

AGREEMENT

BETWEEN

**THE GREATER LAWRENCE TECHNICAL HIGH SCHOOL
DISTRICT COMMITTEE**

AND

**THE GREATER LAWRENCE REGIONAL TEACHERS FEDERATION
LOCAL 1707
AMERICAN FEDERATION OF TEACHERS (AFT)
AFT MASSACHUSETTS, AFL-CIO**

(CAFETERIA UNIT)

July 1, 2017 - June 30, 2020

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ARTICLE I
RECOGNITION

A. Union Recognition

The Greater Lawrence Technical High School District Committee recognizes the Greater Lawrence Regional Teachers Federation, Local 1707, American Federation of Teachers (AFT), AFT Massachusetts, AFL-CIO (hereinafter referred to as the Federation or Union) as the exclusive bargaining representative for all full-time and regular part-time cafeteria employees employed by the School District Committee, excluding all other employees, confidential managerial and professional employees as defined in the Massachusetts Labor Relations Act. Members of the bargaining unit mentioned above will hereinafter be referred to as the employee or employees whenever and wherever the Contract so allows.

B. Jurisdiction

The jurisdiction of the Union shall include those persons now or hereafter who perform the duties or functions of the categories of employees in the bargaining unit.

C. Definitions

The term "District" as used in this Agreement means the Greater Lawrence Technical High School District.

The term "Committee" as used in this Agreement means the Greater Lawrence Technical High School District Committee.

The term "Parties" as used in this Agreement refers to the Committee and the Union as participants in this Agreement.

The term "School" as used in this Agreement means any work location or functional division maintained by the School District.

The term "Superintendent/Director" as used in this Agreement shall be understood to mean the responsible administrative head of the School District.

The term "Union Representative" as used in this Agreement means any duly authorized designee of the Union.

Whenever in this Agreement a personal pronoun is used, such pronoun shall be understood to apply equally to both male and female members of the bargaining unit.

D. Complete Agreement

No change or modification of this Agreement shall be binding on either the Committee or the Federation unless reduced to writing and executed by the respective duly authorized representatives.

ARTICLE II
ADMINISTRATION OF SCHOOL DISTRICT

The right to administer the affairs of the School District, subject to the limitation of this Agreement, is exclusively vested in, and retained by, the Greater Lawrence High School District Committee and its Administration.

ARTICLE III
FAIR PRACTICES

As sole collective bargaining agent, the Union will accept into voluntary membership all employees covered by this Agreement without regard to race, color, creed, national origin, sex, marital status, or previous affiliation with other organizations.

The Committee and the Union agree that there will be no discrimination in the hiring of employees or in their training assignment, promotion, transfer, or discipline because of race, creed, color, religion, national origin, political activities, sex, domicile, marital status, or participation in any organizational activities.

ARTICLE IV
GRIEVANCE PROCEDURE

A. General

The purpose of this procedure is to secure, at the lowest possible administrative level, prompt and equitable

solutions to the problems, which may from time to time arise affecting the working conditions of Employees. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

Nothing contained herein will be construed as limiting the right of any employee having a grievance to discuss the matter informally with his immediate superior and having the grievance adjusted without intervention of the Federation, provided the adjustment is not inconsistent with the terms of this Agreement and that the Federation has been given opportunity to be present at such adjustment and to state its views.

To provide for the expeditious and mutually satisfactory settlement of questions arising with respect to wages and other conditions of employment of any employee or group of employees or out of the interpretation or application of any terms of this Agreement, the procedures hereinafter set forth shall be followed:

B. Procedure

Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as maximum, and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement. Otherwise, all grievances must be processed with the steps, time limits, and conditions herein set forth:

STEP 1: An employee shall first discuss the complaint with his appropriate administrator directly with the objective of resolving the matter informally. The administrator shall orally convey his decision to the employee within two (2) work days after receiving the complaint.

STEP 2: The employee or the Union may then initiate a grievance in writing to the Superintendent/Director within thirty (30) work days after knowledge by the employee or the Union giving rise to the act or condition which is the basis for the complaint. Within ten (10) workdays of receipt of said grievance, the Superintendent/Director shall meet with the Union Representative and/or the aggrieved at a mutually convenient time. Within ten (10) workdays of the foregoing meeting, the Superintendent/Director shall communicate her decision

in writing to the Union Representative and the aggrieved.

STEP 3: If the grievance is not resolved in Step 2, the employee or the Union may appeal in writing within ten (10) work days to the full School District Committee. The District Committee shall meet with the Union Representative and/or the grievant at the next regularly scheduled meeting if the appeal is received five (5) workdays before said meeting. If not received in a timely fashion, the appeal will be heard at the next subsequent regularly scheduled meeting. The District Committee within ten (10) workdays following the meeting will forward its decision in writing to the Union Representative.

STEP 4: A grievance dispute, which is not resolved in Step 3, may be submitted by the Federation to arbitration. The proceeding may be initiated by written notice to the District Committee and the American Arbitration Association postmarked within thirty (30) workdays after receipt of the decision of the District Committee at Step 3.

The arbitrator shall issue his/her decision not later than thirty (30) days from the date of the close of the hearings or, if oral hearings have been waived, then from the date of transmitting the final statements and proofs to the arbitrator. The decision shall be in writing and shall set forth the arbitrator's opinion and conclusion on the issue submitted. The decision of the arbitrator if made in accordance with his jurisdiction and authority under this Agreement, will be accepted as final by the parties to the dispute and both will abide by it. The arbitrator's fee will be shared equally by the parties to the dispute.

C. Additional Provisions

Failure by the Committee or its agents to answer an appeal within the time limit specified or for any other reason shall mean the appeal may be taken to the next step immediately.

Should the Union fail to process a grievance through the next higher step, the grievance shall be considered closed.

An employee may review his own personnel record and upon his specific request such personnel record may be

reviewed by the Union Representative. Nothing contained in the Agreement shall deprive any individual employee of the right to discuss with the Superintendent/Director or School District Committee matters in his/her own interest.

ARTICLE V **COMPENSATION**

A. Basic Salary Schedule

The salaries of the members of the bargaining unit are set forth in Appendix A, which is attached to and made a part of this Agreement.

B. Method and Time of Salary Payment

During the school year, the salaries of all employees covered by this Agreement shall be paid on a bi-weekly basis.

C. Working Before and/or After the Regular School Year

Any employee required to work before and/or following the close of the school year shall be compensated at the same hourly rate which he/she receives during the school year.

D. Itemized Payroll Deductions

Accompanying each paycheck will be an itemized payroll deduction statement enclosed in an envelope showing gross earnings, itemized deductions, total of deductions, and net earnings.

E. Mileage Allowance

Traveling employees covered by this Agreement who are authorized in advance by the Superintendent/Director or his/her designee to use private automobiles for school business shall be reimbursed at the current IRS standard mileage rate. Said personnel shall provide the Superintendent/Director or her designee with documentation of said use.

F. Sick Leave Buyback

“Effective July 1, 1999, upon retirement or death, members of the bargaining unit shall receive severance pay equal to fifty percent (50%) of unused accumulated sick leave up to 210 days based on the employee’s compensation at the date of retirement.

All employees who have accumulated more than 210 days sick leave as of July 1, 1999 shall be entitled to use the accumulated sick leave days in the sick leave buyback plan but will be limited to the number of accumulated as of July 1, 1999 days and may not exceed same for the purpose of said plan. Nothing contained in this Article is intended to change the provisions of Article IX hereunder which allows an employee to accumulate 260 days for sick leave purposes.”

G. Placement on the Salary Schedule

Except for the Employees on the payroll as of June 30, 1994, members of the bargaining unit shall be placed on the salary schedule at the step appropriate for training and creditable years of experience.

H. Holidays

The following holidays shall be allowed with pay:

New Years Day	Labor Day
Martin Luther King Day	Columbus Day
Presidents Day	Veterans Day
Patriots Day	Thanksgiving Day
Memorial Day	Day After Thanksgiving
Good Friday	Christmas Eve
	Christmas Day

I. Longevity

Each employee should be granted a career increment based on the following formula:

Years of Service	Amount
After 10 years	\$525
After 15 years	\$900
After 20 years	\$1,200
After 25 years	\$1,400

Such payment will be made in a lump sum following the eligibility of the anniversary date.

J. Clothing Allowance

All employees will receive a clothing and shoe allowance of one hundred seventy five (\$175) dollars annually to be used for clothing appropriate to their job function.

The District shall provide uniforms for the cafeteria staff appropriate for their work. A committee of cafeteria employees shall select the color, fabric, and style for these uniforms.

K. Snow Days/Emergency Days

When school is closed due to weather or emergency conditions, or in the event school is cancelled for students but the campus remains open, employees will not be required to report to work.

In the event of a delayed school opening due to weather or emergency conditions, an employee scheduled to report to work at or before 7:00 A.M. shall be allowed to report within one and one-half (1½) hours of his/her regular start time. All other employees shall report to work at their regular start time. Any employee who reports to work on a day when there is a delayed school opening shall work and be paid for the number of hours that he/she was scheduled to work on that day.

When there is an early release due to inclement weather, cafeteria staff is authorized to leave one half (½) hour after the buses have vacated with no charge to accrued time.

ARTICLE VI
FRINGE BENEFITS

A. Health Insurance

Effective September 1, 2014, the School Committee will provide 80% of the premium cost of the present Blue Cross/Blue Shield HMO Network Blue New England plan. The School will contribute a dollar amount to Master Medical enrollees equal to the current cost of the individual and family plans respectively. Plan design for the Network Blue New England plan shall be as follows:

COVERED SERVICES	YOUR COST
Outpatient Care	
Emergency Room Visits	\$25 per visit
Mental Health and Substance Abuse Treatment	\$10 per visit
Office Visits	\$10 per visit
Chiropractor Services	\$10 per visit
Short-Term Rehabilitation Therapy - Physical and Occupational (Up to 60 visits per calendar year).	\$10 per visit
Speech, Hearing, and Language Disorder Treatment - Speech Therapy	\$10 per visit
Durable Medical Equipment - such as Wheelchairs, Crutches, Hospital Beds (up to \$1,500 per calendar year).	All charges beyond the calendar-year benefit
Inpatient Care	
General or Chronic Disease Hospital Care (as many days as medically necessary).	Nothing
Mental Hospital or Substance Abuse Facility Care (as many days as medically necessary).	Nothing
Rehabilitation Hospital Care (up to 60 days per calendar year).	Nothing
Skilled Nursing Facility care (up to 100 days per calendar year).	Nothing
Prescription Drug Benefits	
All designated Retail Pharmacies. (Up to a 30-day formulary supply for each prescription or refill).	\$10 for Tier 1 \$20 for Teir 2 \$35 for Teir 3
Through the designated Mail Service Pharmacy. (Up to a 90-day supply for each prescription or refill).	\$10 for Tier 1 \$20 for Teir 2 \$35 for Teir 3

The School District will maintain the current employee-funded Section 125 plans relating to pre-tax health and dental coverage.

The parties agree that there shall be no change in premium contribution (premium split) or plan design (co-payments and out-of-pocket expenses) for the current Network Blue New England plan for the duration of this agreement.

When an employee retires, the employee may elect to remain in the Group Health Insurance Plan if the employee contributed to and is receiving a pension from the City of Lawrence Retirement Board. Pursuant to MGL c. 32B § 18A, a retired employee, spouse, or dependent who is Medicare eligible shall be transferred to the School District's Medicare health plan upon reaching the age of sixty-five (65).

Re-opener. If during the term of the 2017-2020 agreement all other bargaining units represented by the Greater Lawrence Regional Teachers Federation agree to re-open their collective bargaining agreements to negotiate over a temporary adjustment in premium cost (premium split), then this unit may agree to do the same.

B. Group Life Insurance

The School District Committee shall provide ninety-nine percent (99%) of the cost of a twenty thousand dollar (\$20,000) life insurance policy for each employee covered by this Agreement.

C. Pension

It is agreed that it is a condition of employment that all eligible employees belong to the City of Lawrence Retirement System. If an Employee is not eligible, federal rules will be applicable.

D. Tax-Sheltered Accounts/Annuities

The District agrees that it is desirable to allow the employees to take advantage of the federal law concerning tax sheltered accounts/annuities and shall take such steps as necessary to implement a tax sheltered account/annuity program as long as there is no cost to the District. Changes in an account/annuity program will be processed within a thirty (30) day period from receipt of all required documentation.

E. Workers' Compensation

The Committee will provide Worker's Compensation for employees covered by this Agreement pursuant to MGL c. 152 §25A. An employee shall receive compensation for the first five (5) days using his/her accumulated Sick Leave granted under this agreement.

Once an employee's claim is accepted by the District's insurance carrier, the District agrees to credit the employee for an any Sick Leave he/she was charged beyond the first five (5) days, and further agrees to compensate the employee the difference between his/her regular gross wages (40%), and the amount he/she receives from Worker's Compensation (60%) for a period of up to sixty (60) calendar days.

Upon completion of the sixty (60) calendar day period, an employee shall be required to use Sick Leave to make up the difference between his/her regular gross wages (40%) and the amount he/she receives from Worker's Compensation (60%).

ARTICLE VII
WORKING CONDITIONS

A. Notices and Announcements

All official circulars pertaining to bargaining unit members shall be posted on the school bulletin boards and school website; a copy will be furnished to the Union Representative.

B. School Facilities

Adequate parking facilities for bargaining unit members shall be furnished. When possible and reasonable, school parking facilities shall be plowed and/or sanded.

C. Probationary Period

New employees hired into the bargaining unit shall be considered as probationary employees for the first six (6) months of their continuous employment.

The purpose of the new hire probationary period is to provide for the evaluation of an employee over a period of six (6) months.

At the completion of the first three (3) months and prior to the end of the six (6) month period, each probationary employee shall be evaluated by the Food Services Director. Such evaluation shall be recorded in writing. If no written evaluation is conducted, it shall be presumed that the employee's performance is satisfactory.

Upon the completion of the six-month probationary period, the Food Services Director shall also indicate his/her recommendation for the retention or termination of such employee.

The termination of a probationary period employee within the first six months is not subject to the grievance and arbitration provisions of the C.B.A.

D. Seniority

Seniority of a bargaining unit member is based upon total length of continuous service at Greater Lawrence Technical High School in the unit described in Article I.

The District shall prepare a seniority list, which will indicate the date on which all members of the bargaining unit commenced their employment in said bargaining unit.

Effective on the signing of this Agreement, all new hires with the same seniority date will have the tie broken by lot. Within three (3) weeks, the Union and the involved employees will meet to determine placement on the seniority list.

E. Discipline

An employee represented under the terms of this Agreement may be disciplined by the Superintendent/Director for any conduct that is actionable under any applicable law or regulation. The District agrees that the principle of progressive discipline will be followed in most cases of discipline. Effective July 1, 1994, employees will not be dismissed without just cause.

F. Layoff/Recall

In the event of a cutback within the cafeteria staff, employees shall be terminated on a seniority basis; i.e., employees with the least amount of service as appearing on the seniority list referred to in Article VII (D) above will be the first to be laid off.

In the subsequent event of restoration of positions within the cafeteria, those persons laid off from said positions shall receive the first opportunity for re-hire where the employees whose services were terminated last, should be the first re-employed. The rights contained in this Paragraph shall terminate after two (2) years from the date of layoff.

G. Length of Work Day and Work Year

The normal work year should be one day more than the number of school days scheduled for students. Effective July 1, 2007, employees may be asked to work an additional two (2) days prior to the beginning of the school year for students. The District shall seek volunteers first to staff a skeleton crew. If there are not a sufficient number of volunteers, the District may require employees to report in reverse order of seniority.

The minimum workday for employees will be four and one quarter (4¼) hours. The maximum workday for employees will be seven (7) hours. If it becomes necessary to change a

shift schedule due to the need of the system, the employee will be given thirty (30) days' notice. This thirty (30) day notice period may be waived or shortened with the mutual consent of the employer and the employee.

On scheduled half days for students, employees shall report for their normal shift to assist to clean or participate in professional development or attend to other appropriate duties.

All opportunities for extra work hours (overtime) will be awarded on a rotation basis based on seniority. This includes hours available when an early reporting employee is unable to report to work.

H. Procedure in Assault Cases

The Superintendent/Director shall report all cases of assault suffered by employees in connection with their employment to the School District Committee.

Whenever it is alleged that an employee has assaulted a person, or that a person has assaulted an employee, the Superintendent/Director shall conduct an investigation of the incident and report to the School District Committee. The Superintendent/Director shall comply with any reasonable request from the employee for relevant information in the Committee's possession not privileged under law concerning the person or persons involved.

I. Damage or Loss of Property

No Employee shall be held responsible for loss, damage or destruction of school property or student's property, if such loss, damage or destruction is not the fault of the employee.

An employee shall report in writing any loss, damage or destruction to the Superintendent/Director, or her designee, immediately upon becoming aware of such loss, damage or destruction.

The District may reimburse employees for loss, damage or destruction, while on duty in school, of personal property of a kind normally worn to or brought into school when the employee has not been negligent and has reported said loss to the Andover Police Department, said reimbursement to be limited, to the extent that such loss is not covered by insurance.

The term "personal property" shall not include cash over one hundred dollars (\$100). The terms "loss", "damage" and "destruction" shall not apply to the effects of normal wear, tear and use.

In order to comply with the terms of this paragraph, it is hereby agreed that employees will register all equipment and tools brought onto school property with the Superintendent/Director or her designee.

J. Break Period

Cafeteria workers shall be provided with one (1) paid twenty (20) minute break period per day.

K. General

A schedule for dish room duty will be posted on Friday for the ensuing week. Employees will rotate in this assignment. When an employee is absent on her scheduled day, the employee will make up this day in the rotation.

Employees shall not be required to purchase, pick-up or deliver supplies.

The Cafeteria supervisor will be responsible for maintaining a safe and healthy work environment for all employees. Any complaint or problems relative to the work environment should be brought to the attention of the Cafeteria supervisor and appropriate corrective action shall be taken.

Employees will be rotated to various tasks and assignments based on the employee's abilities and the needs of the District. Duties will be posted on Friday for the ensuing week. When there is a vacancy or an opening on an earlier shift, employees will be eligible to transfer into that assignment on a seniority basis before a new hire is made.

No employee will be displaced or laid-off as a result of co-op students performing cafeteria unit member's functions and work.

Any employee reporting on or before 7:00 a.m. and is involved in food preparation shall receive an additional two dollars (\$2.00) per hour until 9:00 a.m.

The District shall make a good faith effort to maintain a minimum of eight (8) employees.

Employees will not be required to mop floors in the kitchen.

Employees shall be paid for a full day on the day before Thanksgiving.

L. Employee Evaluation

The purpose of annual employee performance evaluations is to give employees and supervisors the opportunity to meet and discuss the general and specific duties the employee is expected to perform on a daily basis.

Performance evaluations help employees understand exactly what is expected of them and provide the process to monitor and improve performance across the organization. Annual performance evaluation is a process to determine how well employees do their jobs and communicates that information to them.

The evaluation instrument is incorporated by reference and attached as Appendix B. It is agreed that all observations of employee performance will be conducted personally with full knowledge of the employee no later than June 1st each year by a School Administrator knowledgeable of cafeteria operations. Such Administrator shall be designated at the beginning of the school year.

Following the official written evaluation of the employee, the School Administrator shall meet with any evaluated employee so requesting, to comment on and to discuss the evaluation report and to render constructive assistance.

Any areas receiving the rating of "Needs Improvement" or "Unacceptable" shall have those areas explained in detail on the reverse side of the form, with supervisory recommendations for improvement that are attainable.

A copy of the evaluation form, signed by the employee and the evaluator, shall be placed in his or her personnel file and a copy shall be given to the employee and evaluator. The employee's signature shall not necessarily indicate agreement with its content. The employee shall have the right to make a written reply within two weeks of the evaluation meeting, which shall be attached to the evaluation form. Any employee who feels that he/she has received an unfair evaluation shall have the right to have it reviewed by the Superintendent-Director.

The School District Committee will furnish to an employee, upon request, job descriptions of employees and an organizational chart on a current basis.

M. Employee Files

Employee files shall be maintained under the following circumstances:

No material derogatory to an employee's conduct, service, character or personality shall be placed in the files by an administrator unless the employee is sent a dated copy at the same time.

The employee shall have the right to submit a response to the statement. The employee's response shall also be included in the file.

Upon written request to the District, an employee shall be allowed to review his or her file within a reasonable time after said request.

Upon receipt of a written request, the District shall furnish a reproduction of any material in an employee's file.

Official grievances filed by any employee under the grievance procedure as outlined in this Agreement shall not be placed in the personnel file of the employee but shall be placed in the employer's grievance file.

N. STEAM Program/Academy

With the start of the 2017-2018 school year the STEAM Program/Academy will open and begin operating as an innovation school (an academy within the Greater Lawrence Technical School), pursuant to MGL c. 71 § 92(e). All full-time and regular part-time Cafeteria employees working in the STEAM Program/Academy at the Greater Lawrence Technical School shall be members of bargaining unit represented by the Greater Lawrence Regional Teachers Federation. The hours, wages, and working conditions of members of the bargaining unit working in the STEAM Program/Academy shall be as established by the parties' collective bargaining agreement with the Greater Lawrence Regional Technical High School District Committee. The STEAM Program/Academy shall be considered a department within the Greater Lawrence Technical Regional High School.

ARTICLE VIII
TRANSFERS/VACANCIES

A. New Positions and Vacancies

All new positions and all vacancies in existing positions in the bargaining unit will be posted for a minimum of seven (7) days. Such notice shall set forth the general specification responsibilities and job function of the position.

Notice of such posting will be sent to the unit's authorized representative.

Any member of the bargaining unit desiring to receive notices during the summer will provide the Superintendent's Office with self-addressed stamped business envelope(s).

B. Reassignments and Transfers

In the determination of reassignments and transfers, the convenience and wishes of the individual employee will be considered but will always be subject to the operational needs and best interests of the school system and the students. The determination of said needs and interests shall be in the sole discretion of the School Administration.

Written acknowledgment shall be forwarded to the employee upon receipt of the request for reassignment and/or transfer.

C. Involuntary Transfers

Any involuntary reassignment or transfer shall be made only after a meeting between the employee involved and at the employee's request, a Federation representative and the Superintendent and/or her designee, at which time the employee shall be notified of the reasons for the reassignment or transfer. Said meeting will be held at the employee's written request within five (5) work days of employee's receipt of notice of written notification of said assignment or transfer.

ARTICLE IX
PAID AND UNPAID LEAVES OF ABSENCE

A. Sick Leave

Effective September 1, 1999, each employee shall be credited with thirteen (13) sick days per year. Sick leave not used in any school year should be accumulated for use in subsequent years up to two hundred and sixty (260) days.

An employee may use five (5) days of his/her sick leave for absence due to serious illness of a member of her immediate family.

Each employee shall receive a notice of accrued sick leave during the month of September. The information should be transmitted in a sealed envelope.

Any employee who has accumulated one hundred and fifty (150) sick days, may annually at the close of school elect to redeem ten (10) sick days at the rate of fifty percent (50%) of daily pay provided that such Employee has not used more than five (5) sick days during the current school year. A minimum of one hundred and forty (140) days accumulated sick leave must remain on record following redemption. Written application for redemption of sick leave must be made within five (5) workdays following the official close of school in June.

B. Sick Leave Bank

A Sick Leave Bank, for the purpose of providing additional coverage after the exhaustion of individual annual and accumulated sick leave, for those members of the Sick Bank who have been certified to be seriously ill, is hereby established as of July 1, 1995, exclusively for the use of the members of the Cafeteria, Clerical and Paraprofessional units. Participation by employees shall be voluntary. Members of the Sick Bank shall be assessed one (1) day of their annual and/or accumulated sick leave. Said days are to be "deposited" in the Bank. Unused days in the Bank shall carry over from year to year. Should the number of days in the Bank be reduced through usage to the level of one hundred (100) days then each participating member shall be assessed one (1) day of their annual and/or accumulated sick leave as of the first day of the next calendar month. Said days are to be "deposited" in the Bank. In the event a participating member has no accumulated and/or annual sick leave at the time of said assessment then that member shall be assessed the amount of days owed to the Bank on the

following September 1. In no case shall an employee be assessed more than two (2) days in any given year.

Subject to the provisions of this Article each participating member may, following a maximum five (5) work day waiting period, be granted a maximum of forty (40) sick days per school year by the Bank Committee. If, as and when days are granted, they shall cover retroactively said five (5) day waiting period. In no case will a participating member be granted more than sixty (60) sick days in a three year cycle or more than one hundred eighty (180) days during their employment.

The Sick Leave Bank shall be administered by a Bank Committee made up of two (2) appointees of the Federation and three (3) appointees of the School committee. Prior to approval for use of the Bank, or any extension of the use of the Bank, the Bank Committee shall have the right but not the obligation to obtain a medical examination of the applicant by a physician of its own choosing. The Federation and the School Committee shall also each appoint one (1) alternate member to the Bank Committee. Said alternate may attend all meetings of the Bank Committee, but shall vote only in the absence of one (1) of their respective appointees. The Bank Committee shall have the power to establish procedural and functional guidelines for the operation of the Bank consistent with this Article. All decisions by the Bank Committee shall be by three (3) affirmative votes and all decisions by the Bank Committee shall be final and binding and not subject to grievance and/or arbitration. The Sick Bank will be funded by a School Committee deposit equal to the difference between one hundred fifty (150) days and the sum of the present number of days in the individual Cafeteria, Clerical, and Paraprofessional Banks as of August 31, 1995 and an additional day's assessment of all present Bank members.

Notwithstanding the foregoing, all Bank Committee decisions granting sick leave to the Bank member shall be subject to the approval of the School Committee. In addition, all Bank Committee decisions denying sick leave to the participating member may be appealed by the participating member in writing to the School Committee by filing said appeal with the Superintendent/Director within ten (10) working days of receipt of the Bank Committee decision. The School Committee shall consider said appeal at the next regularly scheduled School Committee Meeting subsequent to the receipt of the appeal. If the School Committee denies the appeal or disapproves a positive decision of the Bank Committee, the participating member has

a further right to appeal to a panel of three doctors, one selected by the School Committee, one by the Union and a doctor to be mutually agreed to by the School Committee and the Union. Notice of said appeal must be filed within ten (10) working days of the School Committee's denial and said appeal process must be diligently prosecuted by both the employee and the School Committee.

C. Personal Leave

Employees shall be granted three (3) days of personal leave annually for religious, legal, business, household or family matters which require absence.

Employees are required to give reasonable prior notice to the Superintendent/Director or her designee before taking personal leave. The requirement of reasonable prior notice shall not apply to emergency situations. The prior approval of the Superintendent/Director or his/her designee will be required on those occasions when personal leave is requested for the last school day, prior to school vacations or for the first school day immediately after school vacations unless said request is necessary for emergency reasons, in which case said prior approval will not be required.

D. Bereavement Leave

An employee shall be granted absence because of a death in the immediate family with pay for a period not to exceed four (4) days. In determining reasonable absence, consideration shall be given to the relationship of the employee to the deceased and the responsibility of the employee for making funeral arrangements. An employee's immediate family shall be considered as husband, wife, son, daughter, mother, father, mother-in-law, father-in-law, sister, brother, grandparent, grandchild or any relative residing with the employee or any person for whom the employee is solely responsible for all funeral arrangements.

An employee shall be granted reasonable absence up to two (2) days for the death of a grandparent-in-law, sister-in-law, brother-in-law, daughter-in-law, or son-in-law.

E. Maternity/Parental/Adoptive Leave

The parties agree that the provisions of the Family and Medical Leave Act of 1993 shall govern maternity, parental and adoptive leave.

Employees are eligible for an extended unpaid maternity/parental/adoptive leave of up to two (2) years. Upon completion of leave, the employee will be restored to the same or substantially similar position at the same pay and benefits. An employee will not be entitled to any right, benefit or position of employment other than any other right, benefit or position the employee was entitled to prior to the leave.

F. Court Appearances/Jury Duty

An employee summonsed for jury duty or to serve as a witness in a court case which necessitates absence from assigned duties shall be paid the difference between the compensation for such service and his regular compensation. Such employee shall report for his regular duties when he has completed the duty for which he was summonsed unless it is impossible to do so.

G. Other Leaves

Members of the bargaining unit may be granted an unpaid leave for the following reasons: Professional improvement when employees are not eligible for sabbatical leaves of absence; service in public office, or for any other activity which would benefit the Greater Lawrence Technical High School District. All such leaves shall be in the prerogative and in the sole discretion of the Superintendent/Director.

ARTICLE X
PROFESSIONAL ACTIVITY

A. Training

If the Food Services Manager requests/requires that cafeteria employees train for a new task or attend professional development, he/she will be paid at his/her hourly rate.

B. In-service Training

The District Committee agrees to reimburse any member of the bargaining unit for actual expenses (including but not limited to tuition, transportation, textbook fees and living expenses) incurred in a training program approved by the Superintendent/Director.

C. Notice of Professional Development/Training

The employer shall provide at least thirty (30) days' notice to bargaining unit employees for any required professional development/training that is outside the normal workday/work year.

ARTICLE XI
UNION RIGHTS AND RESPONSIBILITIES

A. Union Representation

Upon reasonable notification from the Union, the Superintendent/Director shall recognize the Union Building Representative as the official representative of the employees in the bargaining unit.

B. Information

The District Committee shall make available to the Union upon its reasonable request, all records relevant to negotiations or necessary for the proper enforcement of this Agreement.

With appropriate written authorization, names and addresses of newly employed employees shall be provided to the Union following their selection.

C. Printing of Agreement

The District Committee agrees to pay one-half (½) of the cost of printing a sufficient number of copies of the Agreement for unit members.

D. Union Activity at the School Level

School Meetings: The Authorized Representative of the Union shall have the right to schedule meetings of reasonable duration in the school buildings before or after regular class hours and during the lunchtime of the employees as long as there is no cost to the District and as long as the use of school facilities will be arranged with the Superintendent/Director or her designee.

Distribution of Materials: The Union shall have the right to place Union related materials in the mailboxes of employees.

E. Dues Check-off

An employee who wishes to have the District deduct the regularly monthly Union dues from his pay for transmittal to the Union shall execute an authorization card (Application for Membership) to be furnished by the Union in the form attached, (See Appendix D).

The amount of dues will be certified to the District from time to time by the designated Treasurer of the Union or by his duly authorized agent and the amount of dues will be uniform for all members of the Union. A certification of a change in Union dues shall become effective after the receipt by the District of such certification in writing from the Union at least fifteen (15) days prior to the start of the month in which the Union seeks to make such change effective.

Union dues deducted by the District shall be forwarded no later than thirty (30) days after such deduction was made to the designated Treasurer of the Union.

An authorization by an employee for deduction of Union dues shall be canceled automatically whenever such employee is removed from the School District payroll or goes on leave of absence for more than one month and there shall be no obligation on the part of the District to continue authorization in effect in the absence of an applicable collective agreement.

Authorization for deduction of Union dues may be revocable as provided by law.

F. Agency Fee

As a condition of employment, members of the bargaining unit who are not members of the Greater Lawrence Regional Teachers Federation, Local 1707, American Federation of Teachers (AFT), AFT Massachusetts, AFL-CIO, shall complete an Application for Agency Service Fee (ASF), (See Appendix E), and shall pay to the Greater Lawrence Regional Teachers Federation an Agency Service Fee. Such ASF shall be a percentage of Union dues and will represent that portion of Union dues which is commensurate with the cost of collective bargaining and contract administration. This provision is

subject to the rules and regulations of the Massachusetts Department of Labor Relations and applicable law.

G. Additional Deductions

The employer agrees to deduct from employees' salaries the premium payment for any group insurance made available to members of the bargaining unit through General Membership Services when requested in writing by the Employee. Additionally, the employer agrees to provide a payroll deduction for Massachusetts Federal Credit Union or its successor when requested in writing by the Employee to do so.

Payroll deduction shall be made available to those employees who wish to participate in the union sponsored Committee on Political Education.

ARTICLE XII
SCHOOL OPERATIONS

A. Unauthorized Interruptions of School Operations

There shall be no strike, work stoppage or other interferences or interruptions of school operations, including absences from assigned school duties to attend union meetings during the period of this Agreement. No officer or representative of the Union shall authorize, instigate or condone any such activity. By way of penalty for any violation of the foregoing, the School District Committee shall have the right to take disciplinary action against any employee participating in the violation.

B. No Union Activity on School Time

The Union agrees that no employee will engage in Union activity during the time he is assigned to duties at the school.

C. Organized Reserved Forces

Every person who is a member of a reserve component of the Armed Forces of the United States or of the National Guard shall be granted leave without loss of pay in accordance with Section 59 of Chapter 33 of the General Laws after furnishing official evidence that he has been ordered to duty. It is agreed, however, that in the interest of

minimizing disruption, the employee, the union and the Superintendent/Director will exhaust every effort to attempt to schedule all discretionary duty during July and August whenever possible.

ARTICLE XIII
SAVINGS CLAUSE

If any provision of this Agreement is or shall at any time be contrary to law, then such provision shall not be applicable or performed or enforced, except to the extent permitted by law and substitute action shall be subject to appropriate consultation and negotiation with the Union.

In the event that any provision of this Agreement is or shall be contrary to law, all other provisions of this Agreement shall continue in effect.

ARTICLE XIV
FEDERAL AND STATE LAWS

In the event any federal or state law or any order of any State Executive or Administrative Office having the authority, or if the final determination of any Board or Court of competent jurisdiction effects any provision of this Agreement, the provision or provisions so effected shall conform thereto. Except as so modified, the Agreement shall continue in full force and effect. Nothing contained in this Article shall preclude the Union from obtaining an interpretation of the law or directive relied upon by the District from the pertinent law making body.

ARTICLE XV
DURATION

This Agreement shall become effective on July 1, 2017, and shall continue in force and effect until 11:59 p.m. on June 30, 2020.

Negotiations prior to the termination of this Agreement shall commence on or before March 1, 2020, and any changes agreed upon shall not become effective until July 1, 2020.

Signed and sealed this 20th day of June, 2017.

Effective as of the 1st day of July, 2017.

FOR THE COMMITTEE

FOR THE FEDERATION

Leo Lamontagne, Chairman

Christopher Burke, President

APPENDIX A
SALARY SCHEDULE

	FY2018	FY2018	FY2019	FY2019	FY2020	FY2020
	7/1/2017	6/30/2018	7/1/2018	6/30/2019	7/1/2019	6/30/2020
STEP	1.50%	0.50%	1.50%	0.50%	1.50%	0.50%
1	\$15.78	\$15.86	\$16.10	\$16.18	\$16.42	\$16.51
2	\$16.38	\$16.46	\$16.71	\$16.79	\$17.05	\$17.13
3	\$16.96	\$17.05	\$17.30	\$17.39	\$17.65	\$17.74
4	\$17.63	\$17.72	\$17.98	\$18.07	\$18.35	\$18.44
5	\$18.19	\$18.28	\$18.55	\$18.65	\$18.93	\$19.02
6	\$18.79	\$18.88	\$19.16	\$19.26	\$19.55	\$19.65
7	\$19.40	\$19.49	\$19.79	\$19.88	\$20.18	\$20.28
8	\$20.00	\$20.10	\$20.40	\$20.50	\$20.81	\$20.91
9	\$20.74	\$20.84	\$21.15	\$21.26	\$21.58	\$21.69
10	\$21.42	\$21.52	\$21.85	\$22.12	\$22.45	\$22.73

NOTES:

- a. **FY2018:** Effective 7/1/2017 increase wages one and one-half percent (1 ½ %) across the board.
- b. **FY2018:** Effective 6/30/2018 increase wages one-half percent (½ %) across the board.
- c. **FY2019:** Effective 7/1/2018 increase wages by one and one-half percent (1 ½ %) across the board.
- d. **FY2019:** Effective 6/30/2019 increase wages by one-half percent (½ %) across the board.
- e. **FY2019:** Effective 6/30/2019 increase STEP 10 by three-quarter percent (¾ %).
- f. **FY2020:** Effective 7/1/2019 increase wages by one and one-half percent (1 ½ %) across the board.
- g. **FY2020:** Effective 6/30/2020 increase wages by one-half percent (½ %) across the board.
- h. **FY2020:** Effective 6/30/2020 increase STEP 10 by three-quarter percent (¾ %).
- i. **PLACEMENT ON THE SALARY SCHEDULE:** An Employee hired on or before 6/30/2017 will be placed on the Salary Schedule above at the Step closest to (but not less than) his/her current hourly rate of pay. The Business Office will annualize Employee wages based upon an employee's hourly rate of pay from the Salary Schedule in Appendix A, the average number of hours he/she is normally scheduled to work per week, and the length (number of weeks) in the Employee's work year.

APPENDIX B

EVALUATION FORM – CAFETERIA STAFF

EMPLOYEE: _____ POSITION: _____

EVALUATOR: _____ SCHOOL YEAR: _____

Each employee must be evaluated once during each school year. Additional evaluations may be done based upon performance issues that are rated as "Needs Improvement" or "Unacceptable".

RATING SYSTEM:

E (EXCELLENT) G (GOOD) S (SATISFACTORY) N (NEEDS IMPROVEMENT) U (UNSATISFACTORY)

General		Specific	
1. Work Appearance:		1. Job knowledge:	
2. Ability to learn new tasks:		2. Cooperation:	
3. Quality of work:		3. Reliability:	
4. Courtesy:		4. Initiative:	
5. Attendance:		5. Judgment:	
6. Punctuality:		6. Time on Tasks:	
		7. Flexibility:	
		8. Accuracy:	

COMMENTS ON SPECIFIC STRENGTHS AND WEAKNESSES: Include goals and/or recommendations to be met before the next evaluation.

EMPLOYEE'S SIGNATURE: _____ **DATE**: _____

EVALUATOR'S SIGNATURE: _____ **DATE**: _____

The employee's signature does not indicate agreement with the evaluation, only that she/he has reviewed and discussed its contents with the evaluator. The employee has the ability to provide an addendum with comments relative to this evaluation.

Cc: Employee, Evaluator, Employee's Personnel File

Revised: 4/2017

APPENDIX C

JOB DESCRIPTIONS

CAFETERIA EMPLOYEE

DEFINITION:

Under the direction of the Cafeteria Supervisor, the Cafeteria Employee will assist in the timely preparation and serving of meals adhering to ServSafe™ protocol.

ESSENTIAL FUNCTIONS:

The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related or a logical assignment to the position.

1. Adhere to safe sanitation practices for food handling and cleaning procedures throughout the kitchen and cafeteria.
2. Assist with the preparation and serving of meals.
3. May perform cashiering duties and monitor cash receipts.
4. Example of general duties may include preparation of salads, sandwiches, simple sandwich fillings, salad dressings, some baking duties, etc...
5. May assist with monthly inventory.
6. Maintain an orderly work station as assigned for the day.
7. Responsible for cleaning and sanitizing cafeteria tables.
8. Participate in the kitchen and cafeteria cleanup.
9. Setup coolers with assorted beverages.
10. May operate simple equipment: i.e. slicing machine, dishwashers, mixers, etc...
11. Cleanup operation of kitchen and equipment.
12. Any other tasks as requested by the designated Administrator.

SKILLS, ABILITIES & KNOWLEDGE:

- Willingness to perform duties with a pleasant, positive attitude.
- Ability to work in a team-oriented environment is integral to the success of the program.

WORK ENVIRONMENT:

The work environment characteristics described here are representative to those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS:

Minimal to light physical effort is generally required in performing duties in an office environment. This position requires the ability to operate a computer keyboard and standard office equipment at efficient speed.

Revised: 4/2017

APPENDIX C

JOB DESCRIPTIONS

LEAD COOK

DEFINITION:

Reporting to the Director of Food Services and/or Principal, the Lead Cook provides each student and staff member with food of high nutritious quality in an atmosphere of cleanliness and personal caring. This position is included within the Cafeteria Union and is paid at the top step of the wage scale, with a 10% differential added to the base salary.

ESSENTIAL FUNCTIONS:

The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related or a logical assignment to the position.

1. Prepares and serves food according to standards related to sanitary conditions; uses equipment correctly; uses correct utensils for preparation and serving.
2. Follows the Food Service Director's instructions in producing and serving food. Follows standardized recipes; measures and/or weighs ingredients according to instructions; assembles food and other supplies necessary to prepare recipes.
3. Uses objective and subjective indicators to evaluate food quality.
4. Ensures and follows instructions in portioning, garnishing and serving meals; assumes the responsibility of serving correct portions of food in appropriate dishes with appropriate garnishes in an attractive manner. Directs and follows the use of accepted procedures in the preparation of all foods to ensure palatability and nutrient content.
5. Assumes responsibility for receiving, storing, handling, preparing and serving of food according to established standards; receives food and non-food supplies in accordance with stated specifications and checks invoices against original orders; follows procedures for inspection of goods received for quality specified and for the return of unacceptable goods.
6. Sees that all food and non-food supplies are stored in accordance with recommended storage requirements.
7. Effectively utilizes food leftovers; does not waste food unnecessarily.
8. Follows standards to check temperature of food and equipment.
9. Follows meal pattern requirements in serving student meals. Follows standards of safety in preparing, storing and serving food; establishes a routine cleaning schedule and check off system that complies with requirements as specified under local, state and federal laws/regulations.
10. Practices and supervises procedures in food preparation, use and care of equipment and personal habits to assure that sanitation standards are met. Follows established work schedules required for the cleaning of work areas, utensils and equipment; ensures staff follows work schedules.
11. Ensures that daily menu and food production records are prepared.
12. Maintains inventory, keeping Director of Food Services apprised of supplies.

APPENDIX C

JOB DESCRIPTIONS

LEAD COOK (CONTINUED)

13. Participates in implementing cost containment measures while maintaining quality.
14. Promotes student and staff satisfaction by merchandising and serving meals in an attractive manner; organizes the serving line to ensure attractive service and a smooth traffic flow; ensures use of appropriate serving utensils and portion sizes.
15. Communicates concerns to Food Service Director about policies and procedures relating to all food service employees.
16. Open and close the cafeteria daily. Any other duties as required.

EDUCATION AND EXPERIENCE:

A high school diploma is required or any combination of experience and training which demonstrates the knowledge and experience to perform the work. Must be certified or have the ability to be certified as a NRA Safe-Serve Food Handler.

SKILLS, ABILITIES & KNOWLEDGE:

- Working knowledge of food products, materials, supplies, methods and techniques used in food preparation and cooking.
- Ability to work quickly and accurately according to work routine; ability to stand for long periods of time; ability to understand and follow written and oral instructions; ability to establish effective working relationships; ability to make basic arithmetic computations quickly and accurately.
- Skill in operating listed tools and equipment. For example: Range, oven, POS, knives, mixer, meat slicer, sandwich sealer, braising skillet, pressure cooker, steam kettle, pots and pans, and a variety of other cooking and eating utensils.
- Ability to communicate effectively both orally and in writing; ability to work under pressure with frequent interruptions.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

The work environment characteristics described here are representative to those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to stand, walk, talk or hear; use hands to operate, handle or feel objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT: The environmental conditions of this position are occasional exposure to non-weather related hot temperatures. Hazards exist as is required to be exposed to a meat slicer, ovens and kettles and cleaning supplies. The noise level in the work environment is usually moderate to loud.

Revised: 4/2017

APPENDIX C

JOB DESCRIPTIONS

SITE COORDINATOR/RECORD KEEPER

DEFINITION:

Reporting to the Director of Food Services and/or Principal, the Site Coordinator/Record Keeper is responsible for the efficiency and effectiveness of the G.L.T.S. food service program. This position is included within the Cafeteria Union; this is between a 200 and 210-day position for 35-40 hours per week paid at the top step of the wage scale with a 10% differential added to the base salary.

ESSENTIAL FUNCTIONS:

The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related or a logical assignment to the position.

1. Maintains computerized financial records of income.
2. Insures the financial integrity of the collection and payment system.
3. Function as the accounts payable and receivable manager; keep department's accounts and assists in preparation of state and federal reports as directed.
4. Reconciles daily deposits weekly with the Business Office; process all cash reports and turn in money daily.
5. Manage timesheet information and prepare payroll for submission to the payroll office.
6. Process free and reduced lunch applications throughout the school year and update all new income eligibility guidelines in the NutriKids System.
7. Manage reimbursement rates in the *Monthly Claim Report*.
8. Monthly inventory data input and process cafeteria requisitions.
9. Performs all general clerical duties including, but not limited to: Word processing, making copies, filing, data entry, opening and sorting of mail.
10. May be required to work off-site with Director of Food Services at Andover Public School's offices on an occasional basis.
11. Assists with cash register duties as necessary.
12. Any other duties as required.

EDUCATION AND EXPERIENCE:

An Associate's Degree is preferred with a minimum of three years of experience in a school setting; or any relative combination of education and experience.

APPENDIX C
JOB DESCRIPTIONS

SITE COORDINATOR/RECORD KEEPER
(CONTINUED)

SKILLS, ABILITIES & KNOWLEDGE:

- Must be certified or have the ability to be certified as a NRA Serve-Safe Food Handler; School Nutrition Association Membership is preferable.
- Thorough knowledge of financial practices and procedures for a financially automated food service program.
- Thorough knowledge of standard office procedures and practices.
- Thorough knowledge of office software applications including word processing, spreadsheet, database, Power Point (or equivalent) and financial management.
- Must possess a valid driver's license for transport to off-site offices.
- Ability to understand, learn, interpret and explain departmental procedures and apply this information appropriately to different situations.
- Ability to interact effectively and tactfully with a wide variety of individuals including administrative personnel, school district staff, faculty and students, as well members of the public.
- Ability to keep confidential personnel information.
- Ability to communicate clearly and concisely with others, both verbally and in writing.
- Ability to exercise sound judgment and evaluate risk

WORK ENVIRONMENT:

The work environment characteristics described here are representative to those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS:

Minimal to light physical effort is generally required in performing duties in an office environment. This position requires the ability to operate a computer keyboard and standard office equipment at efficient speed.

Revised: 4/2017

APPENDIX D

APPLICATION FOR MEMBERSHIP

APPLICATION FOR MEMBERSHIP

**THE GREATER LAWRENCE REGIONAL TEACHERS FEDERATION
LOCAL 1707, AMERICAN FEDERATION OF TEACHERS (AFT), AFT MASSACHUSETTS, AFL-CIO
57 RIVER ROAD, ANDOVER, MA 01810**

I hereby apply for membership in the Greater Lawrence Regional Teachers Federation, Local 1707, American Federation of Teachers (AFT), AFT Massachusetts, AFL-CIO, recognizing this organization as a constructive force in providing better educational opportunities for the Nation's children, and protecting the rights of which teachers are entitled in a democratic society.

Name of applicant _____
(Print)

Signature of applicant _____ Date _____

Address _____

City _____ State _____ Zip Code _____

Home Phone _____ Home E-Mail _____

Position _____ Program _____

AUTHORIZATION FOR PAYROLL DEDUCTION

Effective ____/____/____ I hereby request and authorized you to deduct Union Dues from my earnings each pay period in equal installments. This amount shall be paid to the Treasurer of the Greater Lawrence Regional Teachers Federation, Local 1707, American Federation of Teachers (AFT), AFT-Massachusetts, AFL-CIO. Union Dues paid to the Greater Lawrence Regional Teachers Federation may not be deductible for federal income tax purposes; however, under limited circumstances, dues may qualify as a business expense. These deductions may be terminated at any time by me by written notice to both the Federation and the Committee, or upon termination of my employment.

Employee's Signature

Date

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APPENDIX E

APPLICATION FOR AGENCY SERVICE FEE

APPLICATION FOR AGENCY SERVICE FEE

**THE GREATER LAWRENCE REGIONAL TEACHERS FEDERATION
LOCAL 1707, AMERICAN FEDERATION OF TEACHERS (AFT), AFT MASSACHUSETTS, AFL-CIO
57 RIVER ROAD, ANDOVER, MA 01810**

I do not wish to apply for membership in the Greater Lawrence Regional Teachers Federation, Local 1707, American Federation of Teachers (AFT), AFT Massachusetts, AFL-CIO, recognizing that I shall be required to pay, as a condition of employment, an Agency Service Fee (ASF).

Name of applicant _____
(Print)

Signature of applicant _____ Date _____

Address _____

City _____ State _____ Zip Code _____

Home Phone _____ Home E-Mail _____

Position _____ Program _____

AUTHORIZATION FOR PAYROLL DEDUCTION AGENCY SERVICE FEE

Effective ____/____/____ I hereby request and authorized you to deduct Agency Service Fee (ASF) from my earnings each pay period in equal installments. This amount shall be paid to the Treasurer of the Greater Lawrence Regional Teachers Federation, Local 1707, American Federation of Teachers (AFT), AFT-Massachusetts, AFL-CIO. ASF paid to the Greater Lawrence Regional Teachers Federation may not be deductible for federal income tax purposes; however, under limited circumstances, fees may qualify as a business expense. These deductions may be terminated at any time by me by written notice to both the Federation and the Committee, or upon termination of my employment.

Employee's Signature

Date

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