while qualified bargaining unit members are on layoff status and covered under recall rights, unless said qualified laid off member declined the position. Employees shall be notified of recall by certified mail. Members notified of recall shall have fourteen calendar days from the mailing to accept or decline the recall opportunity. Employees who have been recalled within the twenty-four month recall period will be credited with prior continuous service for the purposes of seniority.

The most senior qualified laid off employee shall be recalled first. Unit members may be recalled into a position in an equal or lower classification for which they are qualified. Should the member decline an offered position, the recall period shall end.

For those members whose position was reduced in hours due to a reduction in force and a new position has become available within a two -year period, those members will be given first consideration for such position based on qualifications.

ARTICLE X **PERSONNEL FILES**

Upon request, an employee shall be given access to his/her file in the presence of the Superintendent or his/her designee and may also have one representative of the Association present. No materials originating after original hiring, derogatory to an employee's conduct, service, character, or personality will be placed in the personnel file unless the employee has been shown a dated copy. The employee shall be given the opportunity to review such materials and shall acknowledge such review by affixing his/her signature to the copy to be filed with the express understanding that such signature in no way indicates agreement with the contents thereof. Refusal to sign the document shall in no way preclude the employer from placing the item in the file. The Superintendent or his/her designee shall sign a statement showing the date and time that the item was presented to the employee for signature and that the signature was refused. The employee shall also have the right to submit a written answer to such material and his/her answer shall be reviewed by the Superintendent or his/her designee and placed in the file.

ARTICLE XI **HEALTH AND SAFETY**

The Committee and the Association affirm their commitment to the maintenance of an environmentally safe school system and an atmosphere conducive to teaching and learning. To those ends, the parties agree as follows:

1. A Health and Safety Committee (HSC) will be established consisting of 2 representatives appointed by the School Committee and the building representatives of the Association.

2. Individual concerns regarding matters of health and safety shall, where applicable be brought to the immediate attention of the building principal.

3. The HSC shall meet at least twice a year with all building principals and Association building reps to hear concerns regarding issues of health and safety and, where appropriate, investigate such matters. In the event that the HSC determines

Appendix A

Hopedale Public Schools
Unit C Steps and Lanes
FY 2017-2018

Secretarial/Media/Technology

	Level 1A	Level 1	Level 2	Level 3
Step 1	18.09	17.53	15.76	13.38
Step 2	18.37	17.83	16.05	13.68
Step 3	18.68	18.14	16.33	13.97
Step 4	18.97	18.42	16.65	14.25
Step 5	20.29	19.74	17.89	15.45
Step 6	20.48	19.93	18.08	15.62
Step 7	20.69	20.15	18.26	15.77
Step 8	20.90	20.34	18.43	15.94
Step 9	21.11	20.53	18.62	16.10
Step 10	21.75	21.18	19.19	16.59
Step 11	22.19	21.60	19.57	16.92
Step 12	22.63	22.03	19.96	17.26
Step 13	23.08	22.47	20.36	17.61

ABA Tech

	Level 1A	Level 1	Level 2
Step 1	20.23	18.73	17.23
Step 2	20.50	19.02	17.53
Step 3	20.81	19.32	17.83
Step 4	21.40	19.77	18.14
Step 5	22.71	21.04	19.38
Step 6	22.94	21.26	19.57
Step 7	23.17	21.48	19.78
Step 8	23.40	21.69	19.97
Step 9	23.63	21.91	20.19
Step 10	24.35	22.56	20.78
Step 11	24.84	23.01	21.20
Step 12	25.34	23.47	21.62
Step 13	25.85	23.94	22.05

Supervisory/Instructional Aides

	Level 1	Level 2
Step 1	15.16	12.79
Step 2	15.45	13.08
Step 3	15.76	13.38
Step 4	16.05	13.68
Step 5	17.06	14.63
Step 6	17.23	14.77
Step 7	17.40	14.92
Step 8	17.57	15.07
Step 9	17.75	15.22
Step 10	18.29	15.68
Step 11	18.66	15.99
Step 12	19.03	16.31
Step 13	19.41	16.64

BBC Supervisors

	Level 1	Level 2
Step 1	24.49	20.67
Step 2	25.20	21.30
Step 3	25.97	21.93
Step 4	26.74	22.58
Step 5	29.25	24.71
Step 6	29.55	24.95
Step 7	29.84	25.20
Step 8	30.15	25.46
Step 9	30.45	25.71
Step 10	31.37	26.48
Step 11	32.00	27.01
Step 12	32.64	27.55
Step 13	33.29	28.10

COTA

	Salary
FY 17-18	34,014

Hopedale Public Schools
 Unit C Steps and Lanes
 FY 2018-2019

Secretarial/Media/Technology

	Level 1A	Level 1	Level 2	Level 3
Step 1	18.45	17.88	16.08	13.65
Step 2	18.74	18.19	16.37	13.95
Step 3	19.05	18.50	16.66	14.25
Step 4	19.35	18.79	16.98	14.54
Step 5	20.70	20.13	18.25	15.76
Step 6	20.89	20.33	18.44	15.93
Step 7	21.10	20.55	18.63	16.09
Step 8	21.32	20.75	18.80	16.26
Step 9	21.53	20.94	18.99	16.42
Step 10	22.19	21.60	19.57	16.92
Step 11	22.63	22.03	19.96	17.26
Step 12	23.08	22.47	20.36	17.61
Step 13	23.54	22.92	20.77	17.96

ABA Tech

	Level 1A	Level 1	Level 2
Step 1	20.63	19.10	17.57
Step 2	20.91	19.40	17.88
Step 3	21.23	19.71	18.19
Step 4	21.83	20.17	18.50
Step 5	23.16	21.46	19.77
Step 6	23.40	21.69	19.96
Step 7	23.63	21.91	20.18
Step 8	23.87	22.12	20.37
Step 9	24.10	22.35	20.59
Step 10	24.84	23.01	21.20
Step 11	25.34	23.47	21.62
Step 12	25.85	23.94	22.05
Step 13	26.37	24.42	22.49

Supervisory/Instructional Aides

	Level 1	Level 2
Step 1	15.46	13.05
Step 2	15.76	13.34
Step 3	16.08	13.65
Step 4	16.37	13.95
Step 5	17.40	14.92
Step 6	17.57	15.07
Step 7	17.75	15.22
Step 8	17.92	15.37
Step 9	18.11	15.52
Step 10	18.66	15.99
Step 11	19.03	16.31
Step 12	19.41	16.64
Step 13	19.80	16.97

BBC Supervisors

	Level 1	Level 2
Step 1	24.98	21.08
Step 2	25.70	21.73
Step 3	26.49	22.37
Step 4	27.27	23.03
Step 5	29.84	25.20
Step 6	30.14	25.45
Step 7	30.44	25.70
Step 8	30.75	25.97
Step 9	31.06	26.22
Step 10	32.00	27.01
Step 11	32.64	27.55
Step 12	33.29	28.10
Step 13	33.96	28.66

COTA

	Salary
FY 18-19	34,694

Hopedale Public Schools
 Unit C Steps and Lanes
 FY 2019-2020

Secretarial/Media/Technology

	Level 1A	Level 1	Level 2	Level 3
Step 1	18.87	18.28	16.44	13.96
Step 2	19.16	18.60	16.74	14.26
Step 3	19.48	18.92	17.03	14.57
Step 4	19.79	19.21	17.36	14.87
Step 5	21.17	20.58	18.66	16.11
Step 6	21.36	20.79	18.85	16.29
Step 7	21.57	21.01	19.05	16.45
Step 8	21.80	21.22	19.22	16.63
Step 9	22.01	21.41	19.42	16.79
Step 10	22.69	22.09	20.01	17.30
Step 11	23.14	22.53	20.41	17.65
Step 12	23.60	22.98	20.82	18.01
Step 13	24.07	23.44	21.24	18.36

ABA Tech

	Level 1A	Level 1	Level 2
Step 1	21.09	19.53	17.97
Step 2	21.38	19.84	18.28
Step 3	21.71	20.15	18.60
Step 4	22.32	20.62	18.92
Step 5	23.68	21.94	20.21
Step 6	23.93	22.18	20.41
Step 7	24.16	22.40	20.63
Step 8	24.41	22.62	20.83
Step 9	24.64	22.85	21.05
Step 10	25.40	23.53	21.68
Step 11	25.91	24.00	22.11
Step 12	26.43	24.48	22.55
Step 13	26.96	24.97	23.00

Supervisory/Instructional Aides

	Level 1	Level 2
Step 1	15.81	13.34
Step 2	16.11	13.64
Step 3	16.44	13.96
Step 4	16.74	14.26
Step 5	17.79	15.26
Step 6	17.97	15.41
Step 7	18.15	15.56
Step 8	18.32	15.72
Step 9	18.52	15.87
Step 10	19.08	16.35
Step 11	19.46	16.68
Step 12	19.85	17.01
Step 13	20.25	17.35

BBC Supervisors

	Level 1	Level 2
Step 1	25.54	21.55
Step 2	26.28	22.22
Step 3	27.09	22.87
Step 4	27.88	23.55
Step 5	30.51	25.77
Step 6	30.82	26.02
Step 7	31.12	26.28
Step 8	31.44	26.55
Step 9	31.76	26.81
Step 10	32.72	27.62
Step 11	33.37	28.17
Step 12	34.04	28.73
Step 13	34.72	29.30

COTA

	Salary
FY 19-20	35,475

Hopedale Public Schools						
FY 2018 - FY 2020 Stipendiary Positions						
School	Description	Amount	School	Description	Amount	
MES	Band-Concerts	\$ 750.00	JSHS	Sound Coordinator	\$ 1,500.00	
MES	Band-Jazz Ensemble	\$ 750.00	JSHS	Spanish Club	\$ 500.00	
MES	Chorus-Community Outreach Concert	\$ 750.00	JSHS	Spanish Exchange Program	\$ 1,100.00	
MES	Chorus-Concerts	\$ 500.00	JSHS	Sr. High Band-All State	\$ 500.00	
MES	Chorus-RickTones	\$ 1,000.00	JSHS	Sr. High Band-Central District	\$ 750.00	
MES	Curriculum Leader-ELA	\$ 2,500.00	JSHS	Sr. High Band-Chamber Winds Ensemble	\$ 750.00	
MES	Curriculum Leader-Math	\$ 2,500.00	JSHS	Sr. High Band-Concerts	\$ 1,000.00	
MES	Curriculum Leader-Science	\$ 2,500.00	JSHS	Sr. High Band-Jazz Ensemble	\$ 1,500.00	
MES	Curriculum Leader-Soc. St.	\$ 2,500.00	JSHS	Sr. High Band-Parades	\$ 750.00	
MES	Curriculum Leader-UA	\$ 1,500.00	JSHS	Sr. High Chorus-A Cappella	\$ 1,750.00	
MES	Grade Level Chair-K	\$ 3,200.00	JSHS	Sr. High Chorus-All State	\$ 500.00	
MES	Grade Level Chair-1	\$ 3,200.00	JSHS	Sr. High Chorus-Central District	\$ 750.00	
MES	Grade Level Chair-2	\$ 3,200.00	JSHS	Sr. High Chorus-Concerts	\$ 1,000.00	
MES	Grade Level Chair-3	\$ 3,200.00	JSHS	Sr. High Music Festival Coordinator-Trip Year Only (2)	\$ 500.00	
MES	Grade Level Chair-4	\$ 3,200.00	JSHS	Student Council	\$ 2,500.00	
MES	Grade Level Chair-5	\$ 3,200.00	JSHS	Team Leader 7	\$ 1,500.00	
MES	Grade Level Chair-6	\$ 3,200.00	JSHS	Team Leader 8	\$ 1,500.00	
MES	Grade Level Chair-SPED	\$ 3,200.00	JSHS	Tri-M Honor Society	\$ 1,275.00	
MES	Musical-Choreographer	\$ 500.00	JSHS	Video Coordinator	\$ 1,500.00	
MES	Musical-Director	\$ 1,250.00	JSHS	Video Game Design Club	\$ 500.00	
MES	Musical-Music Director	\$ 1,000.00	JSHS	Washington DC Chaperones-Trip Year Only (7)	\$ 350.00	
MES	Nature's Classroom (5)	\$ 750.00	JSHS	Washington DC Coordinator	\$ 900.00	
MES	PBIS	\$ 1,050.00	JSHS	Yearbook (2)	\$ 1,575.00	
MES	Student Council	\$ 1,075.00				
			BBC	Curriculum Leader	\$ 1,500.00	
JSHS	.2 Additional Instruction - VHS	\$ 6,000.00	BBC	Director	\$ 5,750.00	
JSHS	Advisor/Advisee	\$ 1,050.00				
JSHS	Art Club	\$ 750.00	District	DI Coach (4)	\$ 750.00	
JSHS	Art Show	\$ 550.00	District	DI Coordinator	\$ 750.00	
JSHS	Athletic Director	\$ 7,300.00	District	Mentor (4)	\$ 850.00	
JSHS	Business Honor Society	\$ 500.00				
JSHS	Class Advisor 7 (2)	\$ 1,100.00			Years 1-3	Years 4+
JSHS	Class Advisor 8 (2)	\$ 1,100.00	Athletics	Baseball JV	\$ 2,700.00	\$ 3,000.00
JSHS	Class Advisor 9 (2)	\$ 1,100.00	Athletics	Baseball V	\$ 3,700.00	\$ 4,000.00
JSHS	Class Advisor 10 (2)	\$ 1,350.00	Athletics	Basketball Jr High-Boys	\$ 2,700.00	\$ 3,000.00
JSHS	Class Advisor 11 (2)	\$ 1,350.00	Athletics	Basketball Jr High-Girls	\$ 2,700.00	\$ 3,000.00
JSHS	Class Advisor 12 (2)	\$ 1,350.00	Athletics	Basketball JV-Boys	\$ 3,700.00	\$ 4,000.00
JSHS	DECA	\$ 1,500.00	Athletics	Basketball JV-Girls	\$ 3,700.00	\$ 4,000.00
JSHS	Dept Head: English	\$ 4,500.00	Athletics	Basketball V-Boys	\$ 4,700.00	\$ 5,000.00
JSHS	Dept Head: History	\$ 4,500.00	Athletics	Basketball V-Girls	\$ 4,700.00	\$ 5,000.00
JSHS	Dept Head: Math	\$ 4,500.00	Athletics	Cheerleading JV	\$ 2,700.00	\$ 3,000.00
JSHS	Dept Head: Science	\$ 4,500.00	Athletics	Cheerleading V	\$ 3,700.00	\$ 4,000.00
JSHS	Dept Head: Spanish	\$ 4,500.00	Athletics	Cross Country-Boys	\$ 3,700.00	\$ 4,000.00
JSHS	Dept Head: Special Education	\$ 4,500.00	Athletics	Cross Country-Girls	\$ 3,700.00	\$ 4,000.00
JSHS	Dept Head: Unified Arts	\$ 4,500.00	Athletics	Field Hockey JV	\$ 2,700.00	\$ 3,000.00
JSHS	Drama-Director	\$ 1,000.00	Athletics	Field Hockey V	\$ 3,700.00	\$ 4,000.00
JSHS	Drama-Producer	\$ 500.00	Athletics	Golf	\$ 3,700.00	\$ 4,000.00
JSHS	Drama-Stage Crew Manager	\$ 500.00	Athletics	Ice Hockey JV	\$ 2,700.00	\$ 3,000.00
JSHS	FinFit Fair	\$ 1,050.00	Athletics	Ice Hockey V	\$ 3,700.00	\$ 4,000.00
JSHS	Gay Straight Alliance	\$ 1,075.00	Athletics	Indoor Track Assistant (2)	\$ 2,700.00	\$ 3,000.00
JSHS	International Club	\$ 1,100.00	Athletics	Indoor Track	\$ 3,700.00	\$ 4,000.00
JSHS	Job Coach	\$ 550.00	Athletics	Lacrosse JV-Boys	\$ 2,700.00	\$ 3,000.00
JSHS	Jr. High Band-Central District	\$ 500.00	Athletics	Lacrosse JV-Girls	\$ 2,700.00	\$ 3,000.00
JSHS	Jr. High Band-Concerts	\$ 750.00	Athletics	Lacrosse V-Boys	\$ 3,700.00	\$ 4,000.00
JSHS	Jr. High Band-Jazz Ensemble	\$ 750.00	Athletics	Lacrosse V-Girls	\$ 3,700.00	\$ 4,000.00
JSHS	Jr. High Chorus-Central District	\$ 500.00	Athletics	Outdoor Track Assistant	\$ 2,700.00	\$ 3,000.00
JSHS	Jr. High Chorus-Concerts	\$ 750.00	Athletics	Outdoor Track-Boys	\$ 3,700.00	\$ 4,000.00
JSHS	Jr. High Music Festival Coordinator-Trip Year Only (2)	\$ 250.00	Athletics	Outdoor Track-Girls	\$ 3,700.00	\$ 4,000.00
JSHS	LOOP	\$ 750.00	Athletics	Site Coordinator	\$ 2,100.00	\$ 2,100.00
JSHS	Math Team-Freshman	\$ 500.00	Athletics	Ski Team	\$ 650.00	\$ 950.00
JSHS	Math Team-Varsity	\$ 750.00	Athletics	Soccer JV-Boys	\$ 2,700.00	\$ 3,000.00
JSHS	Mock Trial	\$ 1,275.00	Athletics	Soccer JV-Girls	\$ 2,700.00	\$ 3,000.00
JSHS	Morning Announcements Coordinator	\$ 1,000.00	Athletics	Soccer V-Boys	\$ 3,700.00	\$ 4,000.00
JSHS	Musical-Director	\$ 1,500.00	Athletics	Soccer V-Girls	\$ 3,700.00	\$ 4,000.00
JSHS	Musical-Music Director	\$ 1,250.00	Athletics	Softball JV	\$ 2,700.00	\$ 3,000.00
JSHS	Musical-Stage Crew Manager	\$ 500.00	Athletics	Softball V	\$ 3,700.00	\$ 4,000.00
JSHS	National Honor Society	\$ 1,500.00	Athletics	Tennis-Boys	\$ 3,700.00	\$ 4,000.00
JSHS	Politics Club	\$ 1,075.00	Athletics	Tennis-Girls	\$ 3,700.00	\$ 4,000.00
JSHS	Raiders Cry Magazine	\$ 500.00	Athletics	Volleyball JV-Girls	\$ 2,700.00	\$ 3,000.00
JSHS	SADD	\$ 750.00	Athletics	Volleyball V-Girls	\$ 3,700.00	\$ 4,000.00
JSHS	Science Fair	\$ 550.00				

Appendix B

Job Classification Table
2017-2020

JOB CLASSIFICATION	SUB-CATEGORY	PAY SCALE	ADDITIONAL CLARIFICATION
Support Staff Level 1A	Administrative Asst. to Principal	Sec/Media/Tech Level 1A	
	Administrative Asst. to PPS Director	Sec/Media/Tech Level 1A	
	Administrative Asst. to BBC Director	Sec/Media/Tech Level 1A	
	Secretary to Guidance	Sec/Media/Tech Level 1A	
Support Staff Level 1	Technology Assistant	Sec/Media/Tech-Level 1	
	Accounting Assistant	Sec/Media/Tech-Level 1	
	Media Assistant	Sec/Media/Tech-Level 1	w/ active Massachusetts media specialist licensure
Support Staff Level 2	Asst. School Secretary	Sec/Media/Tech-Level 2	
	Media Assistant	Sec/Media/Tech-Level 2	w/o active Massachusetts media specialist licensure
Support Staff Level 3	Clerk	Sec/Media/Tech-Level 3	
Technicians (ABA)		Teaching Aide-ABA Level 1A	w/ applied behavior analysis certification and a 4-year college degree
		Teaching Aide-ABA Level 1	w/applied behavior analysis certification and an associate's degree
		Teaching Aide-ABA Level 2	w/ applied behavior analysis certification and no 4-year college degree
Instructional Aide	Classroom	Teaching Aide-Level 1	w/ active Massachusetts teacher licensure
		Teaching Aide-Level 2	w/o active Massachusetts teacher licensure
	Special Education	Teaching Aide-Level 1	w/ active Massachusetts teacher licensure
		Teaching Aide-Level 2	w/o active Massachusetts teacher licensure
Supervisory Aide		Teaching Aide-Level 2	Level 2
Therapists Assistants		C.O.T.A.	
BBC Supervisor		BBC Supervisor Level 1	w/ active Massachusetts teacher licensure
		BBC Supervisor Level 2	w/o active Massachusetts teacher licensure
Assistant	N/A		
Specialized Services Provider	N/A		

Appendix C – Evaluation Forms

Paraprofessional/Evaluators
Introductory Meeting Review Form

In the on-going effort to develop an effective process of supervision and evaluation of professional relationships between teachers, liaisons and paraprofessionals, the staff will meet within 60 days of each school year with the assigned evaluator.

This form is to be completed collaboratively with all members of such meeting and a copy will be provided to all in attendance.

Additional meetings may be convened if concerns are brought to the attention of the evaluator and noted on this same form.

Please check all those that apply and were agreed upon after completion of introductory meeting:

_____ The duties and responsibilities of the paraprofessional's job were clearly communicated.

_____ Paraprofessional has a clear understanding of all job aspects and obligations.

_____ Purposeful and supportive communication between all parties has already occurred.

_____ Parties are comfortable discussing techniques and strategies.

_____ Confidentiality of every student was reinforced.

The following are areas of interest:

--

Developmental Plan: Training, education and work assignments, which could be used to improve the employee's performance and develop skills.

--

The following are areas of concern:	
Initial meeting	Mid - year meeting if deemed necessary
Additional comments:	

Employee Signature

Date

Classroom Teacher Signature

Date

Evaluator Signature

Date

Liaison Signature

Date

Hopedale Public Schools

Educational Support Personnel Evaluation

*For Regular and Special Education Assistants
Library Assistant and Technology Assistant*

Name	
School	
Evaluator	
Date	

Performance Responsibilities	Level of Performance Exceeds	Level of Performance Meets	Level of Performance Approaching	Level of Performance Does Not Meet
-------------------------------------	-------------------------------------	-----------------------------------	---	---

Responsibility and Dependability

- _____ Reliable and conscientious
- _____ Is punctual and displays consistent attendance
- _____ Willing to assume responsibility and take initiative when appropriate
- _____ Willing to grow in the position with experience
- _____ Can be depended upon to complete tasks
- _____ Assesses situations and independently makes safe, responsible decisions
- _____ Comfortable seeking advice and consultation

Ability to Relate to Others

- _____ Works and communicates effectively and respectfully with co-workers, superiors, parents and students
- _____ Demonstrates tact, courtesy, self-control, patience and respect for others
- _____ Projects a positive attitude about school, district, job and interpersonal professional relationships

Quality of Work and Ability

- _____ Is self-motivated, conscientious and organized
- _____ Demonstrates ability to adjust to and effectively perform tasks in new and changing situations
- _____ Able to receive suggestions and/or constructive criticism
- _____ Identifies and meets job requirements with interest and enthusiasm
- _____ Works as a team player and is flexible and cooperative
- _____ Understands and demonstrates working knowledge of teacher's strategies and techniques

Confidentiality

- _____ Demonstrates ethical standards regarding student confidentiality with staff and parents within and outside of the workplace

Provide examples to support ratings for Approaching and Does Not Meet:

Developmental Plan: Training, education and work assignments, which could be used to improve the employee's performance and develop skills during the next appraisal period.

Overall Rating: _____

Employee's Comments:

Employee Signature Date

Classroom Teacher Signature Date

Evaluator Signature Date

Liaison Signature Date

Employee signature does not necessarily imply that he/she agrees with the evaluation, only that he/she has seen and discussed it with the evaluator. Evaluator signature indicates that he/she has reviewed this document with employee.

Hopedale Public Schools

Educational Support Personnel Evaluation

For those who are assigned to a direct student as either an ABA or a One-on-One

Name	
School	
Evaluator	
Date	

Part A

Performance Responsibilities	Level of Performance Exceeds	Level of Performance Meets	Level of Performance Approaching	Level of Performance Does Not Meet
1. Provide students with reinforcement of instruction introduced by the teacher.	Reinforces student instruction by using multiple methods of instruction (introduced by the teacher in other lessons). Monitors ongoing student performance and provides teacher with feedback.	Reinforces student instruction by using methods introduced by the teacher, adjusts the amount or type of reinforcement while working with the student.	Reinforces student instruction by using methods that are introduced by the teacher, but does not adjust the amount/type of reinforcement while working with the student (seeks teacher input).	Does not reinforce the instruction introduced by the teacher, uses methods that confuse the student.
2. Works with students to sustain behavioral approaches developed by the teacher.	Works with teacher to develop and sustain behavioral approaches, provides teacher with ongoing feedback.	Routinely supports teacher behavioral approaches, monitors responses and adjusts approaches accordingly.	Routinely supports teacher behavioral approaches, but does not monitor responses and adjust approaches accordingly.	Does not support teacher behavioral approaches, is unable to maintain student control.
3. Assist in the preparation of activities and materials to be utilized in the classroom.	Prepares activities and materials of own design (approved by teacher), researches and locates materials that support the teacher's instructional goal.	Prepares varied activities and material given broad goals by teacher with little or no guidance.	Prepares activities and materials with significant guidance of the teacher Needs support for implementation and follow through.	Does not adequately prepare activities and materials.
4. Assist in the collection and organization of classroom data used to improve student instruction.	Assists the teacher in developing systems for the collection and organization of data.	Collects and organizes data on student achievement from multiple sources.	Collects classroom data and organizes it using one simple method.	Is unable to identify and collect educational data on students.

_____ 1. Providing students with reinforcement of instruction introduced by the teacher.

_____ 2. Work with students to sustain behavioral approaches developed by the teacher.

_____ 3. Assist in the preparation of activities and materials to be utilized in the classroom.

_____ 4. Assist in the collection and organization of classroom data used to improve student instruction.

Part B

Performance Responsibilities	Level of Performance Exceeds	Level of Performance Meets	Level of Performance Approaching	Level of Performance Does Not Meet
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Responsibility and Dependability

- _____ Is reliable and conscientious
- _____ Is punctual and displays consistent attendance
- _____ Willing to assume responsibility and take initiative when appropriate
- _____ Willing to grow in the position with experience
- _____ Can be depended upon to complete tasks
- _____ Assesses situations and independently makes safe, responsible decisions
- _____ Comfortable seeking advice and consultation

Ability to Relate to Others

- _____ Works and communicates effectively and respectfully with co-workers, superiors, parents and students
- _____ Demonstrates tact, courtesy, self-control, patience and respect for others
- _____ Projects a positive attitude about school, district, job and interpersonal professional relationships

Quality of Work and Ability

- _____ Is self-motivated, conscientious and organized
- _____ Demonstrates ability to adjust to and effectively perform tasks in new and changing situations
- _____ Able to receive suggestions and/or constructive criticism
- _____ Identifies and meets job requirements with interest and enthusiasm
- _____ Works as a team player and is flexible and cooperative
- _____ Understands and demonstrates working knowledge of teacher's strategies and techniques

Confidentiality

- _____ Demonstrates ethical standards regarding student confidentiality with staff and parents within and outside of the workplace

Provide examples to support ratings for Approaching and Does Not Meet:

Developmental Plan: Training, education and work assignments, which could be used to improve the employee's performance and develop skills during the next appraisal period.

Overall Rating: _____

Employee's Comments:

Employee Signature Date

Classroom Teacher Signature Date

Evaluator Signature Date

Liaison Signature Date

Employee signature does not necessarily imply that he/she agrees with the evaluation, only that he/she has seen and discussed it with the evaluator. Evaluator signature indicates that he/she has reviewed this document with employee.

Hopedale Public Schools

Level 1A, Level 1 and 2 Secretary Performance Evaluation

Ratings:	Level of Performance Exceeds	Level of Performance Meets	Level of Performance Approaching	Level of Performance Does Not Meet
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Name	
School	
Evaluator	
Date	

A. Technical Skills/Ability

- _____ 1. Demonstrates basic office knowledge
- _____ 2. Is willing to improve current knowledge by acquiring new skills
- _____ 3. Works independently and without direct supervision

B. Quality of Work

- _____ 4. Work is accurate, neat, complete and thorough

C. Decision Making/Judgment/Initiative

- _____ 5. Is able to evaluate alternatives when needed
- _____ 6. Makes wise decisions based on policies and procedures
- _____ 7. Initiates action and demonstrates a willingness to exceed minimum performance required by job
- _____ 8. Respects and maintains confidentiality in dealing with records and individuals
- _____ 9. Determines priorities and reaches quick, accurate solutions

D. Responsibility and Dependability

- _____ 10. Is reliable and conscientious
- _____ 11. Can be depended upon to complete tasks
- _____ 12. Is punctual and displays consistent attendance
- _____ 13. Handles emergencies and stressful situations in a proper manner

E. Ability to Relate to Others

- _____ 14. Maintains good relationships with students, colleagues and parents
- _____ 15. Demonstrates tact, courtesy, self-control, patience and respect for others
- _____ 16. Projects a positive attitude about school, district, job and interpersonal professional relationships.

Hopedale Public Schools
COTA Evaluation

Name	
School	
Evaluator	
Date	

Part A

Performance Responsibilities	Level of Performance Exceeds	Level of Performance Meets	Level of Performance Approaching	Level of Performance Does Not Meet
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Evaluation

- _____ Uses available sources of collection evaluation data relevant to students
- _____ Assists in interpreting assessments in relation to the clients performance and goals in collaboration with the Occupational therapist

Treatment Planning and Treatment Implementation

- _____ Plans treatment programs that are applicable and practical for students
- _____ Assists in developing student centered goals and objectives
- _____ Implements and executes programs that reflect the goals and objectives of the student
- _____ Interacts positively and respectfully with students
- _____ Considers the safety of all children at all times
- _____ Uses appropriate behavior management techniques

Communication

- _____ Able to identify and report the need for program change with OT/PT supervisor
- _____ Uses appropriate oral and written communication skills in working with students, co-workers, parents and supervisors
- _____ Completes documentation and other tasks in a timely manner based on timelines given

Professional Behavior

- _____ Practices efficient time management skills
- _____ Respects and maintains student confidentiality
- _____ Able to modify behavior in response to supervisory feedback
- _____ Stays current with changes in field by attending conferences/workshops related to field
- _____ Effectively manages/monitors clinical equipment and materials
- _____ Demonstrates adaptability/flexibility in managing a system-wide caseload

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2017-2020

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2017-2020

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