

Contract

for the

*FITCHBURG PUBLIC SCHOOLS
PARA-EDUCATORS ASSOCIATION
MTA/NEA*

and the

FITCHBURG SCHOOL COMMITTEE

July 1, 2015 – June 30, 2018

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ARTICLE I
INTENT AND PURPOSE

The general intent and purpose of this Agreement is in the mutual interests of the School Committee and the Association, to provide for the operation of our school buildings under methods which will further to the fullest extent possible the safety, welfare and health of the school children of the City of Fitchburg under conditions which will insure economy of operation, quality and quantity of performance.

By the consummation of the Agreement the parties seek to continue and promote harmonious relations and mutual cooperation between the Committee and the Association; to formulate work rules to govern the relationship; to set forth the agreement of the parties with respect to rates of pay, hours of work and condition of employment under which members represented by the Association perform their duties; to provide for an orderly and equitable adjustment of all grievances as herein defined, all with the goal of improving the educational system of the City of Fitchburg. In seeking to achieve those goals, the parties acknowledge that the Committee has and must retain complete authority over the policies and administration of the schools, which it exercises under law, except, as expressly modified by a specific provision of this Agreement.

ARTICLE II
AGENCY FEE/RECOGNITION/DEFINITIONS/DURATION/RENEWAL

SECTION 1

The Fitchburg School Committee establishes as a condition of employment, that any employee who shall not be a member of the Association within thirty (30) days of the initial date of employment by the Fitchburg School Department shall, within thirty (30) days thereafter pay the employee's agency service fee; such fee shall be up to 90% of the total local, state and national dues less expenditures for political activities; or authorize the Treasurer of the City of Fitchburg, in writing, to deduct the same from such employee's payroll and transmit the amount so deducted to the Treasurer of the Fitchburg Para-Educators Association; and failure of the employee to do so shall terminate his/her employment by the Fitchburg School Department. Nothing herein shall be construed as forcing an employee to become a member of any union or employee association.

The Fitchburg Para Educators Association agrees to indemnify and save Fitchburg School Committee or any other agency of the City of Fitchburg, including but not limited to the City Treasurer or any other affected city official or city department harmless against any and all claims, suits or other forms of liability, including any legal fees and costs related thereto, arising out of deductions of any agency service from an employee's pay or out of application of this article. The Association agrees to assume full responsibility for the disposition of monies so deducted or collected once they have been turned over to the Treasurer of the Association, who shall then provide such information to the City Treasurer as may be required by the City Treasurer under M.G.L. Chapter 180, Section 17G.

SECTION 2

Subject to any applicable provisions of State or Federal Law or regulation now or hereinafter in effect, the Fitchburg School Committee (herein referred to as the "COMMITTEE" or the "EMPLOYER") recognize the Massachusetts Teachers Association/NEA (herein referred to as the "ASSOCIATION" or the "EMPLOYEES") is the sole and exclusive bargaining agent with respect to wages, hours and terms and conditions of employment for all Para-educators excluding all other employees of the Fitchburg School Department.

SECTION 3

The Committee will not aid, promote, or finance any labor groups or organizations which purport to engage in collective bargaining, or make any agreement with any such groups for the purpose of undermining the Association or changing any condition contained in this Agreement.

SECTION 4

This Agreement is a complete agreement between the parties covering all mandatory subjects of bargaining. To the extent that any rule or regulations of the Committee shall be in direct conflict with the terms of this Agreement, then the terms of this Agreement shall govern.

All matters not dealt with herein shall be treated as having been brought up and disposed of and the Committee shall be under no obligation to bargain with the Association concerning any modifications or additions, which are to be effective during the term hereof. No change or modification of this Agreement shall be binding upon the Committee or the Association unless reduced to writing by their duly authorized representatives.

SECTION 5

This Agreement includes all Para-educators of the Fitchburg Public Schools, including but not limited to the following Para-educator job title: Inclusion Para-educator, One on One Para-educator, Program Para-educator and Parent Para-educator Liaison. Also included in the bargaining unit are the following positions:

- | | |
|---|------------------------------------|
| Nurse Assistant | Media Technology Specialist |
| COTA (Certified Occupational Therapist Assistant) | Library/Media Technology Assistant |
| Speech and Language Pathologist Assistant | |
| In-House Tutor | Home Liasion |
| SPED – Bilingual Liaison | |
| Academic Support Center Paraprofessional | |
| Applied Behavior Analysis (ABA) Technician Paraprofessional | |
| Program Paraprofessional (FY17) | |

SECTION 6

This Agreement becomes effective retroactively from July 1, 2015 and shall be in effect until June 30, 2018. If a successor Agreement is not reached on or before June 30, 2018, then negotiations shall proceed under the terms of this Agreement until such time a successor Agreement is reached.

Negotiations for an extension or modification to this Agreement shall begin on or before February 1, 2018, or on a mutually agreed upon alternate date. By ratifying this Agreement, each party has served upon the other its intent to modify the Agreement upon its termination, unless either party notifies the other of a change of that intention.

ARTICLE III
RIGHTS OF ASSOCIATION

SECTION 1

The Association shall designate collective bargaining representatives and grievances representatives whose name shall be forwarded to the Committee. The Committee will recognize such representatives in their respective capacities so long as the designation from the Association remains in effect.

SECTION 2

There shall be no discrimination, interference, restraining, or coercion by the Committee or the Association against the employee because of membership or non-membership in the Association. The Association agrees to represent all employees covered in the unit and to admit said persons to membership subject only to payment of periodic dues or fees. There shall be no discrimination by either party to the employee because of race, color, creed, age or sex.

ARTICLE IV
DUES DEDUCTION

The Committee agrees that, in accordance with the provisions of Chapter 180, Section 17, it will deduct membership dues from the wages of any employee in the unit who has voluntarily submitted an appropriate authorization card.

The Committee will incur no liability for loss of dues monies after depositing same in the United States Mail properly addressed to the Secretary-Treasurer of the Association.

The Association shall indemnify and save the Committee and/or the City of Fitchburg harmless against all claims, suits, or other forms of liability, which may arise by reason of any action taken in making deductions, and remitting the same to the Union pursuant to this Section.

An employee may withdraw his/her authorization to deduct dues by giving sixty (60) days notice to the Treasurer of the Association/MTA/NEA.

ARTICLE V
RIGHT OF THE COMMITTEE

The Committee is a public body established under and with the power provided by the statutes of the Commonwealth of Massachusetts. As the elected representatives of the citizens of Fitchburg charged with the responsibility for the quality of education and the efficient and economical operation of the Fitchburg School system, it is acknowledged that the Committee has the final responsibility of establishing all rules and regulations of the Public Schools of Fitchburg.

Nothing in this Agreement shall be deemed to derogate or impair the powers and responsibilities of the Committee under the statutes of the Commonwealth, or the rules and regulations of any agency of the Commonwealth. Except as expressly modified herein, said rights and powers, include, but in no way are construed as limited to, the subjects mentioned in the "Table of Contents" in this Agreement.

As to every matter not expressly covered by this Agreement and except as directly modified by a specific provision of this Agreement, the Committee retains exclusively to itself all rights and powers and responsibilities that it has or may hereafter be granted by law, and may exercise the same at its discretion without such exercise being made the subject of a grievance arbitration proceeding.

It is agreed that management of the School Committee will issue an annual contract to probationary employees. It is further established that no non probationary employee shall be discharged, disciplined, reprimanded, or reduced in rank or compensation except for cause.

ARTICLE VI
GRIEVANCES

SECTION 1

Subject to the provisions of Article VI, a grievance shall be defined as a complaint by the Associations Grievance Committee in the unit covered by this Agreement that the employee has been subject to a direct violation of an express provision of this Agreement. Before a formal grievance is filed under Section 2, an earnest effort shall be made to adjust such grievance immediately and informally by a conference between the employee, the Association representative and the immediate supervisor.

SECTION 2

A grievance must be represented within ten (10) working days of the time of the occurrence of the alleged contract violation and must be processed in accordance with the steps, time limits and conditions set forth below:

Step 1 - The Association shall represent the grievance in writing to the Principal or Supervisor under whom he/she is employed of the building in which he/she is employed. The grievance must state the specific provision of the Agreement which is alleged to have been violated. The Principal or Supervisor under whom he/she is employed shall attempt to adjust the matter and shall give his/her answer within ten (10) working days. In the event the Principal or Supervisor under whom he/she is employed is not involved with the specific grievance, he/she will immediately refer the matter to

Step 2 - Be presented in writing to the Superintendent of Schools or his/her Designee, within fifteen (15) days after the answer of the Supervisor is due. The matter shall be investigated and a meeting set up within ten (10) working days of the receipt of the written grievance. The Superintendent shall respond in writing to the grievance within ten (10) working days after such meeting. If the matter is not satisfactorily settled at this Step, it may

Step 3 - Be appealed in writing to the Superintendent and, when appropriate, to the School Committee within ten (10) working days

The Committee or its designated representatives and the employee together with a representative of the Association shall meet to discuss the grievance as promptly as possible, normally within fifteen (15) days of the reference to the Committee. The School Committee will give its written answer to the grievance within the ten (10) days following the conclusion of that meeting. If no satisfactory settlement of the grievance is made at this Step, it may

Step 4 - Be submitted to arbitration within twenty (20) working days after the Committee's answer is due. The appeal to arbitration shall be initiated by submitting a written notice of the intention to arbitrate within the period of fifteen (15) working days and shall be governed by the procedures set forth in Article VII.

SECTION 3

A grievance not initiated within the time limits specified shall be deemed waived. Failure of a party to appeal a decision within the time limits specified shall mean that the grievance is considered settled on the basis of the decision last made and shall not be eligible for further appeal.

In the event that the principal, supervisor or School Committee shall fail to answer an appeal within the time limits specified, the grievant shall have the right to take the grievance to the next step immediately.

The above time limitations may be amended or waived by mutual written agreement of the parties.

SECTION 4

No reprisals of any kind will be taken by the Committee or any member of the administration or by the Association against any participant in the grievance.

ARTICLE VII ARBITRATION

SECTION 1

In the event either party elects to submit a grievance to arbitration, the Superintendent and the Association shall attempt to mutually select an arbitrator.

If the Superintendent and the Union have not agreed within five (5) working days after written notice set forth above of the intention to arbitrate, then the party demanding arbitration shall request the American Arbitration Association to provide a panel of arbitrators. Said arbitrator is then to be selected under the provisions of the Voluntary Labor Arbitration Rules of the American Arbitration Association.

SECTION 2

The fees of the American Arbitration Association, if any, and the fees of the arbitrator and the expenses of any required hearings shall be equally shared by the Committee and the Association. Each party shall bear the expenses of its own witnesses, participants and for the presentation of its own case. In no event shall any member of the Committee have a personal obligation for any payment under the provisions of this Agreement.

SECTION 3

The arbitrator's award shall be in writing and shall set forth his/her findings of fact with reasons and conclusions.

The arbitration shall arrive at his/her decision solely upon the facts and evidence and conditions presented by the parties through the arbitration procedure.

The arbitrator shall have no power to add to, subtract from or modify any terms of this Agreement and in reaching his/her decision shall interpret the Agreement in accordance with the commonly accepted meaning of words used herein and the principles that there are no restrictions intended on the rights or authority of the Committee other than those expressly set forth herein.

Subject to the foregoing, the decision of the arbitrator shall be submitted to the Committee and the Association and shall be binding upon the Committee, the Association and any employee or group of employees who initiated the grievance.

SECTION 4

The parties may mutually agree to submit more than one pending grievance to the same arbitrator.

ARTICLE VIII
SICK LEAVE

SECTION 1

Para-educators will be awarded fourteen (14) sick days per year.

SECTION 2

Employees with less than one (1) year of service shall accrue sick leave at the rate of 1-¼ days per month. All other employees will be credited with sick leave as of July 1st.

SECTION 3

Maximum accrual of sick leave will be 70 days.

SECTION 4

Sick leave with pay is intended primarily to cover the employee's own incapacitation due to illness or injury, however up to five (5) days annually may be used in order to attend to illnesses in the member's immediate family (as defined in Article XI). In the case where there has been an absence of five (5) or more consecutive days, the Superintendent of Schools or his/her designee may require a physician's certificate as to the necessity of an absence. Abuse of sick leave will be treated as individual disciplinary cases by the Superintendent.

ARTICLE IX
SICK LEAVE BANK

SECTION 1

A Sick Leave Bank will be maintained for use by qualified members whose sick leave accumulation is exhausted through prolonged illness or accident and who require additional leave to make full recovery from an extended illness.

SECTION 2

Each member of the bargaining unit shall submit one (1) sick day of their personal accumulation to the Sick Leave Bank on the first day of each new agreement cycle, to be used by para educators who qualify and who have exhausted their own individual sick leave, both annual and accumulated, who still have a serious extended illness.

SECTION 3

Para educators shall not qualify for consideration of extended illness leave within the framework of the Sick Leave Bank unless they have accumulated at least twenty (20) sick leave days as of the beginning of the applicable school year after the submission required by Section 2.

SECTION 4

The Sick Leave Bank shall only be available after the Para-Educator has exhausted his/her entire personal sick leave, both annual and accumulated.

SECTION 5

Any sick leave granted under the provisions of this Article shall expire at the end of the school year.

There shall be no accumulating or carry over to successive years of unused Sick Leave Bank days beyond each applicable school year, except as set forth in SECTION 13.

SECTION 6

The Sick Leave Bank shall be administered by a Sick Leave Bank Committee consisting of two (2) members designated by the School Committee (not covered by another bargaining unit) to serve at its discretion and two (2) members designated by the Para Educators' Association.

SECTION 7

Application for benefits shall be made in writing to the Sick Leave Bank Committee accompanied by a doctor's certificate as to the need for and anticipated extent of extended recovery time from the illness.

SECTION 8

Application for benefits may be made prior to the employee's exhaustion of his or her own personal sick leave to expedite benefits, but drawing upon the Bank will not actually commence until after the employee's own sick leave days are exhausted and adequate medical notification has been provided and in no event unless the prolonged illness has exceeded twenty (20) consecutive school days.

SECTION 9

The initial grant of sick leave by the Sick Leave Bank Committee to an eligible employee shall not exceed thirty (30) days.

SECTION 10

Upon completion of the thirty (30) day period, additional entitlement may be extended by the Sick Leave Bank Committee upon demonstration of need by the applicant.

SECTION 11

Subject to the foregoing requirements, the Sick Leave Bank Committee will determine the eligibility for the use of the Bank and the amount of leave to be granted. The following general criteria shall be considered by the Committee in administering the Bank and in determining the amount of leave:

1. Medical evidence of serious extended illness
2. Prior utilization of eligible leave

The decision of the Sick Leave Bank Committee with respect to eligibility and entitlement shall be final and binding and not subject to appeal.

No days may be withdrawn from the Sick Leave Bank for any other illness other than prolonged illness or accident. Days may not be withdrawn to permit an individual to stay at home to care for other members of the family and, in no instance, may days be withdrawn for purposes of maternity.

SECTION 12

Upon return from extended sick leave during which benefits were received through the Sick Leave Bank, the recipient shall be entitled to commence a new accumulation of individual sick leave in accordance with the provision of the collective bargaining agreement on the same basis as other para educators.

SECTION 13

If the Sick Leave Bank is exhausted during this contract period, it shall be renewed by the contribution of one (1) additional day of sick leave by each eligible member of the staff covered by this Agreement from their annual days of sick leave. To the extent that such additional days are unused at the conclusion of the three (3) year period, they may be carried over to the Bank in the successive school year. (Maximum of 250 days)

ARTICLE X
PERSONAL LEAVE

Three (3) personal days to conduct family, personal, legal or religious responsibilities will be awarded to each employee as of the first day of school. Application for use of personal days must be submitted within three (3) school days in advance except in cases of emergency.

Administrators shall have the right, at their discretion, to request more detail in order to make a judgment. In those instances where the paraprofessional believes and states to the Superintendent that the disclosure is too personal or embarrassing, the Superintendent shall approve the request.

ARTICLE XI
BEREAVEMENT LEAVE

In the event of a death in the immediate family of a paraprofessional, he or she shall be entitled up to three (3) consecutive days off. "Immediate Family" shall be construed to mean spouse, domestic partner, child, father, mother, sister, brother, grandparent, grandchild, father-in-law, mother-in-law, niece, nephew of the paraprofessional or a blood relative or friend residing within the home of the said paraprofessional. An employee may, due to extenuating circumstances, request an exception to using all three (3) bereavement days consecutively. Exceptions may be granted by the Superintendent or his/her designee.

In the event of the death of an aunt, uncle, sister-in-law, brother-in-law of a paraprofessional, he or she shall be entitled to one day off.

If extenuating circumstances exist, additional bereavement leave may be granted at the discretion of the Superintendent.

ARTICLE XII
WORK YEAR/WORK DAY

SECTION 1

The length of the workday/work year will be determined by the Superintendent of Schools, on an individual basis, depending upon the employee's assignment. Beginning in FY17, each paraprofessional's pay will be calculated based upon their school's start and dismissal times.

SECTION 2

If an employee is called upon to work additional days or hours, he/she will be paid on a per diem or hourly basis, if approved by the Superintendent or his/her designee.

SECTION 3

On days when there is a delayed opening, employee will receive their normal pay for their regularly assigned hours, if they report to work.

SECTION 4

All six (6) hours or more employees will receive a twenty (20) minute duty free lunch period each day.

SECTION 5

The normal work year for all paraprofessionals is 181 days (180 Student Days and 1 Professional Development Day).

Beginning FY17, the normal work year for all paraprofessionals is 182 days (180 Student Days and 2 Professional Development Days). PD Days may be scheduled in half-day increments during the school year

SECTION 6

Paraprofessionals working 4 hours or greater a day will receive a 10-minute paid break.

ARTICLE XIII
PROFESSIONAL DEVELOPMENT/WORKSHOPS

SECTION 1

If a bargaining unit member is mandated to attend a workshop or event by the Superintendent of Schools or his/her designee beyond the normal workday, he/she will be compensated at their regular hourly rate.

SECTION 2

In-service free training may be provided to both new and long term Unit B employees on teachers' in-service days. All employees required to attend such training will be compensated at their regular hourly rate.

SECTION 3

If a bargaining unit member would like to attend a job-related workshop or take a course to further their education, he/she may fill out a request form and have it approved by the Building Administrator, Superintendent of Schools and, where appropriate, the Director of Special Education. If approved, the employee will either receive reimbursement for the price of the course or workshop registration fee will be paid for the training. A maximum of \$500.00 will be paid for a course taken per year.

ARTICLE XIV
HOLIDAYS

FY17 – all employees will receive one (1) paid Holiday (Christmas Day).

FY18 – all employees will receive one (1) additional paid Holiday (Thanksgiving Day).

ARTICLE XV
EXTRA ORDINARY JOB RESPONSIBILITIES

SECTION 1

Preschool programs, programs for students with intensive needs (substantially separate programs-i.e.: Autism spectrum, emotional impairment and intellectual impairment) includes Pathways, Preschool, Guided Learning and Learning Perspectives. Paraprofessionals assigned to the substantially separate program will be classified as Program Paraprofessional and the rate of pay will be \$2.50 above the hourly para rate.

The Special Education Director can exercise discretion to identify and compensate paraprofessionals who work with students outside the substantially separate classroom but student services are in direct alignment with the intensive needs of a substantially separate classroom and who may be eligible for the additional \$1.25 for toileting that has direct contact with urine, feces and/or menstruation and/or \$1.25 for intensive instructional

services. The additional amount is at the discretion of the IEP needs and determined by the Special Education Director or Director of Pupil Services.

SECTION 2

In addition, individual para-educators may be asked to attend and complete special training courses such as ABA, SPIN, etc. due to a student's special need. This course must be set up and approved by the Director of Special Education. Upon completion of this course and, if it is so stated in the student's IEP, the Director of Special Education will approve the para-educator who has completed the training to receive an additional \$1.25 per hour.

ARTICLE XVI

JURY DUTY

SECTION 1

In the event that any employee covered by this Agreement is required to perform and does perform jury service, and in the event that the total weekly earnings of the employee, including compensation for work performed for the City of Fitchburg and compensation for jury service is less than his regular compensation for full-time employees, the Committee agrees to pay to the employees the difference between their actual weekly earnings and what he/she would have earned if he/she had performed such number of hours of work for the Committee.

SECTION 2

As a condition of receiving such payment, employee agrees that if during jury service he/she is discharged for the day during regular working hours, he/she will report to the Superintendent of Schools or his designee for such work as may be signed.

SECTION 3

An employee performing such jury service who desires the benefit of this Article shall be required to present weekly to the School Department a certificate signed by the Clerk of Courts or other proof reasonable satisfactory to the Superintendent as to the time spent by the employee in such jury service during the week and the amount of compensation received therefore.

SECTION 4

Absence for jury duty shall not count in calculating absence limitation under other Sections, the salary paid by the Fitchburg Public Schools during such absence shall be at the regular rate, less the fee paid by the courts for such duty. Employees called to Jury Duty must provide documentation from the court or a signed statement from the employee that an attempt was made to schedule jury duty during non-school time, in order to receive pay for such absence.

ARTICLE XVII

MILITARY LEAVE

SECTION 1

The Committee will comply with all State and Federal Leave with respect to mandatory military leave of absence.

ARTICLE XVIII

WORKERS COMPENSATION

Any employee when disabled by an accident or injury arising out of his/her employment is entitled to file for benefits under the Workers' Compensation. Any injury must be reported forthwith to the Building Principal, and where appropriate to the Superintendent/Director of Building Maintenance. The report of injury shall be

completed in triplicate, one copy shall be retained in the employee's personnel file and two copies forwarded to the Workers' Compensation Agent for the City of Fitchburg as soon as possible.

When covered by the Workers' Compensation Act, a member of the unit may also elect to receive sick leave payments to the extent permitted by General Law, Chapter 152, Section 69 whereby such sick leave will be chargeable pro rata against accumulated sick leave and whereby the amount, when added to Workers Compensation benefits does not exceed his/her full salary wages.

In instances where accumulated sick leave is exhausted, the member of the unit will only receive the applicable Workers' Compensation benefits.

ARTICLE XIX
JOB RELATED TRAVEL REIMBURSEMENT/LIABILITY

Upon approval by the appropriate administrator, the Fitchburg School Department agrees to reimburse bargaining unit members for job-related travel expenses at the rate set by the City of Fitchburg for all employees.

ARTICLE XX
OVERTIME

Overtime compensation at the rate of time and one-half may be paid only if a bargaining unit member is required to attend a function or be present at a job-related activity and only with the approval of the Superintendent of Schools or his/her designee.

ARTICLE XXI
SURVIVOR BENEFIT

In the event of the death of an actively employed bargaining unit member with 10 or more years of consecutive service to the Fitchburg School Department, the Fitchburg School Department agrees to pay to the designated beneficiary or estate of said individual an amount of money equal to what that individual would have been eligible to have earned for the remainder of that contract year (July 1 to June 30). Approved leaves of absence would be counted as active service.

ARTICLE XXII
EMPLOYMENT/VACANCIES/TRANSFERS/ASSIGNMENTS

A vacancy is an opening caused by promotion, death, retirement, resignation, transfer, discharge or the creation of a new position. Bargaining unit members who may be interested in filling possible vacancies and/or transferring to a different work site within the Fitchburg School Department should submit a written request to the Superintendent of schools or his/her designee by April 1st of each year. When vacancies occur throughout the year, they will be sent to the President(s) of the FEA.

- A. All members of the bargaining unit are eligible to apply for such vacancies. Factors such as seniority, experience, attendance, prior performance and specialized skills and/or training will be taken into account in filling such vacancies.
- B. Applicants for such vacancies will be notified in writing as to the decision made by the appointing authority regarding individual applications.
- C. All employees are eligible to apply and be employed in professional, co-curricular, athletic, and all other stipendary positions in the district. A list of established positions for the Fitchburg School Department and the salaries is in the Unit A contract and will be made available to bargaining unit members. Video Club Coordinator will be listed on Appendix C Extra Curricular Responsibilities, Level Two, to reflect current practice.

ARTICLE XXIII
SENIORITY/REDUCTION IN FORCE/RECALL

SECTION 1

In the event that it becomes necessary to reduce the number of employees covered by this agreement, seniority will be a factor in determining this reduction, however, it will not be the only factor. Performance, knowledge of the position, attendance and demonstrated skills associated with job performance will also be factors.

SECTION 2

Seniority will be defined as the total number of consecutive prorated years employed by the Fitchburg School Department. Therefore any prior employment by the Fitchburg School Department in such departments as food service, classroom instruction or others will be applicable in determining seniority status. Any unpaid leave of absence will not be applicable in determining seniority status.

On July 1 of each year, all members of the bargaining unit will be provided with a current, printed seniority list including position, date of hire and location of position currently held. Also included with this information will be updated totals of available sick leave, personal leave and vacation leave.

SECTION 3

In the event that it becomes necessary to lay off bargaining unit members, a recall list will be maintained with the names of employees who have been laid off within the last two (2) years. If budget permits the restoration of positions within the bargaining unit, employment will be first offered to individuals on the recall list, based upon seniority, experience, attendance, prior performance and specialized skills and/or training. Upon recall under the provisions of the Article, bargaining unit members will be placed on the corresponding step of the wage scale that is consistent with their previous employment in the Fitchburg School Department. For example, if the employee being recalled was on Step #2 of the wage scale at the time of lay-off, he/she will be placed on Step #3 upon recall, providing that the recall occurs in a subsequent contract year. If however the laid off employee was on the previous step for less than 50% of the contract year, he/she shall be placed on the same step upon recall.

ARTICLE XXIV
SUBSTITUTE COMPENSATION

If a Para-educator is required to be the substitute teacher for a day, an extra \$31.25 will be added to that employee's daily pay (**pro-rated accordingly for ELT schools**).

ARTICLE XXV
WORKING CONDITIONS

The Fitchburg School Committee shall strive to make the following working conditions available to in house personnel:

1. A work area containing adequate equipment and supplies to aid in assisting students with assignments given by classroom teachers
2. A personal desk with lock and chair
3. A communication system, which allows the employee to communicate with the office
4. All schools will supply all ESP's with their own mailbox.

ARTICLE XXVI
PERSONNEL FILES

SECTION 1

Any Education Support Professional shall have access to their personnel file during school department hours, provided they schedule an appointment at least 24 hours in advance, at a mutually agreeable time.

SECTION 2

No material derogatory to an Education Support Professional's conduct, service, character, or personality will be placed in the personnel file unless the ESP has had an opportunity to review the material. The ESP will acknowledge that he/she has had the opportunity to review the material 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. The ESP will also have the right to submit a written response to such material and his/her response shall be attached to the file copy.

SECTION 3

Any written complaint regarding an Education Support Professional to any supervisor, member of Administration &/or School Committee by any parent, student or other person will be promptly called to the attention of the Education Support Professional. The name of the complainant shall be given to the employee along with full disclosure of the specifics of the complaint.

ARTICLE XXVII
EVALUATION

An evaluation instrument will be utilized as a positive approach for study, at six months and one year. Evaluation thereafter will be required prior to January 30th and with a final evaluation by June 1st. Evaluation will be done by the principal or his designee. The Evaluation Form utilized is in Appendix A. Employees will be given a copy of any evaluation report prepared by an administrator and will have the right to discuss the report. The administrator must confer with any employee whose service is rated unsatisfactory in any respect and plan cooperatively for improvement. The employee will acknowledge that he/she has had the opportunity to review such material 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. The ESP has the opportunity to submit a written response to the Evaluation, which will be attached to the file copy.

* The agreed upon Evaluation Form is Appendix A.

ARTICLE XXX
WAGES

All Unit employees will be required to enroll in a Direct Deposit program at a financial institution of their choice. Every effort will be made by the Fitchburg Public Schools to assist any employee in this process.

All monies to be paid as earned in twenty-two (22) installments annualized during the school year.

IV. Staff Relationships

Rating: _____

- a. Accepts guidance and suggestions:
- b. Cooperative team member by demonstrating flexibility and adaptability with the school:
- c. Evaluator may offer valuable assets not covered in this evaluation:

Evaluators Comments/Suggestions: _____

Recommendation for rehire (completed by 2nd evaluation): _____

Educational Support Professionals Comments/Suggestions: _____

Educational Support Professional Signature

Date:

Principal/Director Signature

Date:

APPENDIX B
WAGES
 Para Educator Wage Scale

| | 2015/2016 | 2016/2017 | 2017/2018 |
|------|-----------|-----------|-----------|
| Step | | | |
| 1 | \$ 10.90 | \$ 11.12 | \$ 11.34 |
| 2 | \$ 11.88 | \$ 12.12 | \$ 12.36 |
| 3 | \$ 12.86 | \$ 13.12 | \$ 13.38 |
| 4 | \$ 13.83 | \$ 14.11 | \$ 14.39 |
| 5 | \$ 14.81 | \$ 15.11 | \$ 15.41 |
| 6 | \$ 15.79 | \$ 16.11 | \$ 16.43 |
| 7 | \$ 17.07 | \$ 17.41 | \$ 17.76 |

Program Paraprofessional Educator Wage Scale

| | <u>16/17</u> | <u>17/18</u> |
|------|--------------|--------------|
| Step | | |
| 1 | \$ 13.67 | \$ 13.95 |
| 2 | \$ 14.67 | \$ 14.96 |
| 3 | \$ 15.67 | \$ 15.98 |
| 4 | \$ 16.66 | \$ 16.99 |
| 5 | \$ 17.66 | \$ 18.01 |
| 6 | \$ 18.66 | \$ 19.03 |
| 7 | \$ 19.96 | \$ 20.36 |

Library Media Technology Assistant & Media Technology Specialist Wage Scale

| | <u>16/17</u> | <u>17/18</u> |
|------|--------------|--------------|
| Step | | |
| 1 | \$ 11.63 | \$ 11.86 |
| 2 | \$ 12.63 | \$ 12.88 |
| 3 | \$ 13.63 | \$ 13.90 |
| 4 | \$ 14.62 | \$ 14.91 |
| 5 | \$ 15.62 | \$ 15.93 |
| 6 | \$ 16.62 | \$ 16.95 |
| 7 | \$ 17.92 | \$ 18.28 |

**Nurse Assistant, OT Assistant, COTA, Speech Language Pathologist Assistant, Applied
 Behavior Analysis (ABA) Technician
 Wage Scale**

| 2015/2016 | 2016/2017 | 2017/2018 |
|-----------|-----------|-----------|
| \$ 24.78 | \$ 25.27 | \$ 25.78 |

**In House Personnel (Including In-House Tutor & Academic Support Center Paraprofessional)
Wage Scale**

| | 2015/2016 | 2016/2017 | 2017/2018 |
|------|-----------|------------|------------|
| Step | | +1 Holiday | +1 Holiday |
| 1 | \$ 27,572 | \$ 28,276 | \$ 28,998 |
| 2 | \$ 29,295 | \$ 30,044 | \$ 30,811 |
| 3 | \$ 31,018 | \$ 31,811 | \$ 32,623 |
| 4 | \$ 32,741 | \$ 33,577 | \$ 34,435 |
| 5 | \$ 35,612 | \$ 36,522 | \$ 37,455 |

When a bargaining unit member is appointed to any stipendiary position in the teachers' contract, s/he shall be paid the stipend amount as stated in teachers' collective bargaining agreement, and such stipends shall be part of the member's base compensation for the period of their appointment.

For the School Committee

Date _____

For the Fitchburg Para-educators Association

Date _____

