

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

(PARAPROFESSIONAL UNIT)

July 1, 2017 to 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 (hereafter referred to as the Federation or Union) as the exclusive bargaining representative for all full-time and regular part-time teaching aides employed by the School District Committee, including Paraprofessionals, Parent Liaisons, Physical Education Assistant/Athletic Trainer, School Security and 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 or Paraprofessionals 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 Technical High School District Committee and its administration.

**ARTICLE III**  
**FAIR PRACTICES**

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

The District 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 his/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/her own personnel record and upon his/her 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. Employees will have the option of receiving equalized paychecks.

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

Any paraprofessional 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. A Paraprofessional who works the extended school year (summer) programs shall be compensated at twenty-five dollars (\$25.00) per hour, and for all hours worked.

**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 his/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 these accumulated sick leave days in the sick leave buyback plan but

all others will be limited to the number of accumulated days as of July 1, 1999 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 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.

Effective July 1, 1999, no newly hired employee shall be placed beyond step 8 of the salary grid.

**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
Good Friday	Thanksgiving Day
Patriots Day	Day After Thanksgiving
Memorial Day	Christmas Eve
	Christmas Day

**I. Longevity**

Effective July 1, 2010, each employee shall be granted a career increment based on the following formula:

Years of Service	Amount
After 10 years	\$525
After 15 years	\$800
After 20 years	\$1,000
After 25 years	\$1,300

Such payment will be made following the eligibility of the anniversary date.

**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
<b>Outpatient Care</b>	
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
<b>Inpatient Care</b>	
General or Chronic Disease Hospital Care (as many days as medically necessary).	Nothing
Mental Hospital r 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
<b>Prescription Drug Benefits</b>	
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 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%).

**F. School Security Uniform Allowance**

The School will purchase four (4) work shirts and four (4) pair of work pants per school year for each School Security employee. The School will also grant a shoe allowance of up to \$150.00 per school year, per employee. The employee must provide the Business Office with proof of purchase for reimbursement purposes.

**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, and a copy 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.

Mailboxes for employees shall be provided at the school.

**C. Substitutes**

Paraprofessionals, if they wish, may be used as substitutes for regularly assigned teachers. When Paraprofessionals are used as substitutes, such Paraprofessionals shall be paid her normal rate of pay plus an additional nine dollars (\$9.00) per period for each period he/she substitutes.

A substitute teacher will be appointed by the Superintendent/Director or his/her designee whenever the regular teacher is absent for one class period or longer. If a Paraprofessional is named by the Superintendent/Director or his/her designee as the substitute teacher, then the above provision will apply.

#### **D. 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 supervising administrator. 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 supervising administrator 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.

#### **E. 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.

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.

#### **F. 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. Employees will not be dismissed without just cause.

### **G. Layoff/Recall**

In the event of a cutback within an academic, career area or administrative department, the employees within that department having the least amount of service at the school as shown on the seniority list in Article VII(E)~~(2)~~ shall be the first to be laid off.

In the subsequent event of restoration of positions or the creation of new positions within an area of assignment, those persons laid off from said positions shall receive the first opportunity of re-hire where, the employees whose services were terminated last, shall be the first re-employed. All employees on recall shall be notified of openings in all areas of assignment. The rights contained in this paragraph ~~(E)(2)~~ shall terminate after two (2) years from the date of layoff.

### **H. Length of School Day and School Year**

The duties, functions and qualifications for the Paraprofessional, Paraprofessional (Bilingual Aide), Parent Liaison, Physical Education Assistant/Athletic Trainer (PEA/AT), School Security, and Lead School Security positions are contained in the Job Descriptions negotiated with the Union and attached as part of Appendix C. The salary range for these positions shall be in accordance with Appendix A) and placement upon the Salary Schedule will be based on qualifications, education and experience. Paraprofessional, Paraprofessional (Bilingual Aide), Parent Liaison, Physical Education Assistant/Athletic Trainer (PEA/AT), School Security, and Lead Security employees receive all benefits provided under this agreement. Any employee required to work beyond the end of his/her scheduled work day/work week shall be compensated at his/her regular hourly rate of pay and for all hours worked or any portion thereof, and in addition will be compensated at his/her overtime hourly rate of pay for all hours worked or any portion thereof in excess of forty (40) hours per week.

**PARAPROFESSIONALS:** Effective July 1, 2012, the Paraprofessional's work year will consist of one hundred and eighty three (183) days. The work year will include the professional development days prior to Labor Day and will continue until all state attendance requirements are met. It is agreed that if state attendance requirements are changed, the parties will renegotiate provisions of this Article VII, H.

Paraprofessionals will be paid for thirty-three and three-quarters (33<sup>3</sup>/<sub>4</sub>) hours/week which will be scheduled as follows, including one half (½) hour for lunch:

Monday - Tuesday - Thursday	7:40 A.M. - 2:55 P.M.
Wednesday	7:40 A.M. - 3:15 P.M.
Friday	7:40 A.M. - 2:35 P.M.

**PARENT LIAISONS**: The work year for Parent Liaison employees shall be ten (10) months per year, which shall coincide with the school year with students, and including any professional development days scheduled at the beginning of each school year. Parent Liaison employees shall be paid for forty (40) hours/week which will normally be scheduled between 7:00 A.M. and 3:30 P.M., Monday-Friday, including one half (½) hour for lunch. Given the nature of this position, the duties may require flexible scheduling to accommodate the needs students.

**PHYSICAL EDUCATION ASSISTANT/ATHLETIC TRAINER (PEA/AT)**: The PEA/AT position is a full time, ten (10) month, flexibly-scheduled position. The work year for the PEA/AT position shall start on or about the third Monday in August of each year, and continues through the end of the school year in June. The PEA/AT position is paid for forty (40) hours/week, which will normally be scheduled between 7:00 A.M. and 3:30 P.M., Monday-Friday, including one half (½) hour for lunch. Given the nature of this position, the duties may require flexible scheduling to accommodate the needs of students, and it is understood that this position may include some work on Saturdays and Sundays. A PEA/AT required to work on a day when school is not normally in session for students, e.g. a holiday or vacation, shall receive compensation for the holiday or vacation, and he/she will also be paid at his/her regular hourly rate of pay and for all hours worked on said day or any portion thereof, and at his/her overtime hourly rate of pay for all hours worked or any portion thereof in excess of forty (40) hours per week.

**SCHOOL SECURITY**: The work year for School Security shall be two hundred (200) days, including eighteen (18) days assigned as needed based upon the needs of the school. The School Security and Lead School Security positions are paid for thirty-seven and one-half (37½) hours/week which will be scheduled between 7:00 A.M. and 3:00 P.M., Monday-Friday, including one half (½) hour for lunch. Compensation for the Lead School Security position is in accordance with Appendix A, with an additional 10% base pay stipend.



**I. 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.

**J. 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 his/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 his/her designee.

**K. Transporting Students**

Employees shall not be allowed nor required to transport students in their personal automobiles.

**L. Duty-Free Lunch**

Employees covered by this agreement scheduled to work six (6) or more hours/day shall be provided with a thirty (30) minute duty-free lunch period in accordance with MGL c. 149 §§ 100 and 101. An employee not completely relieved of all duties during his/her lunch period shall be compensated at the applicable hourly rate of pay.

**M. Paraprofessional Programming**

If a budget is in place by June 15, Paraprofessionals will be notified of program schedules for the next school year. If no budget is in place by June 15, Paraprofessionals will be notified within seven (7) days of the budget's adoption and approval.

**N. Paraprofessional Evaluation**

The evaluation document is attached as Appendix B. It is agreed that all observations of employee performance will be conducted personally with full knowledge of the employee.

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

A copy of the evaluation report, signed by the employee, shall be placed in his or her personnel file and a copy shall be given to the employee. The employee's signature shall not necessarily indicate agreement with its content. The employee shall have the right to make a written reply, which shall be attached to the evaluation report. Any employee who feels that she/he has received an unfair evaluation shall have the right to have it reviewed up the chain of command through 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. Negotiated job descriptions for each position in the unit are attached as Appendix C.

**1. Evaluation Procedure:**

A formal, written evaluation will be completed annually by the primary evaluator, as designated by the Principal and/or Superintendent-Director at the beginning of the school year. It is understood that the primary evaluator may obtain feedback about job performance from other administrators or

teachers who have direct knowledge of the Paraprofessional's work. If so, information gathered from others should be documented on the evaluation.

The final written evaluation will be completed by the primary evaluator using the "Paraprofessional Annual Evaluation" form. Four performance areas will be evaluated:

- Commitment to Assignment
- Responsiveness to Student Needs
- Instructional Knowledge and Skills
- Staff / Parent Relationships

Each performance area will be evaluated as follows:

- Exceeds expectations
- Meets expectations consistently
- Meets expectations inconsistently
- Does not meet expectations

Specific indicators for each of the four areas of job performance are listed on the "Paraprofessional Evaluation" form. The primary evaluator will identify those specific indicators that fall below expectations when performance is evaluated as Level 3 and 4 for any performance area and will identify strategies for improvement.

A formal evaluation will necessitate the need for each employee and evaluator to be familiar with the criteria and procedures to be used. The evaluation will encompass a yearlong process of observation and culminate in the completion of the written evaluation. The primary evaluator may obtain additional feedback about job performance from other administrators and/or teachers who have direct knowledge of the Paraprofessional's work; such feedback shall be documented accordingly. The Paraprofessional is encouraged to speak with the primary evaluator at any time about the evaluation process.

**2. Timetable:** The timetable for evaluation shall be established as follows:

Paraprofessionals in the first year of employment in the Greater Lawrence Technical School shall receive a written, interim evaluation within the first ninety days of employment and a final written evaluation by June 1<sup>st</sup>. Both the interim and the final evaluation will utilize the "Paraprofessional Annual Evaluation" form.

All other Paraprofessionals will be evaluated annually and receive a written evaluation by June 1<sup>st</sup> using the "Paraprofessional Evaluation" form.

The primary evaluator will meet with each Paraprofessional to review the final evaluation. The evaluation will be signed by both the primary evaluator and the Paraprofessional. The employees' signature does not mean he/she agrees with the content of the evaluation. The Paraprofessional may, at his/her discretion, attach a written statement to the evaluation within ten (10) days of receipt of the evaluation.

The signed annual evaluation ("Paraprofessional Annual Evaluation"), along with any attachments written and signed by the employee, will be filed in the employee's personnel record.

**3. Confidentiality:** Evaluations shall be confidential between the primary evaluator and the employee being evaluated. All original copies of evaluation documents will be filed in the employee's personnel record. Only the employee and appropriate administrative staff will have access to an individual's personnel file.

#### **O. 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.

**P. Preparation Time/Common Planning Time**

Effective July 1, 2017 all Paraprofessionals will be scheduled for and receive one (1) period (block) of Preparation Time per week which may be used for Common Planning Time.

**Q. 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 Paraprofessionals, Parent Liaisons, Physical Education Assistants/Athletic Trainers and School Security 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 authorized representative of the unit.

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 pupils. The determination of said needs and interests shall be in the sole discretion of the School Committee and 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**

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

An employee may use five (5) days of 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.

The Sick Leave Bank shall be administered by the 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 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 his or her 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 Bank will be initially funded by a grant of twenty-five (25) days by the Committee.

In case of an absence of five (5) or more consecutive days the Superintendent/Director may require that an employees' file a



statement with the Superintendent/Director from a registered physician that he/she is treating the employee.

**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. Any unused personal leave may be accumulated as sick time.

**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, grandparent, grandchild, mother-in-law, father-in-law, sister, brother, 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. Extended 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/her regular duties when he/she 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. In-Service Training**

Paraprofessionals will be eligible to attend any in-service program provided for the teacher's unit.

Whenever an in-service course or program is provided for the teacher's unit, all members of the bargaining unit shall attend this course or program.

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

**B. Professional Development Compensation**

Any educational paraprofessional who attends teacher professional development training sessions/seminars after normal working hours and offered by the school shall be compensated at their hourly rate.

**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 paraprofessionals shall be provided to the Union following their selection.

**C. Printing of Agreement**

The District Committee agrees to pay one-half (1/2) 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 his/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/her 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 cancelled 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 affects any provision of this Agreement, the provision or provisions so affected 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 20<sup>th</sup> day of June, 2017.

This agreement is effective as of the 1<sup>st</sup> day of July 2017.

**FOR THE COMMITTEE**

**FOR THE FEDERATION**

\_\_\_\_\_  
Leo Lamontagne, Chairman

\_\_\_\_\_  
Christopher Burke, President

**APPENDIX A**  
**SALARY SCHEDULE**

	<b>FY2018</b>	<b>FY2018</b>	<b>FY2019</b>	<b>Fy2019</b>	<b>Fy2020</b>	<b>Fy2020</b>
	<b>7/1/2017</b>	<b>6/30/2018</b>	<b>7/1/2018</b>	<b>6/30/2019</b>	<b>7/1/2019</b>	<b>6/30/2020</b>
<b>STEP</b>	1.50%	0.50%	1.50%	0.50%	1.50%	0.50%
<b>1</b>	\$21.50	\$21.61	\$21.93	\$22.04	\$22.37	\$22.48
<b>2</b>	\$22.66	\$22.78	\$23.12	\$23.24	\$23.58	\$23.70
<b>3</b>	\$23.83	\$23.95	\$24.31	\$24.43	\$24.80	\$24.92
<b>4</b>	\$25.02	\$25.14	\$25.52	\$25.65	\$26.03	\$26.16
<b>5</b>	\$26.20	\$26.33	\$26.72	\$26.86	\$27.26	\$27.40
<b>6</b>	\$27.36	\$27.50	\$27.91	\$28.05	\$28.47	\$28.62
<b>7</b>	\$28.53	\$28.67	\$29.10	\$29.25	\$29.69	\$29.84
<b>8</b>	\$29.69	\$29.84	\$30.28	\$30.44	\$30.89	\$31.05
<b>9</b>	\$30.88	\$31.03	\$31.50	\$31.65	\$32.13	\$32.29
<b>10</b>	\$32.03	\$32.19	\$32.68	\$32.84	\$33.33	\$33.50
<b>11</b>	\$33.22	\$33.39	\$33.89	\$34.06	\$34.57	\$34.74
<b>12</b>	\$34.40	\$34.57	\$35.09	\$35.53	\$36.06	\$36.51

**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 12 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 12 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 INSTRUMENT

Name of Employee: \_\_\_\_\_ School Year: \_\_\_\_\_  
Departmental Assignment: \_\_\_\_\_

**Directions:** Evaluate the overall *Level of Performance* for each of the four Performance Areas. Identify those Performance Indicators noted as commendations ("Exceeds Expectations" - Level 1) and those Performance Indicators that need improvement (Levels 3 and 4), or not applicable if irrelevant.

<b>PERFORMANCE AREAS</b> <i>Please mark the number corresponding to the appropriate level of performance on the line to the left of the area being rated.</i>	<b>LEVEL OF PERFORMANCE</b>			
	<b>1</b> Exceeds Expectations	<b>2</b> Meets Expectations Consistently	<b>3</b> Meets Expectations Inconsistently	<b>4</b> Does Not Meet Expectations
<b>COMMITMENT TO ASSIGNMENT</b>	<u>Comments</u>	<u>Comments</u>	<u>Comments</u>	<u>Comments</u>
___ Displays interest and enthusiasm in work ___ Maintains regular attendance and is punctual ___ Accepts and carries out assignments willingly ___ Uses work time productively ___ Demonstrates initiative and resourcefulness ___ Demonstrates flexibility and adjusts to change				
<b>RESPONSIVENESS TO STUDENT NEEDS</b>	<u>Comments</u>	<u>Comments</u>	<u>Comments</u>	<u>Comments</u>
___ Interacts positively with students ___ Displays concern for student health and safety ___ Accepts individual differences ___ Helps students to communicate in a positive manner				
<b>INSTRUCTIONAL KNOWLEDGE &amp; SKILLS</b>	<u>Comments</u>	<u>Comments</u>	<u>Comments</u>	<u>Comments</u>
___ Demonstrates awareness of basic classroom / school routines ___ Is successful in the reinforcement of skills ___ Works well with groups or individual students ___ Maintains confidentiality on student issues ___ Follows through on directions				
<b>STAFF / PARENT RELATIONSHIPS</b>	<u>Comments</u>	<u>Comments</u>	<u>Comments</u>	<u>Comments</u>
___ Accepts guidance and constructive suggestions				



**APPENDIX B**  
**EVALUATION INSTRUMENT**

<input type="checkbox"/> Is a cooperative team member <input type="checkbox"/> Brings concerns / issues through proper chain of command <input type="checkbox"/> Communicates well with others <input type="checkbox"/> Is tactful and considerate of others				
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\_\_\_\_\_  
 (Para's Initials)

\_\_\_\_\_  
 (Evaluator's Initials)

**PERFORMANCE AREAS**

- Commitment to Assignment
- Responsiveness to Student Needs
- Instructional Knowledge and Skills
- Staff / Parent Relationships

**LEVEL OF PERFORMANCE**

1. Exceeds expectations; areas of commendation
2. Meets expectations consistently
3. Meets expectations inconsistently
4. Does not meet expectations

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**Evaluator's Comments: (Specific improvement strategies must be noted for all Performance Areas evaluated as 3 and 4)**

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\_\_\_\_\_  
**Paraprofessional's Signature & Date**

\_\_\_\_\_  
**Evaluator's Signature Date**

\_\_\_\_\_  
**Date of Evaluation Review Meeting**

**Annual Evaluation** \_\_\_\_\_

**APPENDIX B**  
EVALUATION INSTRUMENT

**Interim Evaluation** \_\_\_\_\_

The signature of the Paraprofessional means only that he/she has read this document. Within ten (10) days, the Paraprofessional may attach a signed, written statement of his/her own.

The original, signed copy of the *Paraprofessional Annual Evaluation* form along with any statement, written and signed by the Paraprofessional, will be placed in the employee's personnel file.

*Evaluation instrument edited March 5, 200*

## APPENDIX C

### JOB DESCRIPTIONS

#### PARAPROFESSIONAL

##### DEFINITION:

Reporting to the Classroom Teacher to whom the Paraprofessional is assigned, performs any combination of instructional tasks in a classroom to assist in making the school setting effective and efficient wherever and whenever possible. Compensation is in accordance with Appendix A. Placement on the Salary Schedule is dependent upon qualifications, education and experience.

##### 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. Discusses assigned teaching area with classroom teacher to coordinate instructional efforts.
2. Plans, prepares and develops various teaching aids such as bibliographies, charts, and graphs.
3. Presents subject matter to students, utilizing variety of methods and techniques such as lecture, discussion, and supervised role-playing.
4. Assists students as assigned, individually or in groups, with lesson assignments to present or reinforce learning concepts.
5. Assist the teacher in preparing the room for school and in keeping the classroom neat and orderly.
6. Help prepare and distribute lesson materials;
7. Assist the teacher in arranging bulletin boards, class displays, learning center materials, parent notices, etc.
8. Assist in storing materials and getting classroom ready for closing of school; and
9. Any other duties as required by the Classroom Teacher.

##### EDUCATION AND EXPERIENCE:

Associates degree required, Bachelors preferred; Paraprofessionals must have passed the state assessment required as to ability to assist in the instruction of math, reading, writing, etc.

##### SKILLS, ABILITIES & KNOWLEDGE:

1. Must demonstrate an interest in working with adolescents.
2. Must be a self-starter and have the ability to work with minimal supervision and direction.
3. Must have well-established communication skills and the ability to share information and resources appropriately.
4. Must possess a high-level of interpersonal skills; general pleasant demeanor and respectful attitude towards employees at all levels of the school.
5. Working knowledge of Microsoft Word and Excel software.
6. Must be organized, detail oriented and maintain confidentiality.

**APPENDIX C**  
**JOB DESCRIPTIONS**

**PARAPROFESSIONAL**  
**(CONTINUED)**

**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 a classroom environment. This position requires the ability to operate a computer keyboard and standard office equipment. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand.

## APPENDIX C

### JOB DESCRIPTIONS

#### PARAPROFESSIONAL BILINGUAL AIDE

##### DEFINITION:

Reporting to the Classroom Teacher/Administrator to whom the Paraprofessional is assigned, performs any combination of instructional tasks in a classroom to assist in making the school setting effective and efficient wherever and whenever possible. Compensation is in accordance with Appendix A. Placement on the Salary Schedule is dependent upon qualifications, education and experience.

##### 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. Discusses assigned teaching area with classroom teacher to coordinate instructional efforts.
2. Plans, prepares and develops various teaching aids such as bibliographies, charts, and graphs.
3. Presents subject matter to students, utilizing variety of methods and techniques such as lecture, discussion, and supervised role-playing.
4. Assists students as assigned, individually or in groups, with lesson assignments to present or reinforce learning concepts.
5. Assist the teacher in preparing the room for school and in keeping the classroom neat and orderly.
6. Help prepare and distribute lesson materials; assist the teacher in arranging bulletin boards, class displays, learning center materials, parent notices, etc.
7. Assist in storing materials and getting classroom ready for closing of school.
8. Responsible for distribution of correspondence.
9. Serves as a translator on an as-needed basis.
10. Any other relative duties as required by the Classroom Teacher and/or Administrator.

##### EDUCATION AND EXPERIENCE:

Associates degree required, Bachelors preferred; Paraprofessionals must have passed the state assessment required as to ability to assist in the instruction of math, reading, writing, etc.

**APPENDIX C**  
**JOB DESCRIPTIONS**

**PARAPROFESSIONAL**  
**BILINGUAL AIDE**  
**(CONTINUED)**

**SKILLS, ABILITIES & KNOWLEDGE:**

1. Must demonstrate an interest in working with adolescents.
2. Must be a self-starter and have the ability to work with minimal supervision and direction.
3. Must have well-established communication skills and the ability to share information and resources appropriately.
4. Must possess a high-level of interpersonal skills; general pleasant demeanor and respectful attitude towards employees at all levels of the school.
5. Working knowledge of Microsoft Word and Excel software.
6. Must be organized, detail oriented and maintain confidentiality.
7. Must be able to speak, read and write fluent Spanish.

**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 a classroom environment. This position requires the ability to operate a computer keyboard and standard office equipment. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand.

## **APPENDIX C**

### **JOB DESCRIPTIONS**

#### **PARENT LIAISON**

##### **DEFINITION:**

Reporting directly to the Assistant Principal for Discipline, the Parent Liaison shall provide attendance support as it relates to student attendance and parental issues, concerns and initiatives, acting as an intermediary between the parents and the school. Compensation is in accordance with Appendix A. Placement on the Salary Schedule is dependent upon qualifications, education and experience.

##### **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. In collaboration with Deans, oversee the calling of parents with attendance, Department of Social Services issues, as well as probation and discipline concerns.
2. Work with the Department of Social Services, the Department of Youth Services, courts and the probation system as necessary.
3. Prepare all school attendance reports for the Department of Education.
4. Provide daily student attendance reports to Administration.
5. Prepare letters to students and parents regarding attendance issues.
6. Provide Deans and the Administration with information regarding student failure due to absenteeism.
7. Maintain the Parent Resource Center; act as a liaison between home and school.
8. Provide parents with updated student information as needed.
9. Organize, prepare, set up and host the "parent table" at the annual Open House; maintain records and documents accordingly.
10. Investigate, choose, prepare and schedule family school projects.
11. Prepare report of activities and evaluations with recommendations for future projects.
12. Assists with data research, preparing and organizing proposals and reports.
13. Arrange make-up sessions for students as necessary.
14. Prepare and distribute correspondence including: Word processing and spreadsheet preparation that may contain confidential student/parent information.
15. Any other duties as required by the Assistant Principal and/or High School Principal.

##### **EDUCATION AND EXPERIENCE:**

Associate's Degree with a minimum two years office experience, preferably in a school setting, or any relative combination of education and experience. Preferred candidate shall possess bi-lingual language skills.

**APPENDIX C**  
**JOB DESCRIPTIONS**

**PARENT LIAISON**  
**(CONTINUED)**

**SKILLS, ABILITIES & KNOWLEDGE:**

1. Must be a self-starter and have the ability to work with minimal supervision and direction.
2. Must have well-established communication skills and the ability to share information and resources appropriately.
3. Must possess a high-level of interpersonal skills; general pleasant demeanor and respectful attitude towards employees at all levels of the school.
4. Working knowledge of Microsoft Word and Excel software; demonstrated ability to create and maintain spreadsheets and databases.
5. Must be extremely organized, detail oriented and maintain confidentiality.

**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.



## **APPENDIX C**

### **JOB DESCRIPTIONS**

#### **PHYSICAL EDUCATION ASSISTANT/ATHLETIC TRAINER**

##### **DEFINITION:**

The Physical Education Assistant/Athletic Trainer performs any combination of instructional tasks in a classroom or on the athletic field to assist students and student athletes in making the school setting effective and efficient. The Physical Education Assistant/Athletic Trainer is a full-time, ten (10) month, flexibly-scheduled position starting on or about the third Monday in August, and continuing through the end of the school year in June. This position is paid for forty (40) hours/week with some work on Saturdays and Sundays. Compensation is in accordance with Appendix A. Placement on the Salary Schedule is dependent upon qualifications, education and experience.

##### **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. Assist physical education teacher to coordinate instructional efforts within the classroom.
2. Maintain appropriate general treatment orders to be reviewed annually and approved by the team physician.
3. Provide athletic training services for all home athletic contests and away varsity football games. If a conflict arises between an away varsity football game and a home contest, the varsity football event will supersede.
4. Act as liaison between family physicians and specialists, the school district, athletes and their parents.
5. Maintain accurate records of injuries, treatments and provide insurance claim forms for sports injuries treated by a physician.
6. Assist the Athletic Director in developing and maintaining a budget for the athletic training program.
7. Schedule and be present for pre-participation sports physicals.
8. Provide the coaches and Athletic Director with a list of athletes medically eligible to compete under district and state rules and regulations.
9. Any other duties as required by the Physical Education Teacher or Athletic Director.

##### **EDUCATION AND EXPERIENCE:**

Bachelor's Degree with a concentration in Athletic Training/Sports Medicine preferred; teaching license from D.E.S.E. in physical education is preferred. Red Cross lifeguard certification is required.

**APPENDIX C**  
**JOB DESCRIPTIONS**

**PHYSICAL EDUCATION ASSISTANT/ATHLETIC TRAINER**  
**(CONTINUED)**

**SKILLS, ABILITIES & KNOWLEDGE:**

1. Ability to determine an athlete's physical readiness to participate in a sporting event; knowledge of the physiological demands and responses to exercise; knowledge of legal requirements and rules of the athletic events is required.
2. Must demonstrate an interest in working with adolescents.
3. Must be a self-starter and have the ability to work with minimal supervision and direction.
4. Must have well-established communication skills and the ability to share information and resources appropriately.
5. Must possess a high-level of interpersonal skills; general pleasant demeanor and respectful attitude towards employees at all levels of the school.
6. Working knowledge of Google Docs for schools.
7. Must be organized, detail oriented and maintain confidentiality.

**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.

1. Position entails work indoors and outdoors; must be able to work subject to inclement weather conditions.
2. Must be able to stand for long periods of time, have good mobility skills and be able to walk long distances.
3. Must demonstrate ability to communicate to give adequate directions and instructions to subordinates.
4. Will have close contact with athletes and may come in contact with blood and body fluids.

## **APPENDIX C**

### **JOB DESCRIPTIONS**

#### **SCHOOL SECURITY**

##### **DEFINITION:**

Reporting to the Assistant Principal of Discipline, responsibilities include providing safety and security protection for members of the Greater Lawrence Technical community, school property and ensuring compliance with the department's regulations, state and federal laws and the student code of conduct. This is a 200-day, school year position including 18 days assigned as needed. Hours of work are 7:00 A.M. - 3:00 P.M. Compensation is in accordance with Appendix A. Placement on the Salary Schedule is dependent upon qualifications, education and experience.

##### **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. Works with the Assistant Principal in the Peer Mediation Program.
2. Monitor, control and direct the flow of traffic on and off campus as well as the student and faculty parking lots.
3. Direct visitors to the designated parking area and instruct them to report to the security desk to check-in and receive proper security passes.
4. Notify the Student Discipline Office of students leaving campus without proper authorization, student behavioral concerns, vehicle violations and suspicious circumstances.
5. Notify the Assistant Principal when local public safety officials are on school property.
6. Supervise hallways, bathrooms and the school cafeteria or other areas as assigned.
7. Enforce the rules and regulations as outlined in the Student Handbook as well as the rules for student behavior as outlined in the Faculty Handbook.
8. Enforce the security procedures established by the district.
9. Enforce the "No Smoking Law".
10. Any other duties as required.

##### **EDUCATION AND EXPERIENCE:**

Associate's Degree in Criminal Justice with prior experience, preferably in a school setting, or any relative combination of education and experience. Bilingual candidates are preferred. CPR and First Responder certifications are helpful but not required.

**APPENDIX C**  
**JOB DESCRIPTIONS**

**SCHOOL SECURITY**  
**(CONTINUED)**

**SKILLS, ABILITIES & KNOWLEDGE:**

1. The successful candidate will possess excellent customer service skills, proficiency in computer word processing, the ability to handle multiple tasks and the ability to respond well under pressure.
2. Must possess a high-level of interpersonal skills; general pleasant demeanor and respectful attitude towards students, parents, and employees at all levels of the school.

**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:**

Light to moderate physical effort is generally required. This position requires the ability to stand for long periods of time, at times in unpleasant weather conditions. The candidate must have physical agility and stamina in the event of becoming involved in student altercations.

## APPENDIX C

### JOB DESCRIPTIONS

#### LEAD SCHOOL SECURITY

##### DEFINITION:

Reporting to the Administrative Dean, responsibilities include providing safety and security protection for members of the Greater Lawrence Technical community, school property and ensuring compliance with the department's regulations, state and federal laws and the student code of conduct. This is a 200-day, school year position including 18 days assigned as needed. Hours of work are 7:00 A.M. - 3:00 P.M. Compensation is in accordance with Appendix A, with an additional 10% base pay stipend. Placement on the Salary Schedule is dependent upon qualifications, education and experience.

##### 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. Assist in Discipline Office with referral flow/investigations.
2. Monitor the security desk.
3. Direct visitors to the designated parking area and instruct them to report to the security desk to check-in and receive proper security passes.
4. Oversee school security staff.
5. Provide restraint training to faculty and staff.
6. Monitor, control and direct the flow of traffic on and off campus as well as the student and faculty parking lots.
7. Authorize and facilitate student parking.
8. Notify the Student Discipline Office of students leaving campus without proper authorization, student behavioral concerns, vehicle violations and suspicious circumstances.
9. Coordinate with security guards and guard service to ensure building security.
10. Notify the Administrative Dean and/or Principal when local public safety officials are on school property.
11. Supervise hallways, bathrooms and the school cafeteria or other areas as assigned.
12. Enforce the rules and regulations as outlined in the Student Handbook as well as the rules for student behavior as outlined in the Faculty Handbook.
13. Enforce the security procedures established by the district.
14. Assist with the *Peer Mediation Program*.
15. Enforce the "No Smoking Law".
16. Any other duties as required by the Administrative Dean and/or Principal.

##### EDUCATION AND EXPERIENCE:

Bachelor's Degree in Criminal Justice with prior experience, preferably in a school setting, or any relative combination of education and experience. Bi-lingual candidates are preferred. CPI (*Crisis Prevention Institute*) Certified Instructor certification is mandatory. CPR and First Responder certifications are helpful but not required.

Revised: 6/2017

**APPENDIX C**  
**JOB DESCRIPTIONS**

**LEAD SCHOOL SECURITY**  
**(CONTINUED)**

**SKILLS, ABILITIES & KNOWLEDGE:**

1. The successful candidate will possess excellent customer service skills, proficiency in computer word processing, the ability to handle multiple tasks and the ability to respond well under pressure.
2. Must possess a high-level of interpersonal skills; general pleasant demeanor and respectful attitude towards students, parents, and employees at all levels of the school.

**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:**

Light to moderate physical effort is generally required. This position requires the ability to stand for long periods of time, at times in unpleasant weather conditions. The candidate must have physical agility and stamina in the event of becoming involved in student altercations.

**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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