

AGREEMENT
BETWEEN
SCHOOL COMMITTEE OF THE TOWN OF NORTON
AND
NORTON TEACHERS' ASSOCIATION
September 1, ~~2014~~2017 - August 31, ~~2017~~2020

TABLE OF CONTENTS

<u>ARTICLE</u>	<u>TITLE</u>	<u>PAGE</u>
I	PREAMBLE	1
II	RECOGNITION	2
III	NEGOTIATION PROCEDURE	2
IV	NO STRIKES	3
V	ASSIGNMENTS AND TRANSFERS	3
VI	PROMOTIONS	5
VII	SUMMER SCHOOL AND FEDERAL PROGRAMS	6
VIII	NON-TEACHING DUTIES	6
IX	EVALUATION	7
X	DISCIPLINE	7
XI	PROFESSIONAL EMPLOYEE PERSONNEL FILES	9
XII	WORK YEAR AND WORK DAY	9
XIII	SALARIES	11
XIV	INSURANCE AND ANNUITIES	13
XV	SICK LEAVE	14
XVI	FAMILY & MATERNITY LEAVE	16
XVII	FUNERAL LEAVE	17
XVIII	LEAVE OF ABSENCE	18

XIX	SABBATICAL LEAVE	20
XX	PROTECTION OF TEACHERS	22
XXI	TEACHER FACILITIES	22
XXII	USE OF SCHOOL FACILITIES	23
XXIII	SUBSTITUTE TEACHERS	23
XXIV	PAYROLL DEDUCTIONS	23
XXV	REIMBURSEMENT OF EXPENSES AT WORKSHOPS AND SEMINARS AND CONFERENCES	25
XXVI	GRIEVANCE PROCEDURE	26
XXVII	CLASS SIZE	28
XXVIII	REDUCTIONS IN STAFF	29
XXIX	LONGEVITY PAY	31
XXX	REIMBURSEMENT FOR COURSES	32
XXXI	SICK LEAVE BANK	32
XXXII	HEALTH AND SAFETY	33
XXXIII	AGENCY SERVICE FEE	34
XXXIV	JOB SHARING	34
XXXV	SCOPE OF AGREEMENT	36
XXXVI	EDLINE/GRADE QUICK USE	37
XXXVII	DURATION	38
	APPENDIX A	39
	SUPPLEMENTARY COMPENSATION	42

AGREEMENT

THIS AGREEMENT, made and entered into this 5th day of November, 2012, by and between the School Committee of the Town of Norton, hereinafter referred to as the "Committee", and the Norton Teachers' Association, hereinafter referred to as the "Association".

WITNESSETH:

WHEREAS, the Committee and the Association entered into a collective bargaining Agreement, dated September 1, 2008, with respect to the wages, hours of work and other conditions of employment of certain Professional Employees represented by the Association;

WHEREAS, said Agreement terminated on August 31, 2011, and the Committee and the Association desire to enter into a new Agreement with respect to wages, hours of work and other conditions of employment of said Professional Employees.

NOW, THEREFORE, it is mutually agreed between the Committee and the Association as follows:

ARTICLE I

PREAMBLE

Section 1. Recognizing that the prime purpose of the Committee and the Professional Employees represented by the Association is to provide education of the highest possible quality to the children of the Town of Norton and that good morale among said Professional Employees is essential to the achievement of that purpose, the parties hereto agree and declare as follows:

a. The Committee is a public body established under and with powers provided by the laws of the Commonwealth of Massachusetts, and nothing in this Agreement shall be deemed to derogate from or impair any power, right or duty conferred upon the Committee by law or any rule or regulation of any agency of the Commonwealth. The Committee retains all the powers, rights and duties that it has by law and may, subject to this Agreement, exercise the same at its discretion.

b. The Committee has the responsibility for establishing goals, policies and accountability standards for the school district, and for the review and approval of the district's budget.

c. The Superintendent of Schools, hereinafter referred to as the "Superintendent", as the chief executive officer of the school district, has the responsibility for managing the school system and implementing the policies established by the Committee.

d. The said Professional Employees have responsibility for providing in the classrooms of the schools education of the highest possible quality. Whenever used in this Agreement the words "Professional Employee", "teacher", and "employee" shall have the same meaning.

ARTICLE II

RECOGNITION

For the purposes of collective bargaining with respect to wages, hours, standards of productivity and performance, and other conditions of employment and the negotiation of collective bargaining agreements and any questions arising thereunder, the Committee recognizes the Association as the exclusive bargaining agent and representative of all Professional Employees employed by the Committee, except the Superintendent of Schools, Principals, Assistant Principals, Director of Guidance, Elementary School Coordinators, Athletic Director, and Substitute Teachers. Nothing in this Agreement shall be deemed to limit any of the rights offered employees and their exclusive representative under the provisions of Chapter 150E of the General Laws of Massachusetts.

ARTICLE III

NEGOTIATION PROCEDURE

For the purposes of collective bargaining, the designated representative or representatives of the Committee and the designated representative or representatives of the Association shall meet at reasonable times and shall confer in good faith with respect to wages, hours, standards of productivity and performance, and other conditions of employment, or the negotiation of an agreement, or any question arising thereunder, and shall execute a written contract incorporating any agreement reached. At such meeting both parties shall provide relevant data, exchange points of view, and make proposals and counter-proposals.

ARTICLE IV

NO STRIKES

Section 1. A strike is defined as the refusal of a Professional Employee, in concerted action with others, to report for duty, or his/her willful absence from his/her position, or his/her stoppage of work, or his/her abstinence in whole or in part from the performance of the duties of employment as established by this Agreement or as established in a collective bargaining agreement between the Committee and the Association expiring immediately preceding the alleged strike.

Section 2. The Association shall not engage in a strike, and no said Professional Employee or the Association shall induce, encourage or condone any strike, work stoppage, slowdown or withholding of services by said Professional Employees.

Section 3. No compensation shall be paid by the Committee to any Professional Employee with respect to any day or part thereof when such Professional Employee is engaged in a strike against the Committee. No such Professional Employee shall be eligible for such compensation at a later date in the event that such employee is required to work additional days to fulfill the provisions of the collective bargaining agreement in effect at the time of the occurrence of the strike or, in the event no collective bargaining agreement is in effect at the time of the strike, the provisions of the collective bargaining agreement between the Committee and the Association expiring immediately preceding the strike, except in the instance when the Committee does not receive authorization for a shortened school year from the Department of Education, in which case such employee shall be eligible for compensation at his/her regular rate for such additional days worked.

Section 4. Any Professional Employee who engaged in a strike shall be subject to discipline and discharge proceedings by the Superintendent.

Section 5. Whenever a strike occurs or is about to occur, the Committee shall petition the Labor Relations Commission to make an investigation. If after investigation, the Commission determines that any provision of Section 2 of this Article has been or is about to be violated, it shall immediately set requirements that must be complied with, including, but not limited to, instituting appropriate proceedings in the Superior Court for the County of Bristol for enforcement of such requirements.

ARTICLE V

ASSIGNMENTS AND TRANSFERS

Section 1. Professional Employees shall normally be notified of their programs and school assignments by August first of each year but not later than August fifteenth. The Superintendent reserves the right, however, to make, from time to time, such

changes in the program and school assignment of any Professional Employee as he/she considers necessary or desirable to bring about the most efficient and effective operation of the schools.

Section 2. Written notice of vacancies in positions at the classroom level and in both supervisory and non-supervisory positions listed in Appendix A on the Schedule of Supplementary Compensation shall be posted annually on a bulletin board in each school, and a copy thereof will be forwarded to the President of the Association. Such notice shall be given as soon as possible after the occurrence of the vacancy and shall indicate the date within which applications should be filed with the Superintendent. Said date shall not be less than ten (10) working days from the date of the posting of the notice. The notice of vacancies in said non-supervisory positions shall also set forth the qualifications, duties and rate of compensation for the position. If the qualifications, duties or rate of compensation of a position are changed after the position vacancy has been posted and before it has been filled, the position vacancy will be reposted. Professional Employees who desire to apply for any such position shall submit their applications to the Superintendent within the time limit specified in said notice. In addition to the giving of said written notice, the Committee may give notice of such vacant positions and seek applicants in such other ways as it considers necessary. Written notice of the filling of any such vacant position will be given to all Professional Employees who made written application for the position. Notwithstanding the foregoing provisions of this Section, it is agreed that any vacancy in any such position, which occurs on or after August 25th and before the following June 1st may be filled on a temporary basis without regard to the posting requirements set forth herein and shall be posted after said June 1st in accordance with the provisions hereof. Such temporary assignment shall be filled by a full-time certified teacher, if one is qualified and available, who will be covered by the provisions of this Agreement. Supplementary compensation positions will be posted with an application deadline of May 15. Applicants will be notified of the status of their applications by June 20, except applicants for Spring coaching positions will be notified by September 1. The District reserves the right to decline to fill a position or delay filling a specific position by notifying employees in writing.

Section 3. In addition to the provisions set forth in Section 2 for the filling of vacant positions at the classroom level, Professional Employees who desire a change in grade and/or subject assignment, hereinafter referred to as "reassignment", or who desire a transfer from one school to another, shall file a written statement of such desire with the Superintendent no later than April first immediately prior to the school year for which such reassignment or transfer is desired. Such statement shall include the grade and/or subject to which the Professional Employee desires to be reassigned, the school to which he/she desires to be transferred, and his/her reason or reasons for such reassignment or transfer.

Section 4. In making reassignments and transfers, the Superintendent and Building Principal will give consideration to the desires of the Professional Employee, to his/her area of competence, major and/or minor field of study, quality of performance

and length of service in the Norton public schools and to the needs of the school system. An involuntary reassignment or transfer will be made only after a meeting between the Professional Employee involved and the Superintendent and Building Principal, at which time the employee will be notified in writing of the reason or reasons for the reassignment or transfer. In addition, each Professional Employee, who is not selected for reassignment or transfer to a vacant position for which he/she made application under the provisions of either Section 2 or Section 3 of this Article, will, upon his/her written request, be notified in writing of the reason or reasons as to why he/she was not selected.

Section 5. In arranging schedules for Professional Employees who are assigned to more than one school, every effort will be made to limit the amount of interschool travel. Professional Employees who are assigned to more than one school and/or to home students in a single day will receive for all interschool driving done by them the mileage rate equal to the rate granted by the Town of Norton to its employees. Schedules shall allow for 20 minutes of travel time between school buildings not located on the same campus.

Section 6. Teachers in grades six through eight, except special needs teachers and teachers of special subjects such as, but not limited to, art, music, physical education, shop and home economics, shall not be required to teach more than five (5) classes per day (not including ICE).

ARTICLE VI

PROMOTIONS

Section 1. Written notice of vacancies in positions, as described herein, which afford Professional Employees the opportunity of promotion and which occur prior to the closing of school in June, shall be posted on a bulletin board in each school. Professional Employees, who wish to receive notice of any vacancy in any particular position or positions which may occur after the closing of school in June, shall notify the Superintendent in writing no later than said closing of school of the particular position or positions in which they are interested. Written notice of any vacancies which occur in such positions will be given to said Professional Employees. The notices provided for in this Section shall be given as soon as possible after the occurrence of the vacancy.

Section 2. Promotional positions shall include all supervisory positions listed in Appendix A on the Schedule of Supplementary Compensation and all positions at the administrative and/or supervisory levels. The written notice shall set forth the qualifications, duties and compensation rate for the position and the date within which applications should be filed with the Superintendent. Such date shall not be less than ten (10) days from the date of the posting of the notice. If the qualifications, duties and compensation rate for a position are changed after the position vacancy has been posted and before it has been filled, the position vacancy will be reposted. Professional Employees, who desire to apply for any such position, shall submit their applications in

writing to the Superintendent within the time limit specified in said notice. Written notice of the filling of any such vacant position will be given to all Professional Employees who made written application for the position.

Section 3. In addition to the giving of written notice in the manner indicated above, the Superintendent may give notice of vacancies in such positions and seek applicants in such other ways as he/she considers necessary.

Section 4. In filling vacancies for promotional positions, the Superintendent will give primary consideration to the applicant's qualifications for the position. Where, in the opinion of the Superintendent, the qualifications of applicants are substantially equal, the employee selected will be the one recommended by the supervisors involved. The decisions of the Superintendent made hereunder in filling promotional positions shall not be subject to the Grievance Procedure set forth in Article XXVI of this Agreement.

ARTICLE VII

SUMMER SCHOOL AND FEDERAL PROGRAMS

Section 1. Notice of all vacancies for professional positions which the Committee intends to fill in the Summer School and in State or Federal Programs, which occur outside the school day/year and which are under the jurisdiction of the Committee, shall be given in the same manner as is provided in Article V of this Agreement.

Section 2. Professional Employees who desire to apply for any such position vacancy shall submit their applications in writing to the Superintendent within the time limit specified in the notice announcing the vacancy.

Section 3. In filling vacant positions in the Summer School and in said State and Federal Programs, the Superintendent will take into consideration the applicant's qualifications for the position. Where, in the opinion of the Superintendent, the qualifications of applicants are substantially equal, the employee selected will be the one recommended by the supervisors involved. The decisions of the Superintendent made hereunder in filling said vacant positions shall not be subject to the Grievance Procedure set forth in Article XXVI of this Agreement.

ARTICLE VIII

NON-TEACHING DUTIES

The Superintendent recognizes the desirability of relieving Professional Employees, to the extent possible, from the performance of non-teaching duties. Accordingly, the Superintendent will endeavor to employ Educational Assistants from time to time to assist Professional Employees in the performance of such duties. The number of Educational Assistants to be employed and the duties to be performed by them shall be determined by the Superintendent. Non-teaching duties will be assigned on an equitable basis among Professional Employees.

ARTICLE IX

EVALUATION

The parties agree that the District shall bargain with the Association mid-term regarding any policy changes, evaluation requirements, or other mandates imposed by the District's participation in the Race to the Top grant program.

Section 1. Each employee will be evaluated in accordance with the provisions of the "Professional Teaching Standards for the Norton Public Schools" agreed to by the Association and incorporated herein by reference. Any written report of a Professional Employee's performance shall be discussed with him/her by his/her supervisor as soon as practical after the completion of the report and prior to its submission to the Superintendent for filing in the employee's personnel file, and the employee shall be given a copy of the report. Such discussion of the report with the employee shall be held no sooner than the second workday after the day on which the employee is given a copy of the report. The Professional Employee shall acknowledge that he/she has received a copy of the report and that it has been discussed with him/her by signing his/her name to the file copy of the report. The employee's signature on the report shall not necessarily mean that he/she agrees with the report. The employee shall also have the right to answer any such report in writing. His/her answer shall be submitted through his/her supervisor to the Superintendent and shall be attached to the evaluation report and filed in his/her personnel file.

Section 2. All observation of the teaching performance of a Professional Employee shall be conducted openly and with his/her full knowledge. No adverse comments shall be made to a Professional Employee in the presence of pupils.

Section 3. Any substantive complaint regarding a Professional Employee made to the administration by any parent, student or other person will be promptly called to the attention of the Professional Employee.

Section 4. Members of this bargaining unit will not be assigned to be the Evaluator for other members of this bargaining unit without further agreement. Being an Evaluator does not include performing observations, mentoring or related functions.

ARTICLE X

DISCIPLINE

Section 1. No adverse action, as hereinafter defined, shall be taken against any Professional Employee for disciplinary or other reasons without just cause. For the purpose of this Agreement the term "adverse action" shall mean only the following types of action:

a. Reprimand. A reprimand is a statement of official censure in a formal letter to the Professional Employee from the Superintendent or his/her designee for a serious violation.

b. Suspension. Suspension is an enforced temporary non-pay status and absence from duty of a Professional Employee directed by the Superintendent or Building Principal for just cause. The Professional Employee will be given seven (7) days written notice of his/her suspension and the grounds therefor.

c. Demotion. Demotion, except as is otherwise provided herein, is a change from one position to another position lower in rank or compensation imposed by the Building Principal, subject to the review and approval of the Superintendent, or by the Superintendent, as the case may be, for inefficiency, incompetency, incapacity, conduct unbecoming a teacher, insubordination, or failure on the party of the Professional Employee to satisfy teacher performance standards, or other just cause. The term "demotion" as used herein shall not include any action taken by the Superintendent in not reappointing a Professional Employee to a position or positions described in the Schedule of Supplementary Compensation set forth in Appendix A attached hereto, assignments to such positions being made for one school year only in accordance with the provisions of Article XIII, Section 6 hereof. The Professional Employee will be given written notice of his/her demotion and the grounds therefor.

d. Dismissal. Dismissal is the dismissal of a Professional Employee from the employ of the Committee by the Building Principal, subject to the review and approval of the Superintendent, or by the Superintendent, as the case may be, for inefficiency, incompetency, incapacity, conduct unbecoming a teacher, insubordination, or failure on the party of the teacher to satisfy teacher performance standards, or other just cause. A teacher with professional teacher status may seek review of a dismissal decision within thirty (30) days after receiving notice of his/her decision by filing a petition for arbitration with the Commissioner of Education as is provided for under the provisions of Section 42 of Chapter 71 of the General Laws. A teacher who has been teaching in the Norton school system for at least ninety (90) calendar days shall not be dismissed unless he/she has been furnished with a written notice of intent to dismiss and with an explanation of the grounds therefor, and, if he or she so request, has been given a reasonable opportunity within ten (10) school days after receiving such written notice to review the decision with the Building Principal or Superintendent. The term dismissal as used herein shall not include the dismissal of a teacher who has not been teaching in the Norton school system for ninety (90) days and shall not include the action of the Superintendent in not renewing the contract of a teacher who does not have professional teacher status.

Section 2. It is recognized that Chapter 71 of the General Laws of Massachusetts provides specific procedures which must be adhered to by the Superintendent and Building Principal in taking the adverse actions of suspension, demotion and dismissal against Professional Employees. In such cases, the specific procedures provided for in the General Laws will be followed, and the adverse action

taken by the Superintendent and Building Principal will not be subject to the Grievance Procedure set forth in Article XXVI of this Agreement.

ARTICLE XI

PROFESSIONAL EMPLOYEE PERSONNEL FILES

Section 1. Each Professional Employee shall have the right to review the contents of his/her personnel file. Within three (3) working days of the receipt of his/her written request, a Professional Employee will be permitted at a time designated by the Superintendent to inspect and make copies of the contents of his/her personnel folder, files, cards and records. The costs of copying such records shall be incurred by the Professional Employee. The Professional Employee may have a representative of the Association accompany him/her during a review of his/her files.

Section 2. No material which is in any way derogatory to a Professional Employee shall be placed in his/her personnel file before he/she has had the opportunity to review such material and reply thereto and unless the material has been substantiated in fact. The Professional Employee shall acknowledge that he/she has reviewed such material by signing his/her name to the copy to be filed in his/her personnel file. The Professional Employee's signature shall in no way mean that he/she agrees with the contents of any such material. The Professional Employee shall also have the right to answer any such material in writing. His/her answer shall be submitted to the Superintendent for review and shall be attached to the material to which it is in answer and filed in his/her personnel file.

ARTICLE XII

WORK YEAR AND WORK DAY

Section 1. The work year of all Professional Employees shall be one hundred eighty-two (182) work days, except as provided in Section 2. The work year shall begin not earlier than the Monday before Labor Day, and shall terminate no later than June 30th in the following calendar year. If the year begins prior to Labor Day, the Friday before Labor Day shall be maintained as a non-school day. A work day is defined as a day when attendance is required. All employees shall be required to attend the orientation day held on the first day of the work year, the one hundred eighty (180) days that students are required to be in attendance at school, and one (1) professional development day to be scheduled by the Superintendent. The subject matter of this professional day shall be determined by the Superintendent. At the District's option, an additional professional development day may be scheduled at the time the calendar is determined for the following school year, provided that such day will be compensated at the per diem rate. In addition to said work days, new teachers in the Norton School System shall attend two (2) additional orientation days during the week prior to the

beginning of said work year. Work days on which school is cancelled because of weather or other unforeseen conditions shall be made up.

Section 2. The District may assign the following personnel up to seven (7) additional days and up to twenty (20) additional hours; to be scheduled after consultation between the employee and the appropriate district officials: Guidance Counselors, Adjustment Counselors, ~~Core—Team~~ Chairperson and School Psychologists. ~~The stipend paid for these additional days shall be pro-rated based on the number of days scheduled and worked. The stipend will not be pro-rated based on FTE. In addition to the one hundred eighty-two (182) work days that all other Professional Employees are required to be in attendance at school, plus the additional work days provided for above, the district may require ten (10) afternoons, one each month until 5:00 p.m. (on these days counselors will not be required to begin their work day until 10:00 a.m.); and ten (10) evening meetings, one each month, from 6:00—8:00 p.m.~~ High school Guidance Counselors will meet on the same afternoon and on the same evening. To accommodate the different needs of each school, the principal, with the approval of the Superintendent, may reduce the number of afternoon and evening meetings in favor of additional days.

Section 3. Except as otherwise provided in this Article, the regular workday shall not exceed seven (7) consecutive hours. Within this constraint, the principal of each building shall set the work hours applicable to employees assigned to the building, which shall ordinarily include at least 15 minutes before and 15 minutes after the regular school day for students in the building. The principal may alter work hours, with reasonable notice, to accommodate meetings within the seven hour workday, and may alter hours without notice in unusual circumstances affecting the school (e.g., school closings due to weather, etc.).

Section 4. In addition to the regular work day, the District shall be entitled to schedule afternoon meeting time for professional development, and evening meetings for the purpose of parent-teacher conferences and special events. The afternoon meetings shall generally not exceed 1½ hours per week. Evening meetings shall not exceed 10 hours total, and there will not be more than 5 evening meetings required. Morning, afternoon and evening meetings beyond the 7-hour work day will not exceed 35 hours per school year. The Superintendent will endeavor not to schedule meetings on Fridays or days preceding a holiday or vacation period.

Section 5. Teachers in grades six through twelve shall have at least one preparation period during each regular school day. Whenever possible, Department Heads will be granted an additional preparation period during each regular school day. The Professional Employee assigned to students at the time assembly periods are scheduled shall be responsible for their supervision during such assembly periods.

Section 6. Teachers in grades six through eight, except special needs teachers and teachers of special subjects such as, but not limited to, art, music, physical education, shop and home economics, shall not be required to teach more than five (5) classes per day on more than two (2) days each week.

Section 7. Teachers in grades pre-kindergarten through five shall have at least one preparation period each day, comprising a weekly total of at least 225 minutes, during each regular school week, Monday through Friday. For most teachers, this will mean one (1) 45-minute preparation period per day or at least 30 consecutive minutes per day. The administration shall ensure that specialist teachers have a daily preparation period that is no less than 30 consecutive minutes long. The Professional Employee assigned to students at the time assembly periods are scheduled shall be responsible for their supervision during such assembly periods.

Section 8. During each work day each Professional Employee shall have a duty-free lunch period of at least twenty-five (25) minutes in length.

Section 9. In the event that it becomes necessary for the Committee to place any school on double sessions, Professional Employees affected by this action of the Committee will be given notice of their program schedules in the same manner as provided in Article V, Section 1, for the giving of notice to Professional Employees of their program assignments. Professional Employees will not be required to work a split session. Certain teaching specialists will be required to work a session which overlaps the morning and afternoon sessions. The work day of a Professional Employee on the morning, afternoon or overlapping session shall be consecutive from the start to the end of the work day and shall not exceed the number of hours provided in Section 3 of this Article for a normal work day.

Section 10. Academic Coordinators in the areas of English, Math, Science, ~~and~~ Social Studies, World Language, Business/Technology, PE/Wellness, and Fine arts will teach three (3) classes at the high school. ~~Academic Coordinators in the areas of World Language and Business/Technology will teach four (4) classes at the high school.~~ Academic Coordinators will have a work year of 185 days. Academic Coordinators will not have assigned "duties" except in an emergency. Every effort will be made to avoid having the Academic Coordinator serve as a substitute teacher. Academic Coordinators will be paid a stipend in accordance with the attached schedule.

Section 11. Part time employees are required to attend all scheduled professional development days, the first day of the year orientation day, as well as all parent conferences, open houses, and similar events, that full time teachers are required to attend.

ARTICLE XIII

SALARIES

Section 1. Subject to the provisions of this Agreement, the compensation of each Professional Employee for his/her work year shall be determined in accordance with and shall conform to the salary schedules and the schedule of supplementary compensation and the effective dates thereof set forth in Appendix A, which is attached hereto and made a part hereof.

Section 2. The Superintendent shall determine in accordance with the provisions of this Article and the salary schedules set forth in said Appendix A the rate of compensation of each Professional Employee.

Section 3. Each Professional Employee employed as a teacher shall be placed on the Teachers' Salary Schedule in accordance with his/her training and experience. An employee who has completed one (1) or more years of active military service within one (1) year prior to the date of his /her employment shall be credited with one (1) year of teaching experience.

Section 4. Each Professional Employee shall as of the beginning of each school year in September receive step-increments successively to the next higher rate within his/her salary schedule, subject to the following conditions:

a. That he/she has worked at least one hundred (100) days during the preceding school year in the Norton School System or in another school system. All days in which a teacher is in a pay status shall be considered as days worked.

b. That during the preceding school year his/her work performance shall have been satisfactory.

Section 5. Each Professional Employee, who completes education beyond the Bachelor's Degree so as to become eligible for placement on one of the Salary Schedules established for teachers with education beyond the Bachelor's Degree, shall, at the beginning of the school year following the date on which he/she gives the Superintendent written notification of the completion of such education, be placed on the corresponding step of the Salary Schedule for which he/she has become eligible, provided that notice is given before January 1 preceding the start of the school year in which the pay increase is to take effect. To be placed on a salary schedule beyond the Master's Degree, the Professional Employee must have acquired the required number of graduate credits after he/she has been awarded a Master's Degree.

The following conditions shall apply to the Masters plus 45 and Masters plus 60 Salary Schedule:

a. To receive credits for a Masters plus 45 salary schedule, courses must have been taken in the last five years of the teacher's teaching years, provided

however, that the Superintendent may evaluate the credits obtained prior to the last five years and may, in his or her discretion, credit any such course which was taken prior to the last five years which he or she considers worthy of giving credit to.

b. To be eligible to receive credits for the Masters plus 60 schedule, courses must be taken in the last five years of the teacher's teaching years, provided however, that the Superintendent may evaluate the credits obtained prior to the last five years and may, in his or her discretion, credit any such course which was taken prior to the last five years which he or she considers worthy of giving credit to.

Section 6. A Professional Employee assigned to perform the duties of a position or positions described in the Schedule of Supplementary Compensation set forth in said Appendix A shall be paid in accordance with the Schedule. Assignments of Professional Employees to any such position or positions shall be for one school year only, and shall not in any way create or become subject to tenure. Stipends may be prorated to reflect time in the role. Supplementary compensation shall be paid in two installments, as set forth below.

Season/Sport	1st Payment	2nd Payment
Fall (except Football)	1 st pay of October	End of season* (normally October)
Football	1 st pay of October	End of season* (normally November)
Winter	2 nd pay of January	End of season* (normally February)
Spring	2 nd pay of April	End of season* (normally May)

*End of season pay may be held subject to completion of end of season responsibilities. The second payment will be processed for the next regularly scheduled payroll that occurs the week after the season ends.

Other Supplemental Compensation shall be paid in two annual installments, at the midpoint and end of the year for assignments starting prior to the midpoint of the year. For assignments starting after the midpoint of the year, one payment shall be made at the end of the year.

Section 7. The compensation of all Professional Employees for their work year shall be paid in full by June thirtieth of each fiscal year in the manner indicated herein. Bi-weekly payments equal to one-twenty-sixth (1/26) of the Professional Employee's total compensation shall be paid beginning in September and shall continue to be paid until the last regular pay period in June. The balance of the Professional Employee's said compensation due him/her after said bi-weekly payments shall be paid him/her in a lump-sum payment prior to June thirtieth.

ARTICLE XIV

INSURANCE AND ANNUITIES

Section 1. Tax-Deferred Accounts Under IRS Code Section 403(b)

a. The Committee encourages all employees of the school district to conduct financial planning for their retirement years. All eligible employees may also make elective contributions, through payroll deduction, to a 403(b) tax-deferred account.

b. Employees may start, stop, or adjust their contributions to their account at any time during the year by submitting a *Salary Reduction Agreement* provided by the vendor or agent.

c. In accordance with IRS regulations, the Committee reserves the right to limit and select the vendors with whom the District will establish a contractual agreement for services.

Section 2. The group insurance provided by the Town of Norton and as amended during the term of this Agreement shall be applicable to the Professional Employees covered by this Agreement who advise the Superintendent in writing that they desire to participate in said group insurance.

Section 3. The parties hereby reserve the right to reopen Article XIV, Section 2 of this Agreement to negotiate the issue of said group insurance. The party seeking to reopen negotiations will give notice in writing to the other party.

ARTICLE XV

SICK LEAVE

Section 1. Sick leave shall be granted in the manner and to the extent provided in this Article to each Professional Employee who is unable to work because of illness or injury requiring confinement or treatment by a licensed physician. Professional Employees may be required to submit medical certificates in support of requests for sick leave.

Medical certification will be required in any of the following circumstances:

1. When an employee has been out for 3 or more consecutive days.
2. When an employee is out immediately preceding or following a holiday or break period.
3. In any case after an employee has been notified in writing that they are suspected of sick leave abuse. Such notification shall be based on the judgment of the District and not subject to arbitration.

Section 2. Each Professional Employee who has completed one school year of employment by the Committee shall be entitled to fifteen (15) days of sick leave as of the first day of his/her work year. Each Professional Employee who has not completed one school year of employment by the Committee shall accrue sick leave at the rate of one and one-half (1 1/2) days for each month of the work year, subject, however, to a maximum of fifteen (15) days per work year. Sick leave as is not used shall accumulate and be available for use in succeeding school years, except that no Professional Employee shall be permitted to carry over for use in any succeeding work year an amount in excess of one hundred sixty-five (165) days. Each Professional Employee shall be given written notification with his/her first paycheck for each work year of the number of sick leave days accumulated to his/her credit. Notwithstanding the foregoing provisions, it is understood and agreed that a Professional Employee may accumulate, in the work year of his/her retirement, up to one hundred eighty (180) days of sick leave to be used solely in connection with the determination of his/her lump-sum payment under the sick leave buy-back provisions contained in Section 6 hereof.

Section 3. Each Professional Employee may use up to fifteen (15) days of his/her said sick leave in the event of the serious illness of his/her children, parents or spouse. This provision shall also apply for any person residing in the same household as the employee.

Section 4. A Professional Employee who is unable to work because of an occupational injury, which is incurred in the course of his/her employment by the Committee and which is compensable under the provisions of the Massachusetts Workers' Compensation Act, shall, upon his/her written request to the Superintendent, receive as a charge against his/her accrued sick leave the difference between his/her current salary and the amount he/she receives as workers' compensation.

Section 5. Each Professional Employee who, at the beginning of his/her work year in September, has accumulated to his/her credit one hundred sixty-five (165) days of sick leave and who did not use more than two (2) days of sick leave during the preceding work year, shall be entitled to one (1) additional personal leave day in said work year. The fifteen (15) days of sick leave to which a Professional Employee, who has completed one school year of employment by the Committee, is entitled as of the first day of his/her work year under the provisions of Section 2 above, shall not be counted in making up said one hundred sixty-five (165) days of accumulated sick leave. The provisions governing the taking of personal leave days set forth in Section 1 of Article XVIII shall be applicable to said additional personal leave day.

Section 6. Each Professional Employee, who retires under the Massachusetts Teachers' Retirement System after completion of twenty (20) years of continuous employment with the Committee, shall receive at the time of his/her retirement a lump-sum payment determined, by multiplying twenty-five percent (25%) of the accumulated sick leave days to his/her credit at the time of retirement by ~~seventy dollars (\$70).~~the

current substitute rate. The number of accumulated sick leave days to be so multiplied shall not exceed one hundred eighty (180) in number.

Section 7. In the event a Professional Employee, who has completed twenty (20) years of continuous employment with the Committee, shall die while in the employ of the Committee, there shall be paid to his/her designated beneficiary or to his/her estate, as the case may be, a lump-sum payment determined, by multiplying twenty-five percent (25%) of the accumulated sick leave days to his/her credit at the time of retirement by seventy dollars (\$70). The number of accumulated sick leave days to be so multiplied shall not exceed one hundred eighty (180) in number.

The provisions of this section shall not apply to any employee hired after November 5, 2012.

ARTICLE XVI

Family and ~~Maternity Medical~~ Leave

A. Notwithstanding anything in this agreement to the contrary, any unit member may exercise his or her rights to take Family and Medical Leave or Military Leave pursuant to the Family and Medical Leave Act of 1993 ("FMLA"), if he or she has worked 1250 hours in the last twelve (12) months, in accordance with the FMLA. ~~or Likewise, employees may exercise their rights~~ to take Small Necessities Leave pursuant to the Massachusetts Small Necessities Leave Act ("SNLA") or parental leave pursuant to the Massachusetts Parental Leave Act ("MPLA").

B. The FMLA is a federal law that provides for up to twelve (12) weeks of unpaid leave each year for the birth, adoption or placement of a child, ~~or~~ the serious health condition of the employee or an immediate family member; or to attend to certain qualifying exigencies connected with having a member deployed to active military service. In addition, the FMLA allows up to twenty-six (26) weeks of leave in a single twelve (12) month period to care for covered military service members who become ill or injured in the line of duty while on active duty in the military. -

C. The SNLA is a state law that provides up to 24 hours per year of unpaid leave to attend to certain responsibilities regarding the educational advancement of the employee's child, accompanying an employee's child to routine medical or dental appointments, or accompanying an elderly relative of the employee to routine medical or dental appointments, or appointments for other professional services related to the elder's care, such as interviewing at nursing or group homes. ~~The employer may designate qualifying paid or unpaid leave as FMLA leave.~~

D. The MPLA provides an employee who has been employed for 3 months as a full-time employee with 8 weeks of unpaid (except as provided below) parental leave for the purpose of giving birth or for the placement or adoption of a child as further defined in the statute. As long as the employee provides two-weeks' notice of their

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intent to return and returns at or before the expiration of 8-weeks, their right to return to the same or similar position is protected, as further detailed in the statute.

A.E. Although the statutory leaves are unpaid, employees with available qualifying paid leave benefits will receive paid leave. Qualifying paid leave means leave that would be available for use for the purpose for which it is being taken in the absence of the statute. For example, a leave taken in connection with the employee's own illness (including medically documented disability resulting from childbirth), qualifies for the use of sick leave, while leave to care for another sick person qualifies for sick leave only to the extent that sick leave for family illness is available. Parental leave that is not taken in connection with any disability of the teacher would not generally be eligible for sick leave. In the event that an employee qualifies for Family and Medical Leave FMLA, MPLA or SNLA leave, the District has the right to designate sick or other leave as Family or Medical applicable paid as FMLA, MPLA or SNLA leave in accordance with the Family and Medical Leave Act. Leave entitlement will be calculated on a rolling 12-month basis. The District shall have the right to establish rules and regulations concerning the use of Family and Medical Leave and Small Necessities Leave that are consistent with those laws and do not conflict with specific provisions of this Agreement. Leaves under the FMLA and MPLA will run concurrently. If both parents work for the District they are together entitled to the FMLA/MPLA statutory leave amount in the aggregate.

B.F. Family and Medical leave shall be granted in accordance with applicable state and federal laws, and School Committee policy. Leaves under the FMLA and MMLA will run concurrently.

C.G. An employee who is disabled from working by reason of pregnancy, who takes Family Leave under this Article, may use contractual sick leave benefits for the period of incapacity.

D.H. Child Rearing Leave. With the approval of the Superintendent, an employee may take an unpaid child rearing leave to extend beyond FMLA or MMLA leave. The employee must apply in writing at least 30 days before the start of the extended leave (including paid or unpaid leave). The leave may not exceed the balance of the year in which the original leave (including FMLA or MMLA) commences, plus one full academic year. The employee may also apply for a leave that includes only the balance of the current year, or that ends at the midpoint of the following year. Other return dates may be chosen if they are mutually agreed by the employee and the Superintendent (or designee).

E.I. If the employee elects to remain on leave for the full school year after the year in which the leave commences, the teacher must provide notice of intent to return on or before March 1, or the teacher will be treated as having resigned from

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employment, unless the teacher has been granted additional leave under this agreement.

F.J. A teacher who does not return after the maximum leave set forth herein will be separated from employment, unless the teacher has been granted additional leave under this agreement.

G.K. All benefits to which a teacher was entitled when the child rearing leave commenced, including unused accumulated sick leave will be restored to him/her upon return and he/she will be placed on the applicable salary schedule at the step which he/she had attained when his/her leave commenced except that a teacher who had taught ninety (90) days or more in the school year in which his/her leave commenced will be placed on the next step of the applicable salary schedule. A teacher returning from such a leave will be assigned to the same position which he/she held at the same time said leave commenced or, if that is not practicable, to a substantially equivalent position for which said teacher is qualified and certified.

ARTICLE XVII

FUNERAL LEAVE

Each Professional Employee shall be granted a leave of absence without loss of pay for a period not in excess of three (3) days, except as is otherwise provided herein, in the event of death in his/her immediate family. Up to two (2) additional days may, in the discretion of the Superintendent, be granted without loss of pay. Immediate family shall include parent, spouse, child, grandchild, grandparent, grandparent-in-law, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, or any other member of the employee's immediate household. One (1) day leave of absence without loss of pay shall be granted in the event of the death of an aunt, uncle, niece or nephew of a Professional Employee.

ARTICLE XVIII

LEAVE OF ABSENCE

Section 1. Each Professional Employee shall be entitled, subject to the limitations and provisions hereinafter set forth, to two (2) days off without loss of pay, hereinafter called personal leave days, in each work year, for the purpose of attending to personal matters that cannot be reasonably attended to outside of the normal workday. Personal

days may accumulate to a maximum of five (5), and be carried forward from year to year, provided the number of personal days shall never exceed five (5).

The first six (6) people who apply for a personal day for any one (1) day will be granted said day; additional people beyond six (6) per day may be allowed that personal day at the discretion of the Superintendent. Individuals who apply to take a personal day immediately prior to/or immediately after the December, February or April vacation periods or the day before or after a school holiday as well as the last week of school shall submit their application for such leave, in writing, at least three weeks prior to the requested date except in cases where there are unforeseen circumstance. The employee must have the personal day available at the time of its intended use; if not the right is forfeited in that instance.

~~Personal leave days shall not be taken on the day before or the day after a holiday, a vacation period, other paid day off (personal day), or a day on which the employee is not in a pay status, except in the sole discretion of the Superintendent or as provided below. Requests for personal leave days shall be made in advance to the Superintendent.~~

~~An exception to the rule against taking personal leave before or after a school vacation period shall exist for six personal days per year District wide. The pre or post vacation use of those personal days shall be awarded to the first six applicants (to the Superintendent) on a first come first serve basis. The employee must have the personal day available at the time of its intended use; if not the right is forfeited in that instance.~~

Section 2. Employees may be excused for up to three (3) days per year, with reasonable notice, for the purposes of bona fide religious observance, such days to be charged to sick or personal leave, or taken unpaid, at the employee's option.

Section 3. Professional Employees, who are duly qualified representatives of the Massachusetts Teachers' Association or the National Education Association, may in the discretion of the Superintendent be granted leaves of absence, without loss of pay and without reimbursement for expenses by the Committee, to attend conferences and conventions approved by said Associations. The President of the Norton Teachers Association shall be allowed eight (8) days per year to perform duties related to his association responsibilities, on a schedule determined by agreement between the President and Superintendent; provided, that the Norton Teachers Association shall reimburse the District for the costs of substitute coverage at the time the schedule is determined.

Section 4. Professional Employees shall be excused without loss of pay for appearances in legal proceedings related to their employment with the Committee. In addition, employees may be excused without loss of pay for appearance as a witness in a legal proceeding in which they are not involved by reason of their employment with the Committee but for which they have been subpoenaed to give testimony because they

have witnessed a crime or other incident and have a civic duty to testify with respect thereto. Such excused absence shall not be granted for legal proceedings pertaining to divorces or legal separations, to law suits in which the employee is personally involved because of his/her other employment or for other reasons, and to other litigation for which he/she may have been subpoenaed but with respect to which he/she has no civic duty to appear and testify.

Section 5. Professional Employees shall be granted leaves of absence with pay, to the extent described herein, for a maximum of ten (10) days per work year when called into temporary active duty of the Military Reserves or the National Guard, provided such obligations cannot be fulfilled on days when school is not in session. The Professional Employee will be paid the difference between his/her regular compensation and the compensation which he/she receives from the Federal or State Government during the period of his/her temporary active duty.

Section 6. Military leave without pay shall be granted to a Professional Employee who is inducted or enlists in any branch of the Armed Forces of the United States. Upon his/her return from military leave, a Professional Employee shall be placed on the salary schedule at the level he/she would have attained had he/she remained actively employed by the Committee during the period of his/her absence, subject, however, to a maximum of three (3) years.

Section 7. A Professional Employee will be granted a leave of absence without pay or increment by the Superintendent for a period of up to two (2) years for the purpose of serving in an elected governmental position.

Section 8. When a Professional Employee is designated in writing by the Association as its representative at a STEP Two proceeding under the Grievance Procedure set forth in Article XXVI of this Agreement, such employee will, upon not less than two (2) days notice, if possible, to his/her Principal or immediate supervisor and to the Superintendent, be released from his/her assigned work without loss of pay for such time as is reasonable and necessary to attend said meeting.

Section 9. A Professional Employee may be granted a leave of absence without pay or increment by the Superintendent for a period of up to one (1) year for health reasons. Requests for such leave will be supported by appropriate medical evidence.

Section 10. A Professional Employee may be granted a leave of absence without pay or increment for one (1) work year for the purpose of exploring the possibility of a career change. The effective date of such leave shall be at the end of a work year and return from such leave shall be at the beginning of a work year.

Section 11. A Professional Employee who has a death in the family or another family emergency may be granted a leave of absence without pay or increment for up to one (1) work year. The employee will be permitted to return to duty either at the beginning of the next work year or on the first work day after the Christmas recess or at the beginning of the third marking period. In the event an employee's leave of absence of one (1) work year shall expire after one of the said return to duty dates, the leave of absence shall be extended to the next return to duty date to permit the employee's return to duty at such time.

Section 12. A Professional Employee, who plans to return to duty at the expiration of a leave of absence without pay granted under this Article, except the employee who plans to return to duty on the first work day after the Christmas recess or at the beginning of the third marking period as provided for in Section 11, shall so notify the Superintendent in writing no later than the March thirty-first prior to the beginning of the work year in which he/she plans to return. The employee who plans to return on the first work day after the Christmas recess or at the beginning of the third marking period shall give the Superintendent sixty (60) days written notice prior to such date that he/she plans to return. If the employee fails to give the Superintendent the written notice required hereunder or does give such written notice and then fails to return to duty, he/she shall be deemed to have resigned, and the obligation of the Committee to provide a position for such employee shall cease. If the employee desires an extension of his/her leave of absence, he/she shall submit a request for such extension in writing to the Superintendent no later than March thirty-first of the year in which his/her leave of absence expires. Any request for an extension which is not submitted by such date shall be denied.

Section 13. All benefits to which a Professional Employee was entitled at the time his/her leave of absence without pay commenced, including unused accumulated sick leave, will be restored upon the employee's return to duty, and the employee will be assigned to the same teaching position which he/she held at the time said leave commenced, if such position is available, or, if it is not available, to a substantially equivalent teaching position. A Professional Employee, who at the time said leave was commenced, was assigned to perform the additional duties of a position described in the Schedule of Supplementary Compensation set forth in said Appendix A, shall have no right to return to such position upon his/her return from duty. The determination as to what constitutes a substantially equivalent position shall be made by the Superintendent in each case.

Section 14. The leaves of absence without pay provided for in this Article may be extended in the sole discretion of the Superintendent. Requests for such extensions will be submitted in writing to the Superintendent.

ARTICLE XIX

SABBATICAL LEAVE

Section 1. A Professional Employee, who has completed six (6) consecutive full school years of employment by the Committee, shall be eligible to apply for a sabbatical leave for a period not to exceed one (1) year for the purpose of engaging in an advanced study or academic programs. Not more than two (2) Professional Employees shall be granted sabbatical leave at anyone (1) time.

Section 2. An applicant for sabbatical leave shall, on or before the April first immediately preceding the work year for which the sabbatical leave is desired, submit to the Superintendent a written application for such leave in such form as may be required by the Superintendent. The application shall include a general outline of the proposed program of study and the name of the institution he/she plans to attend. The Superintendent shall decide which applicant, if any, shall be granted sabbatical leave and shall notify each applicant of his/her decision no later than May 15th of the same year. The disposition by the Superintendent of an application for sabbatical leave shall not be subject to the Grievance Procedure set forth in Article XXVI of this Agreement.

Section 3. During his/her sabbatical leave a Professional Employee may engage in work, other than that for which said leave is granted, for which compensation is received, provided that said other work does not interfere or conflict with the program of study for which he/she was granted sabbatical leave, and provided further that the total compensation received from said other work when added to the compensation to be paid by the Committee for the sabbatical leave shall not exceed the employee's salary during the work year immediately prior to the beginning of the sabbatical leave.

Section 4. The salary to be paid to a Professional Employee on sabbatical leave while actively engaged in the sabbatical program approved in accordance with this Article shall be fifty percent (50%) of the salary applicable to his/her step for a sabbatical leave of one (1) work year and one hundred percent (100%) of the salary applicable to his/her step for a sabbatical leave of one-half of a work year. In the event that the employee receives a grant or fellowship, the compensation to be paid by the Committee when added to the amount of the grant or the fellowship shall not exceed the employee's salary during the work year immediately prior to the beginning of the sabbatical leave.

Section 5. Prior to the granting of the sabbatical leave, a Professional Employee shall enter into a written agreement with the Committee providing that upon termination of such leave he/she will return to service in the Norton Public Schools for a period equal to twice the length of the sabbatical leave and that, in default of completing such service, he/she will refund to the Town of Norton an amount equal to such proportion of salary received by him/her while on said leave as the amount of service not actually rendered as agreed bears to the whole amount of service agreed to be rendered.

Section 6. All matters pertaining to advancement on the salary schedule, sick leave, the performance of extra duties and the compensation therefor, which shall apply

when an employee returns to the Norton Public Schools following the completion of his /her sabbatical leave, shall be reviewed with the Superintendent at the time a sabbatical leave is approved. The details of the matters agreed upon during the said review shall be incorporated into a written memorandum and signed by the Superintendent and the applicant, and a copy of said memorandum shall be retained by each party.

ARTICLE XX

PROTECTION OF TEACHERS

Each Professional Employee and his/her Principal shall immediately report all cases of assault suffered by a Professional Employee in connection with his/her employment to the Superintendent, who will acknowledge receipt of such report. The Superintendent will comply with any reasonable request from the Professional Employee for information in his/her possession relating to the incident or the persons involved.

ARTICLE XXI

TEACHER FACILITIES

Section 1. The Committee agrees that during the term of this Agreement each school building will contain:

- a. A space in each classroom to store instructional materials and supplies;
- b. A work area for use in the preparation of instructional materials;
- c. A furnished room reserved for the exclusive use of the Professional Employees as a faculty lounge which may be combined with the work area described in sub-paragraph (b);
- d. A serviceable desk and chair in each classroom;
- e. Reasonable toilet facilities for the use of Professional Employees;
- f. Parking facilities; and
- g. A private phone in the faculty lounge for use by Professional Employees. Such phone may be used for local calls and may be used for other calls by calling card only.

Section 2. Subject to the discretion and to the legal authority of the School Building Committee of the Town of Norton, the School Committee will, when

appropriate, recommend to the School Building Committee that new school buildings constructed by the Town of Norton contain not less than the facilities provided for in Section I of this Article.

ARTICLE XXII

USE OF SCHOOL FACILITIES

Section 1. The use of school facilities by employees is subject to School Committee policies and procedures regarding building use.

Section 2. The Committee agrees to provide a bulletin board in the faculty lounge in each school building for use by the Association for the posting of announcements, bulletins and notices pertaining to the administration of the internal business and affairs of the Association. Each announcement, bulletin and notice shall be signed by the Association representative responsible for posting it.

ARTICLE XXIII

SUBSTITUTE TEACHERS

The Superintendent to the extent possible, will employ substitute teachers to fill temporary absences of regular teachers and specialists. When an absence occurs and no substitute teacher is readily available, or when in the opinion of the Superintendent or his/her designee the employment of a substitute teacher is not warranted, a regular teacher or a specialist shall during his/her non-teaching time on duty substitute for an absent teacher. A regular teacher or specialist shall not be paid additional compensation for such substitution, except when they lose a preparation period because of such substitution. In such case, the regular teacher or specialist shall be compensated for the preparation period lost at one seventh (1/7) of his/her daily rate of pay. The assignment of regular teachers and specialists as substitutes shall, to the extent possible, be made on a rotational basis.

ARTICLE XXIV

PAYROLL DEDUCTIONS

Section 1. During the term of this Agreement, the Superintendent will, at the written request of Professional Employees who sign and deliver to the Superintendent a written authorization on a form approved by the Superintendent, make deductions in the manner and to the extent provided in this Article from the wages or salaries due and payable to said employees for group health insurance, group life insurance, group income protection insurance issued by a single insurance carrier, Massachusetts

Teachers' Association Credit Union, Mansfield Credit Union and for a tax-sheltered annuity plan. The amount of the deductions shall be paid over in accordance with the provisions of the written authorization, all as provided in this Section.

Section 2. During the term of this Agreement, the Superintendent agrees that he/she will, at the written request of Professional Employees who sign and deliver to the Superintendent an authorization form satisfactory to both the Superintendent and the Association, make deductions, in the manner and to the extent specifically provided in this Article, from the wages or salaries due and payable to said employees of their uniform regular, current, annual dues as members of the Norton Teachers' Association, the Massachusetts Teachers' Association and/or the National Education Association.

Section 3. The deduction from wages and salaries as provided for in this Article shall be subordinate to (1) deductions for Federal and State withholding taxes, and (2) deductions for hospital and medical payments, pension or retirement plans or insurance premiums under a plan sponsored by the Committee or by a group of the Professional Employees of the Committee. The deductions from wages and salaries as provided in Section 2 shall be made in ten (10) equal amounts for pay periods two through eleven and said deductions shall be subject to the provisions of this Section. The wages and salaries paid to employees hereunder shall be paid by direct deposit in a bank, credit union or similar financial institution designated in writing by the employee.

Section 4. The amount of the regular, current, annual Association dues collected by the Superintendent by deductions from the wages or salaries due and payable to the Professional Employees as provided for in Section 2 above and a statement in the form, which the Superintendent considers convenient and adaptable to his/her record keeping operations, designating the name of each employee from whose wages the deductions were made and the amount of such deduction, shall be mailed to the Treasurer of the Norton Teachers' Association at its office in Norton, Massachusetts, not later than February 1st of each calendar year. The amount of the agency service fee as provided for in Article XXXIII hereof shall similarly be collected by payroll deduction and mailed to the Treasurer of the Association.

Section 5. The authorization made by a Professional Employee in accordance with Section 2 above may be withdrawn by such employee by giving at least sixty (60) days notice in writing of such withdrawal to the Superintendent and by filing a copy thereof with the Treasurer of the Association for which such dues deduction was being made. Said authorization, if not previously cancelled or revoked, shall be deemed automatically terminated upon the termination of the employment of the employee by whom it was signed.

Section 6. It is understood and agreed that the obligations of the Superintendent with respect to the checkoff of regular, current, annual Association dues is limited to the obligations set forth in this Article and that these obligations shall not be deemed extended or increased by the provisions of any forms of authorization or by any other means. In particular, the obligation of the Superintendent to make deductions from the

wages or salaries due and payable to the Professional Employees as provided in Section 2 is limited to uniform regular, current, annual Association dues and does not obligate or require him/her to collect or deduct fines or assessments of any kind which may be levied on its members, individually or collectively by the Association. The Association agrees that all payments for Association dues received from the Superintendent by deductions from the wages or salaries due and payable to the Professional Employees under the provisions of this Article or received directly from an employee shall be applied solely toward the uniform periodic, regular, current, annual Association dues for said employee or employees and that none of said payments will be applied by the Association toward the payment of fines or assessments of any kind.

Section 7. The Committee and the Superintendent shall not be liable to the Association for any error in making or failing to make any deduction required by the provisions of this Article, except for willful misconduct or clear lack of good faith, provided, however, that upon notice in writing to the Superintendent by the Association of any such error, the Superintendent will make the appropriate deduction in the manner and to the extent prescribed in this Article in the next following pay period. The Association agrees that the Superintendent shall have the unqualified right to decline to make a deduction or deductions required by the provisions of this Article if deemed necessary or prudent by the Superintendent to protect the Committee against assignments, attachments or liens against the wages or salary of an employee which in the judgment of the Superintendent are or may be prior to or superior to any deductions authorized pursuant to the provisions of this Article. The Association agrees that nothing in this Article shall be construed to obligate or require the Committee and the Superintendent to do anything or to take any action contrary to law or contrary to government statutes or regulations.

Section 8. The specific amount of the current dues of each of said local, state and national associations shall be certified to the Superintendent by the Treasurer of the Association on or before September fifteenth of each school year.

Section 9. The Association agrees to and does hereby indemnify, defend and hold the Committee and the Superintendent harmless from and against any and all claims, demands, liabilities, obligations, suits or any other form of legal action or litigation arising from or related to any action taken by the Committee or the Superintendent in reliance upon any information, list, notice, statement or authorization for the checkoff of Association dues delivered to the Superintendent by the Association or by a Professional Employee for the purpose of complying with any of the provisions of this Agreement or of this Article.

ARTICLE XXV

REIMBURSEMENT OF EXPENSES AT WORKSHOPS, SEMINARS AND CONFERENCES

The Committee will reimburse Professional Employees, including Nurses, for

their reasonable actual expenses, including meals, lodging and transportation, when they attend workshops, seminars, conferences or other improvement sessions at the request or with the advance approval of the Superintendent.

ARTICLE XXVI

GRIEVANCE PROCEDURE

Section 1. The purpose of the procedure set forth in this Article is to produce prompt and equitable solutions to those problems which from time to time may arise and affect the conditions of employment of the Professional Employees covered by this Agreement. The Committee and the Association desire that such procedure shall always be as informal and confidential as possible.

Section 2. Nothing contained in this Article shall be construed as limiting the right of any aggrieved employee from discussing his/her grievance informally under the grievance procedure and from having his/her grievance adjusted, without the intervention of the Association, provided any such adjustment is not inconsistent with the terms of this Agreement and provided that the Association has been given the opportunity to be present at such adjustment and to state its views.

Section 3. A grievance is defined as a dispute involving an alleged violation of a specific provision or provisions of this Agreement. Any matter which is not specifically covered by the provisions of this Agreement or which is reserved to the discretion of the Committee or the Superintendent by the terms of this Agreement shall not be the subject of a grievance. All grievances shall specify: (a) the contract provision alleged to have been violated; (b) the facts supporting the grievance in reasonable detail; (c) the pertinent dates of the alleged contract violation; and, (d) the remedy sought.

Section 4. Grievances, except as is otherwise provided for herein, shall be processed in accordance with the following Steps:

INFORMAL RESOLUTION

Employees should attempt to resolve their concerns informally with their immediate supervisors before invoking the formal grievance procedure. However, pursuit of an informal resolution will not extend any of the timelines set forth in the formal procedure.

STEP 1:

The employee shall submit the grievance in writing to the Principal (or supervising Administrator) within 20 calendar days of the date that the employee or the Association knew or, with the exercise of reasonable diligence, should have known of the occurrence giving rise to the grievance. The Principal and the

Association may meet to discuss the grievance. If the grievance has not been resolved or responded to within 10 calendar days of receipt by the Principal, the Association may appeal to the next level.

STEP 2:

If the grievance is not resolved in Step 1, the Association may appeal it by giving a written notice of such appeal to the Superintendent of Schools within 10 calendar days after the answer of the Principal is due. The Superintendent and the Association may meet to discuss the grievance. If the grievance has not been resolved or responded to within 10 calendar days of receipt by the Superintendent, the Association may appeal to the next level.

STEP 3:

If the grievance is not settled in Step 2, the Association may request a hearing before the School Committee, by submitting a written request, which shall include a written summary of the basis of the grievance and the reason for appealing the Superintendent's decision, to the Superintendent within 10 calendar days of the date the Step 2 response is due. The Superintendent will present the request to the School Committee in executive session at the next available meeting, and shall communicate the School Committee's decision to the Association in writing within 5 days of the decision. If the decision is a denial of the request, then the Superintendent's written notification of the denial to the Association shall serve as the District's Step 3 response for the purposes of this Article. Should the School Committee agree to hear the grievance, the hearing will held at or before the next available meeting after the meeting at which decision to hear the grievance is made. If the School Committee elects to have a subcommittee hear the grievance, then the hearing shall be scheduled at a time mutually agreeable to the parties. Thereafter, the Committee's written Step 3 response shall be due within 30 calendar days after the hearing.

STEP 4: Arbitration

a. If the dispute or grievance is not settled in the foregoing steps and it involves the claimed violation of an arbitrable provision of this Agreement, then the Association may seek arbitration by filing a written demand for arbitration with the American Arbitration Association. The demand shall be filed with the American Arbitration Association within 15 days of the District's answer in Step 2, unless Step 3 review has been requested, in which case, the demand must be filed within 15 days of the District's answer in Step 3.

b. The arbitration proceeding will be conducted under the rules of the American Arbitration Association. The hearing locale shall be the school district offices, unless otherwise agreed by the parties. The arbitrator shall not have the authority to add to, subtract from, modify, change or alter any of the provisions of

this Agreement. The award shall be final and binding on the School District, the Association, and the grievant. The decision of the arbitrator shall not violate any statutes of the Commonwealth, or regulations pursuant to such statutes.

c. The arbitrator's decision shall be final and binding and may be reviewed in court under G.L. c. 150C, or on the grounds that the award: (1) is arbitrary or capricious, or (2) misinterprets or misapplies any provision of law. The dispute, as stated in the request for arbitration, shall constitute the sole and entire subject matter to be heard by the arbitrator, unless the parties agree in writing to modify the scope of the hearing. A dispute that was not raised in the grievance may not be raised in arbitration. The arbitrator may not hear evidence or argument with respect to matters that are not arbitrable under this agreement.

d. The following matters shall not be subject to grievance-arbitration under this Agreement:

- i. Disputes over alleged unlawful discrimination, unless all parties including the grievant agree that the arbitration procedure as defined in this agreement shall be the sole and exclusive remedy for such alleged discrimination;
- ii. Non-renewal of an employee without professional teacher status.
- iii. Any incident which occurred or failed to occur prior to the effective date of this Agreement.

Section 5. The parties agree to follow each of the foregoing steps in the processing of the grievance; and if any step the District fails to give its written answer within the time limit therein set forth, the grievance shall be deemed to be denied, and the Association may appeal the grievance to the next step at the expiration of such time limit. Failure of the Association at any step to process according to the time limits set forth herein shall mean that the Association has waived the grievance, and the right to proceed further. If the time limits referenced in the grievance steps set forth above will cause the due date for any action to fall during summer vacation, then the party affected may request a reasonable extension of time to take the required action, and such request shall not be unreasonably denied. The time limits specified for the bringing and processing of a grievance may be extended by mutual agreement of the Association and the Superintendent.

Section 6. The settlement or remedy of a grievance, including any monetary or back pay remedy, in any case, shall not be made retroactive for any period prior to 30 calendar days before the date the grievance was first presented in writing.

ARTICLE XXVII

CLASS SIZE

The Committee and the Association recognize the desirability of achieving optimum teaching-learning conditions by assuring workable class size. To this end, the Committee will, subject to budgetary limitations, make an effort to maintain or improve the present ratio of pupils to professional staff. If the Association is concerned with class size, it may meet with the Committee to discuss the matter.

ARTICLE XXVIII

REDUCTIONS IN STAFF

Section 1. In the event it becomes necessary for the Superintendent to reduce the number of Professional Employees in the bargaining unit because of financial limitations, reasons of economy, decreases in pupil enrollment, changes in curriculum or other similar reasons, the procedures set forth in this Article will govern the layoff and recall of employees who are affected by any such reduction.

Section 2. The Superintendent shall have the sole discretion in determining which position or positions or which type or types of position are to be eliminated.

Section 3. No employees with professional teacher status shall be laid off if there is an employee without professional teacher status serving in a position that the employee with professional teacher status is qualified to fill.

Section 4. ~~Seniority as used herein shall mean in employee's length of continuous service in years, months and days in the employ of the Committee. Employees shall be credited for seniority purposes up to a maximum of one (1) year with time spent on any leave of absence provided for in this Agreement. Summer employment and employment as a Substitute Teacher shall not be credited for seniority purposes. In cases involving employees who have identical seniority, lots will be drawn by said employees to determine seniority. A list indicating the seniority of each employee with professional teacher status shall be prepared by the Superintendent and forwarded to the Association within sixty (60) days subsequent to the execution of this Agreement and shall be updated yearly by November first. Employees with professional teacher status shall be grouped according to the following seniority groupings:~~

~~Group 1 - Completed three (3) or more and less than six (6) years of service;~~

~~Group 2 - Completed six (6) or more and less than ten (10) years of service;~~

~~Group 3 - Completed ten (10) or more and less than fourteen (14) years of service;~~

~~Group 4 - Completed fourteen (14) or more and less than nineteen (19) years of service;~~

~~Group 5 - Completed nineteen (19) or more years of service.~~

Section 5. In determining which of its employees with professional teacher status are to be laid off to accomplish any such reduction in staff, the Superintendent will take into consideration ~~within the five (5) separate groups defined in Section 4 immediately above~~ the qualifications of employees for the position or type of position to be eliminated, the quality of past performance of such employees and their seniority as employees of the ~~Committee~~District. Where, in the opinion of the Superintendent, the qualifications and quality of performance of employees are substantially equal, employees will be laid off in the order of their seniority as employees of the Committee, those with the least seniority to be laid off first. The standard of review in any arbitration arising out of or with respect to any decision made by the Superintendent under the provisions of this Section 5, other than a grievance arising out of a determination of an employee's seniority, shall be whether the Superintendent was arbitrary or capricious in making his/her decision. The arbitrator shall not substitute his/her judgment for that of the Superintendent in evaluating the qualifications and quality of performance of such employees. The determinations of the Superintendent as to the qualifications and quality of past performance of employees shall be based, except as is otherwise provided herein, on the materials in the personnel file of the employee as of the April first immediately preceding the layoff. Written performance evaluations completed in the school year in which the layoff takes place shall not be used by the Superintendent in making such determinations. When comparing overall rating from performance evaluations, no distinction shall be made between evaluations that meet or exceed performance standards.

Section 6. ~~No~~An employee with professional teacher status ~~shall be~~who has been laid off in a higher numbered seniority grouping if there is a teacher with professional teacher status in a lower numbered seniority grouping teaching at the time the layoff is to occur either in the same certification area or in a different area of certification in which the employee in the higher numbered seniority grouping is also certified and has taught in the Norton Public Schools for a period of at least one (1) year within the five (5) year period immediately preceding the proposed effective date of the reduction in staff, provided, however, that the Superintendent may in any given case waive this requirement that the employee must have taught in the different area of certification for a period of at least one (1) year within said five (5) year period.

Section 7. Seniority as used herein shall mean an employee's length of continuous service in years, months and days in the employ of the Committee. Employees shall be credited for seniority purposes up to a maximum of one (1) year with time spent on any leave of absence provided for in this Agreement. Summer employment and employment as a Substitute Teacher shall not be credited for seniority purposes. In cases involving employees who have identical seniority, lots will be drawn by said employees to determine seniority. A list indicating the seniority of each employee with professional teacher status shall be prepared by the Superintendent and forwarded to the Association within sixty (60) days subsequent to the execution of this Agreement and shall be updated yearly by November first.

Section 8. An employee with professional teacher status who has been laid off shall be entitled to recall rights, in the inverse order of his/her layoff, to a position for which he/she is qualified for a period of eighteen (18) months, except as is otherwise provided herein, from the effective date of his/her layoff. During his/her recall period, an employee will be notified by certified mail, addressed to his/her last address of record, of the Superintendent's intent to recall him/her. An employee must notify the Superintendent in writing of his/her acceptance of an offer of recall within fifteen (15) days from the receipt of said certified mail. An employee's failure to so notify the Superintendent of his/her acceptance of any such offer or his/her failure, after accepting any such offer, to report for duty on the date indicated shall terminate his/her recall rights, notwithstanding the fact that the eighteen (18) month period of recall has not expired.

Section 9. An employee who is laid off will be given preference by the Superintendent during his/her recall period in its employment of substitute teachers if he/she informs the Superintendent in writing at the time of his/her layoff of his/her desire to be so employed.

Section 10. Employees who are laid off may continue for the period and on the conditions indicated herein the group health and life insurance coverage, which is provided to members of this bargaining unit, by paying the full amount of the premium for such insurance to the Town Treasurer. Employees may continue such insurance coverage during the said eighteen (18) month period for which they are eligible for recall. In the event any such employee fails to make payment of said premium or refuses any offer of recall during said eighteen (18) month period, his/her option to continue such insurance coverage shall terminate.

Section 11. An employee who is recalled within said eighteen (18) month period shall have restored to him/her all benefits he/she had accumulated at the time of his/her layoff. An employee, who has acquired professional teacher status at the time of his/her layoff and who is recalled within said eighteen (18) month period, shall be recalled with said status.

Section 12. The provisions of this Article shall not apply to the termination of the employment of a Professional Employee for any reason other than the reasons specified in Section 1 hereof.

ARTICLE XXIX

LONGEVITY PAY

Section 1. A Professional Employee, who completes the number of years indicated below of continuous service as a Professional Employee in the employ of the District, shall be granted a longevity lump-sum payment in the amount set forth below for the number of years of service he/she has completed:

Years	Amount
10	\$425
15	\$850
20	\$1,000
25	\$1,150
30	\$2,250

Section 2. The longevity pay to which a Professional Employee is entitled shall be paid in a lump-sum payment in a separate check in the second pay period in September of each year. The longevity pay shall not be cumulative.

ARTICLE XXX

REIMBURSEMENT FOR COURSES

Section 1. The Committee shall reimburse a Professional Employee, including Nurses, in an amount not to exceed eight hundred dollars (\$800) in any year of the Agreement for a graduate course approved in advance by the Superintendent and which is directly related to the employee's area of teaching responsibility. Reimbursement shall be contingent upon the employee's obtaining a satisfactory grade (B-minus or better) in any such course according to the standards of the institution and submitting evidence of such completion and payment to the Superintendent. Reimbursement may also be allowed under the same conditions for use in obtaining PDPs and CEUs. Specialists (but not classroom teachers) may also seek reimbursement for attendance at conferences. Notwithstanding the foregoing provisions, the maximum amount to be expended by the Committee for such course reimbursement shall not exceed fifty-six thousand, seven hundred dollars (\$56,700) during each year of the Agreement. The annual budget amount shall be used to cover all related costs of such courses and conferences, including, where applicable and approved in advance, travel tuition and substitute costs. In the event the said sum of fifty-six thousand, seven hundred dollars (\$56,700) is not fully expended at the end of any year of the Agreement, the balance left shall be distributed to employees who are eligible for reimbursement for a second course and who make application therefore.

ARTICLE XXXI

SICK LEAVE BANK

Section 1. A sick leave bank shall be established for the purpose of making additional sick leave days available to employees who have completed three (3) years, whether or not consecutive, of service with the District, who have exhausted their entire sick leave accumulation through prolonged illness and who have a serious illness or injury. A serious illness or injury shall be one which requires the employee's absence from work for more than ten (10) consecutive work days. Participation in the sick leave bank by such employees shall be voluntary.

Section 2. The employee must have exhausted all his/her personal sick leave days, and must have been absent for work for a period of ten (10) consecutive work days because of a serious illness or injury. The sick leave days granted by the bank will be retroactive to the first day of the employee's illness or injury.

Section 3. The sick leave bank will be initially funded by deducting one (1) sick leave day from the accumulated sick leave days of each employee who has agreed to participate in the bank and contributing such days to the bank. When the bank is depleted to twenty (20) sick leave days, an additional assessment of one (1) day of sick leave shall be made against the sick leave account of each employee who has agreed to participate in the bank.

Section 4. The initial grant of sick leave days from the bank shall not exceed twenty (20) days after which the employee may reapply for additional days. Any grant of sick leave days shall end on the last day of the school year in which the prolonged illness began. Requests for sick leave bank days shall be submitted in writing to the Sick Leave Bank Committee and shall include a written statement from the employee's physician indicating the nature and extent of the illness or injury and the estimated time that the employee will be absent from work. Notwithstanding the foregoing, it is agreed that not more than a total of one hundred forty (140) sick leave days shall be granted from the sick leave bank during any one work year.

Section 5. An employee eligible to join the sick leave bank must apply for membership on a form approved by the Sick Leave Bank Committee. Employees wishing to join the bank must submit an application for membership by October first of each work year.

Section 6. The sick leave bank shall be administered by a Sick Leave Bank Committee comprised of five (5) persons, three (3) appointed by the Association and two (2) by the Committee. The decisions of the Sick Leave Bank Committee shall be final and shall not be subject to the Grievance Procedure.

ARTICLE XXXII

HEALTH AND SAFETY

Within each school, an indoor air quality team will be formed and serve under the guidance of the school principal. The primary function of such team will be to

disseminate information, register complaints, and communicate indoor air quality issues and status to school administration, staff, students, and parents. It is our hope that by encouraging a sense of shared responsibility and cooperative effort, we will be able to resolve indoor air quality problems. Each school will develop an indoor air quality management plan.

ARTICLE XXXIII

AGENCY SERVICE FEE

Section 1. All employees, except those certified to the Committee by the Association as members of the Association, shall pay, as a condition of their employment by the Committee, to the Association by dues deduction an agency service fee in an amount equal to the cost to the Association of collective bargaining and contract administration. The amount of such agency service fee shall be determined by the Association and certified annually to the Committee by the Association. The effective date for such payment shall, in the case of new employees, be on or after the thirtieth day following the beginning of their employment and for current employees shall be at the beginning of the second year of this Agreement.

Section 2. The Association shall indemnify and hold the Committee harmless from any claims, damages or liability whatsoever arising out of or with respect to the collection or the attempted collection by the Association under the terms and provisions of this Article, of an agency service fee from an employee, including the termination of an employee for the failure to pay such fee.

ARTICLE XXXIV

JOB SHARING

Section 1. Job sharing shall mean the sharing of the performance of the duties and responsibilities of a full-time teaching position by two part-time teachers. The commitment of a teacher to a job sharing position shall be for one year. The District shall have the sole discretion to permit a job sharing situation to commence or to continue, and those decisions shall not be subject to challenge through the grievance or arbitration provisions of this agreement.

Section 2. A teacher, who is employed on a full-time basis and who desires to participate in a job sharing position, shall inform the Superintendent in writing by March 1st that he or she is willing to accept a reduction from a full-time to a part-time position. Such teacher shall also indicate in writing that he or she understands that, once such reduction to a part-time position is made, the teacher cannot thereafter change his or her mind and displace or intrude upon the recall of a less senior teacher to attain full-

time status. Every effort will be made by the Superintendent to notify a teacher in writing by May 1st as to whether he or she will be assigned to a job sharing position. Two teachers engaged in an approved job sharing situation need not formally reapply each March 1; however, the District may nonetheless determine that the job sharing should not continue.

Section 3. The following working conditions shall apply to teachers participating in job sharing:

- a. The job sharing shall be arranged in such a manner that no more than one of the two sharing teachers shall be enrolled in health insurance from the employer. If it is or becomes impossible for this to occur lawfully, then the job sharing arrangement will terminate.
- b. Both teachers will share equally the instructional time, and shall be paid the same base salary (i.e., one half of the salary to which they would otherwise be entitled). The teacher who receives health insurance shall be required to perform at least 20 hours of work on site per week, and must be prepared, upon request, to document the work performed.
- c. Presumptively, the regular workday for each teacher shall be one-half the regular workday for full-time teachers, plus an overlap of ten (10) minutes between the morning and afternoon tours of duty. However, a job-sharing team may request, and the Superintendent may grant, permission for job sharers to each work two and one half days each. Such a request must be made through the Principal or supervisor, and the best interests of the students, as determined by the administration, shall be the deciding factor in granting or denying such a request.
- d. Both teachers will be present on duty for the entire workday for the first week of school in September of each year and for the last week of school. This may be waived in whole or in part by the administration. The administration shall notify the teachers of its decision regarding this by May 1.
- e. Half-days and in-service times shall be shared with the two teachers taking turns at coverage and reporting to each other.
- f. Both teachers will be present for parent conferences.
- g. Both teachers will arrange meeting times to evaluate students and mark report cards.
- h. If there is a temporary staffing interruption due to illness or other reasons, the teacher who is available for work will cover for the absent teacher whenever possible, thereby eliminating the need for a substitute.

- i. The preparation time provided for teachers in Article XII of this Agreement shall be shared by each teacher.
- j. Each teacher will be paid one-half of his or her appropriate full-time annual salary established pursuant to the terms of this Agreement, except when the teacher works an additional day pursuant to the provisions of this Article. On such days the teacher will be paid at the appropriate daily rate of compensation or part thereof.

Section 4. Nothing in this Article shall preclude the appointment by the District of a teacher assigned to a job sharing position to a full-time teaching position.

Section 5. In the event that the job sharing arrangement is revoked or otherwise eliminated by the District, the determination of which one of the teachers will fill the position which was formerly shared, if it still exists, will be made by the administration in accordance with the standard set forth in Article XXVII, Section 5. In the event of a resignation, termination, incapacity for an extended period of time, or leave of absence by one of the job sharing teachers the remaining job sharing teacher will be given the option to assume the full time position. If the remaining job sharing teacher refuses to assume the full time position, then the teacher will be placed on an unpaid leave of absence for the remainder of the school year, and the District may fill the position.

Section 6. In the event that the District determines that job sharing will no longer be available to bargaining unit members, then teachers in a job sharing arrangement will be treated as employees affected by a reduction in force, in accordance with Article XXVII.

ARTICLE XXXV

SCOPE OF AGREEMENT

Section 1. It is acknowledged and agreed that during the course of the negotiations preceding the execution of this Agreement, all matters and issues of interest to the Association and to the Committee pertaining to salaries, wages, hours and conditions of employment have been fully considered and negotiated, that each party was afforded a full opportunity to present and discuss proposals pertaining to salaries, wages, hours and conditions of employment and that the understandings and agreements among the parties concluded during the course of the negotiations are fully stated in this Agreement. It is agreed that the provisions of this Agreement shall bind and benefit each individual Professional Employee.

Section 2. The Committee and the Association, for itself and on behalf of the Professional Employees, agree that during the term of this Agreement all matters and

issues pertaining to salaries, wages, hours and conditions of employment are and shall be governed exclusively by and limited to the terms and provisions of this Agreement, and that neither the Committee nor the Association shall be obligated to negotiate with the other during the term of this Agreement with respect to any matter or issue pertaining to salaries, wages, hours or conditions of employment, whether or not specifically included in this Agreement or discussed during the negotiations preceding the execution of this Agreement, provided, however, that nothing in this Section shall in any way limit or restrict the rights and duties prescribed in Article XXVI.

Section 3. No addition to, alteration, modification or waiver of any term, provision, condition or restriction in this Agreement shall be valid, binding or of any force or effect unless made in writing and executed by the Committee and by the Association.

Section 4. By mutual agreement in writing between the Committee and the Association, any of the time limitations provided in this Agreement may be extended, and each of the parties to this Agreement agrees not to unreasonably withhold assent to the request by the other party for a reasonable extension of said time limitation.

Section 5. The failure by the Committee or by the Association in one or more instances to observe or enforce any provision of this Agreement shall not be construed to be a waiver of said provision.

Section 6. If any provision of this Agreement or any application of the Agreement to any employee or group of employees shall be found contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

ARTICLE XXXVI

ELECTRONIC GRADE REPORTING

- A. The District may require Teachers to report and maintain grades using software of the District's choosing, with grade postings to be made no less than bi-weekly.
- B. Rank books will not be required in any school that requires marks to be recorded electronically.
- C. All teachers must post homework assignments either daily or in advance for the week.
- D. Curriculum maps will be posted on school websites.

ARTICLE XXXVII

DURATION

This Agreement shall take effect on September 1, 2014, and shall continue in effect to and including August 31, 2017, and shall thereafter automatically renew itself for terms of one (1) year each, unless by the October first prior to the expiration of the contract year involved, either the Committee or the Association shall have given the other written notice of its desire to modify or terminate this Agreement. In the event notice is given of a desire to modify or terminate this Agreement, the Committee and the Association will meet promptly to begin negotiations.

IN WITNESS WHEREOF, the Committee has caused this Agreement to be signed in its name and behalf by its Chairman, hereto duly authorized, and the Association has caused this Agreement to be signed in its name and behalf by its President, hereto duly authorized, on the day and year first above written.

The foregoing Agreement is made, subject to ratification by the School Committee and the Association.

**NORTON TEACHERS
ASSOCIATION**

NORTON SCHOOL COMMITTEE

Date

Date

Appendix A
Salary Schedule

~~2014-2015 Teacher's~~ Fiscal Year 2017-2018 Salary Schedule

1.5%

	<u>Bachelors (B)</u>	<u>B+15</u>	<u>Masters (M)</u>	<u>M+15</u>	<u>M+30</u>	<u>M+45</u>	<u>M+60</u>
<u>Step 1</u>	<u>\$42,155</u>	<u>\$42,974</u>	<u>\$44,625</u>	<u>\$45,379</u>	<u>\$46,544</u>	<u>\$47,939</u>	<u>\$49,337</u>

<u>Step 2</u>	<u>\$46,325</u>	<u>\$47,144</u>	<u>\$48,829</u>	<u>\$49,597</u>	<u>\$50,753</u>	<u>\$52,275</u>	<u>\$53,799</u>
<u>Step 3</u>	<u>\$49,085</u>	<u>\$49,890</u>	<u>\$51,600</u>	<u>\$52,370</u>	<u>\$53,527</u>	<u>\$55,135</u>	<u>\$56,740</u>
<u>Step 4</u>	<u>\$51,920</u>	<u>\$52,740</u>	<u>\$54,489</u>	<u>\$55,224</u>	<u>\$56,388</u>	<u>\$58,080</u>	<u>\$59,770</u>
<u>Step 5</u>	<u>\$54,789</u>	<u>\$55,590</u>	<u>\$57,376</u>	<u>\$58,124</u>	<u>\$59,287</u>	<u>\$61,065</u>	<u>\$62,844</u>
<u>Step 6</u>	<u>\$57,590</u>	<u>\$58,411</u>	<u>\$60,207</u>	<u>\$60,955</u>	<u>\$62,130</u>	<u>\$63,995</u>	<u>\$66,873</u>
<u>Step 7</u>	<u>\$60,465</u>	<u>\$61,259</u>	<u>\$63,102</u>	<u>\$63,851</u>	<u>\$65,018</u>	<u>\$66,969</u>	<u>\$68,919</u>
<u>Step 8</u>	<u>\$63,308</u>	<u>\$64,128</u>	<u>\$66,003</u>	<u>\$66,748</u>	<u>\$67,906</u>	<u>\$69,943</u>	<u>\$71,981</u>
<u>Step 9</u>	<u>\$66,281</u>	<u>\$67,078</u>	<u>\$68,991</u>	<u>\$69,729</u>	<u>\$70,894</u>	<u>\$73,020</u>	<u>\$75,147</u>
<u>Step 10</u>	<u>\$71,302</u>	<u>\$72,292</u>	<u>\$74,018</u>	<u>\$74,764</u>	<u>\$75,931</u>	<u>\$78,208</u>	<u>\$80,424</u>
<u>Step 11</u>			<u>\$75,105</u>	<u>\$75,852</u>	<u>\$77,019</u>	<u>\$79,329</u>	<u>\$81,641</u>
<u>Step 12</u>			<u>\$77,922</u>	<u>\$78,862</u>	<u>\$79,102</u>	<u>\$81,475</u>	<u>\$83,848</u>
<u>Step 13</u>				<u>\$79,635</u>	<u>\$81,973</u>	<u>\$84,433</u>	<u>\$86,892</u>
<u>Step 14</u>					<u>\$82,746</u>	<u>\$85,229</u>	<u>\$87,711</u>

Commented [WU1]: Updated

FY15	1.00%						
Step	BA	BA+15	MA	MA+15	MA+30	MA+45	MA+60
1	\$ 39,724	\$ 40,496	\$ 42,053	\$ 42,763	\$ 43,861	\$ 45,176	\$ 46,493
2	\$ 43,654	\$ 44,426	\$ 46,014	\$ 46,737	\$ 47,827	\$ 49,261	\$ 50,697
3	\$ 46,254	\$ 47,014	\$ 48,624	\$ 49,351	\$ 50,442	\$ 51,955	\$ 53,468
4	\$ 48,927	\$ 49,700	\$ 51,348	\$ 52,040	\$ 53,137	\$ 54,731	\$ 56,325
5	\$ 51,630	\$ 52,384	\$ 54,068	\$ 54,772	\$ 55,869	\$ 57,545	\$ 59,221
6	\$ 54,270	\$ 55,043	\$ 56,735	\$ 57,440	\$ 58,549	\$ 60,305	\$ 62,061
7	\$ 56,978	\$ 57,727	\$ 59,464	\$ 60,169	\$ 61,269	\$ 63,108	\$ 64,945
8	\$ 59,658	\$ 60,430	\$ 62,198	\$ 62,900	\$ 63,990	\$ 65,910	\$ 67,830
9	\$ 62,458	\$ 63,210	\$ 65,012	\$ 65,709	\$ 66,806	\$ 68,810	\$ 70,814
10	\$ 67,191	\$ 68,124	\$ 69,751	\$ 70,453	\$ 71,553	\$ 73,699	\$ 75,786
11	\$ -	\$ -	\$ 70,774	\$ 71,479	\$ 72,578	\$ 74,756	\$ 76,933
12	\$ -	\$ -	\$ 73,430	\$ 74,315	\$ 74,542	\$ 76,778	\$ 79,014
13	\$ -	\$ -	\$ -	\$ 75,043	\$ 77,247	\$ 79,565	\$ 81,882
14	\$ -	\$ -	\$ -	\$ -	\$ 77,976	\$ 80,314	\$ 82,654

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Nurses – Salaries included in above salary schedule by terms of the agreement.

Longevity (based on continuous service to district)-

<u>10 Years</u>	<u>\$425</u>
<u>15 Years</u>	<u>\$850</u>
<u>20 Years</u>	<u>\$1,000</u>
<u>25 Years</u>	<u>\$1,150</u>
<u>30 Years</u>	<u>\$2,250</u>

Continuous Service to District	Amount
10 Years	\$425
15 Years	\$850
20 Years	\$1,000
25 Years	\$1,150
30 Years	\$2,250

Mentors

Mentor Coordinator	\$1,750
Lead Mentors	\$400
Mentor	\$500

*Mentors earn \$500 for the first protégé and \$300 for each additional protégé.

Lead Mentors	400
Mentor*	500

*Mentors earn \$500 for the first protégé and \$300 for each additional protégé.

Appendix A

Salary Schedule

~~2015-2016~~ Teacher's Fiscal Year 2018-2019 Salary Schedule

2.25%; plus \$500 to stop step of Masters, M+15, M+30, M+45 and M+60 lanes

	<u>Bachelors (B)</u>	<u>B+15</u>	<u>Masters (M)</u>	<u>M+15</u>	<u>M+30</u>	<u>M+45</u>	<u>M+60</u>
<u>Step 1</u>	<u>\$43,103</u>	<u>\$43,941</u>	<u>\$45,629</u>	<u>\$46,400</u>	<u>\$47,591</u>	<u>\$49,018</u>	<u>\$50,447</u>
<u>Step 2</u>	<u>\$47,367</u>	<u>\$48,205</u>	<u>\$49,928</u>	<u>\$50,713</u>	<u>\$51,895</u>	<u>\$53,451</u>	<u>\$55,009</u>
<u>Step 3</u>	<u>\$50,189</u>	<u>\$51,013</u>	<u>\$52,761</u>	<u>\$53,548</u>	<u>\$54,731</u>	<u>\$56,376</u>	<u>\$58,017</u>
<u>Step 4</u>	<u>\$53,088</u>	<u>\$53,927</u>	<u>\$55,715</u>	<u>\$56,467</u>	<u>\$57,657</u>	<u>\$59,387</u>	<u>\$61,115</u>
<u>Step 5</u>	<u>\$56,022</u>	<u>\$56,841</u>	<u>\$58,667</u>	<u>\$59,432</u>	<u>\$60,621</u>	<u>\$62,439</u>	<u>\$64,258</u>
<u>Step 6</u>	<u>\$58,886</u>	<u>\$59,725</u>	<u>\$61,562</u>	<u>\$62,326</u>	<u>\$63,528</u>	<u>65435</u>	<u>\$68,378</u>
<u>Step 7</u>	<u>\$61,825</u>	<u>\$62,637</u>	<u>\$64,522</u>	<u>\$65,288</u>	<u>\$66,481</u>	<u>\$68,476</u>	<u>\$70,470</u>
<u>Step 8</u>	<u>\$64,732</u>	<u>\$65,571</u>	<u>\$67,488</u>	<u>\$68,250</u>	<u>\$69,434</u>	<u>\$71,517</u>	<u>\$73,601</u>
<u>Step 9</u>	<u>\$67,772</u>	<u>\$68,587</u>	<u>\$70,543</u>	<u>\$71,298</u>	<u>\$72,489</u>	<u>\$74,663</u>	<u>\$76,838</u>
<u>Step 10</u>	<u>\$72,906</u>	<u>\$73,919</u>	<u>\$75,683</u>	<u>\$76,446</u>	<u>\$77,639</u>	<u>\$79,968</u>	<u>\$82,234</u>
<u>Step 11</u>			<u>\$76,795</u>	<u>\$77,559</u>	<u>\$78,752</u>	<u>\$81,114</u>	<u>\$83,478</u>
<u>Step 12</u>			<u>\$80,175</u>	<u>\$80,636</u>	<u>\$80,882</u>	<u>\$83,308</u>	<u>\$85,735</u>
<u>Step 13</u>				<u>\$81,927</u>	<u>\$83,817</u>	<u>\$86,333</u>	<u>\$88,847</u>
<u>Step 14</u>					<u>\$85,108</u>	<u>\$87,647</u>	<u>\$90,184</u>

Commented [WU2]: updated

FY16	2.00%						
Step	BA	BA+15	MA	MA+15	MA+30	MA+45	MA+60
1	\$ 40,519	\$ 41,306	\$ 42,894	\$ 43,618	\$ 44,738	\$ 46,079	\$ 47,423
2	\$ 44,527	\$ 45,314	\$ 46,934	\$ 47,672	\$ 48,783	\$ 50,246	\$ 51,711
3	\$ 47,180	\$ 47,954	\$ 49,597	\$ 50,338	\$ 51,450	\$ 52,995	\$ 54,538
4	\$ 49,905	\$ 50,694	\$ 52,375	\$ 53,081	\$ 54,200	\$ 55,826	\$ 57,451
5	\$ 52,662	\$ 53,432	\$ 55,149	\$ 55,868	\$ 56,986	\$ 58,696	\$ 60,405
6	\$ 55,355	\$ 56,144	\$ 57,870	\$ 58,589	\$ 59,719	\$ 61,511	\$ 63,302
7	\$ 58,118	\$ 58,882	\$ 60,653	\$ 61,373	\$ 62,495	\$ 64,370	\$ 66,244
8	\$ 60,851	\$ 61,639	\$ 63,442	\$ 64,158	\$ 65,270	\$ 67,228	\$ 69,187
9	\$ 63,708	\$ 64,475	\$ 66,313	\$ 67,023	\$ 68,142	\$ 70,186	\$ 72,230
10	\$ 68,535	\$ 69,487	\$ 71,146	\$ 71,862	\$ 72,984	\$ 75,173	\$ 77,302
11	\$ -	\$ -	\$ 72,190	\$ 72,908	\$ 74,030	\$ 76,251	\$ 78,472
12	\$ -	\$ -	\$ 74,898	\$ 75,802	\$ 76,032	\$ 78,313	\$ 80,594
13	\$ -	\$ -	\$ -	\$ 76,544	\$ 78,792	\$ 81,156	\$ 83,520
14	\$ -	\$ -	\$ -	\$ -	\$ 79,535	\$ 81,921	\$ 84,307

Nurses – Salaries included in above salary schedule by terms of the agreement.

Longevity (based on continuous service to District)

<u>10 Years</u>	<u>\$425</u>
<u>15 Years</u>	<u>\$850</u>
<u>20 Years</u>	<u>\$1,000</u>
<u>25 Years</u>	<u>\$1,150</u>
<u>30 Years</u>	<u>\$2,250</u>

Continuous Service to District	Amount
10 Years	\$425
15 Years	\$850
20 Years	\$1,000
25 Years	\$1,150
30 Years	\$2,250

Mentors

<u>Mentor Coordinator</u>	<u>\$1,750</u>
<u>Lead Mentors</u>	<u>\$400</u>
<u>Mentor</u>	<u>\$500</u>

*Mentors earn \$500 for the first protégé and \$300 for each additional protégé.

Lead Mentors	400
Mentor*	500
<u>*Mentors earn \$500 for the first protégé and \$300 for each additional protégé.</u>	

Appendix A
Salary Schedule

~~2016-2017 Teacher's~~ Fiscal Year 2019-2020 Salary Schedule

2.5%

	<u>Bachelors (B)</u>	<u>B+15</u>	<u>Masters (M)</u>	<u>M+15</u>	<u>M+30</u>	<u>M+45</u>	<u>M+60</u>
<u>Step 1</u>	<u>\$44,181</u>	<u>\$45,040</u>	<u>\$46,770</u>	<u>\$47,560</u>	<u>\$48,781</u>	<u>\$50,243</u>	<u>\$51,708</u>
<u>Step 2</u>	<u>\$48,551</u>	<u>\$49,410</u>	<u>\$51,176</u>	<u>\$51,981</u>	<u>\$53,192</u>	<u>\$54,787</u>	<u>\$56,384</u>
<u>Step 3</u>	<u>\$51,444</u>	<u>\$52,288</u>	<u>\$54,080</u>	<u>\$54,887</u>	<u>\$56,099</u>	<u>\$57,785</u>	<u>\$59,467</u>
<u>Step 4</u>	<u>\$54,415</u>	<u>\$55,275</u>	<u>\$57,108</u>	<u>\$57,879</u>	<u>\$59,098</u>	<u>\$60,872</u>	<u>\$62,643</u>
<u>Step 5</u>	<u>\$57,423</u>	<u>\$58,262</u>	<u>\$60,134</u>	<u>\$60,918</u>	<u>\$62,137</u>	<u>\$64,000</u>	<u>\$65,864</u>
<u>Step 6</u>	<u>\$60,358</u>	<u>\$61,218</u>	<u>\$63,101</u>	<u>\$63,884</u>	<u>\$65,116</u>	<u>\$67,071</u>	<u>\$70,087</u>
<u>Step 7</u>	<u>\$63,371</u>	<u>\$64,203</u>	<u>\$66,135</u>	<u>\$66,920</u>	<u>\$68,143</u>	<u>\$70,188</u>	<u>\$72,232</u>
<u>Step 8</u>	<u>\$66,350</u>	<u>\$67,210</u>	<u>\$69,175</u>	<u>\$69,956</u>	<u>\$71,170</u>	<u>\$73,305</u>	<u>\$75,441</u>
<u>Step 9</u>	<u>\$69,466</u>	<u>\$70,302</u>	<u>\$72,307</u>	<u>\$73,080</u>	<u>\$74,301</u>	<u>\$76,530</u>	<u>\$78,759</u>
<u>Step 10</u>	<u>\$74,729</u>	<u>\$75,767</u>	<u>\$77,575</u>	<u>\$78,357</u>	<u>\$79,580</u>	<u>\$81,967</u>	<u>\$84,290</u>
<u>Step 11</u>			<u>\$78,715</u>	<u>\$79,498</u>	<u>\$80,721</u>	<u>\$83,142</u>	<u>\$85,565</u>
<u>Step 12</u>			<u>\$82,179</u>	<u>\$82,652</u>	<u>\$82,904</u>	<u>\$85,391</u>	<u>\$87,878</u>
<u>Step 13</u>				<u>\$83,975</u>	<u>\$85,912</u>	<u>\$88,491</u>	<u>\$91,068</u>
<u>Step 14</u>					<u>\$87,236</u>	<u>\$89,838</u>	<u>\$92,439</u>

Commented [WU3]: updated

FY17	2.50%						
Step	BA	BA+15	MA	MA+15	MA+30	MA+45	MA+60
1	\$ 41,532	\$ 42,339	\$ 43,966	\$ 44,709	\$ 45,856	\$ 47,231	\$ 48,608
2	\$ 45,640	\$ 46,447	\$ 48,107	\$ 48,864	\$ 50,003	\$ 51,503	\$ 53,003
3	\$ 48,359	\$ 49,153	\$ 50,836	\$ 51,596	\$ 52,737	\$ 54,319	\$ 55,901
4	\$ 51,153	\$ 51,961	\$ 53,684	\$ 54,408	\$ 55,555	\$ 57,222	\$ 58,887
5	\$ 53,979	\$ 54,767	\$ 56,528	\$ 57,264	\$ 58,411	\$ 60,163	\$ 61,916
6	\$ 56,739	\$ 57,547	\$ 59,317	\$ 60,053	\$ 61,212	\$ 63,049	\$ 64,885
7	\$ 59,571	\$ 60,354	\$ 62,169	\$ 62,907	\$ 64,057	\$ 65,979	\$ 67,900
8	\$ 62,373	\$ 63,180	\$ 65,028	\$ 65,762	\$ 66,902	\$ 68,909	\$ 70,917
9	\$ 65,300	\$ 66,086	\$ 67,971	\$ 68,699	\$ 69,845	\$ 71,941	\$ 74,036
10	\$ 70,248	\$ 71,224	\$ 72,924	\$ 73,658	\$ 74,808	\$ 77,052	\$ 79,234
12	\$ -	\$ -	\$ 73,994	\$ 74,731	\$ 75,881	\$ 78,157	\$ 80,434
13	\$ -	\$ -	\$ 76,771	\$ 77,697	\$ 77,933	\$ 80,271	\$ 82,609
14	\$ -	\$ -	\$ -	\$ 78,457	\$ 80,762	\$ 83,185	\$ 85,608

Nurses – Salaries included in above salary schedule by terms of the agreement.

Longevity (based on continuous service to the District)

<u>10 Years</u>	<u>\$425</u>
<u>15 Years</u>	<u>\$850</u>
<u>20 Years</u>	<u>\$1,000</u>
<u>25 Years</u>	<u>\$1,150</u>
<u>30 Years</u>	<u>\$2,250</u>

Continuous Service to District	Amount
10 Years	\$425
15 Years	\$850
20 Years	\$1,000
25 Years	\$1,150
30 Years	\$2,250

Mentors

<u>Mentor Coordinator</u>	<u>\$1,750</u>
<u>Lead Mentors</u>	<u>\$400</u>
<u>Mentor</u>	<u>\$500</u>

*Mentors earn \$500 for the first protégé and \$300 for each additional protégé.

Lead Mentors	400
Mentor*	500

*Mentors earn \$500 for the first protégé and \$300 for each additional protégé.

**SUPPLEMENTARY COMPENSATION FY2018, FY2019,
FY2020**

Positions in blue are NEW to contract

ACADEMIC COORDINATORS	1.50% 2017- 2018	2.25% 2018- 2019	2.50% 2019- 2020
<u>Business/Technology</u>	\$6,034.18	\$6,169.95	\$6,324.20
<u>Science</u>	\$6,034.18	\$6,169.95	\$6,324.20
<u>English</u>	\$6,034.18	\$6,169.95	\$6,324.20
<u>Social Studies</u>	\$6,034.18	\$6,169.95	\$6,324.20
<u>World Language</u>	\$6,034.18	\$6,169.95	\$6,324.20
<u>Math</u>	\$6,034.18	\$6,169.95	\$6,324.20
<u>Wellness/Physical Education</u>	\$6,034.18	\$6,169.95	\$6,324.20
<u>Fine Arts</u>	\$6,034.18	\$6,169.95	\$6,324.20

EXTRA SERVICES	1.50% 2017- 2018	2.25% 2018- 2019	2.50% 2019- 2020
<u>Guidance Counselor</u>	\$3,468.26	\$3,546.30	\$3,634.96
<u>Adjustment Counselor</u>	\$3,468.26	\$3,546.30	\$3,634.96
<u>Team Chairperson</u>	\$3,468.26	\$3,546.30	\$3,634.96
<u>Psychologists</u>	\$3,468.26	\$3,546.30	\$3,634.96
<u>Unit Leader</u>	\$2,046.24	\$2,092.28	\$2,144.59
<u>Head Nurse Stipend</u>	\$3,468.00	\$3,546.30	\$3,634.96
<u>Extended Day Nurse (AM or PM) Stipend</u>	\$3,500.00	\$3,578.75	\$3,668.22
<u>Math Liason</u>	\$2,046.24	\$2,092.28	\$2,144.59
<u>National Board Certification</u>	\$1,358.07	\$1,388.63	\$1,423.35
<u>Technology Liason (1 per building)</u>	\$1,508.29	\$1,542.23	\$1,580.79
<u>Saturday Suspension Supervisor</u>	\$152.25	\$155.68	\$159.57
<u>Tutorial Fee</u>	\$30.45	\$31.14	\$31.92

CO-CURRICULAR HIGH SCHOOL	1.50% 2017- 2018	2.25% 2018- 2019	2.50% 2019- 2020
<u>Band Director 0.5,</u>	\$1,594.57	\$1,630.45	\$1,671.21
<u>Debating Club Advisor</u>	\$1,508.29	\$1,542.23	\$1,580.79
<u>Gay Straight Alliance Advisor</u>	\$1,508.29	\$1,542.23	\$1,580.79
<u>Drama Club Advisor</u>	\$1,508.29	\$1,542.23	\$1,580.79

<u>Dramatics Coach</u>	<u>\$1,508.29</u>	<u>\$1,542.23</u>	<u>\$1,580.79</u>
<u>Editor of Local Colour</u>	<u>\$1,508.29</u>	<u>\$1,542.23</u>	<u>\$1,580.79</u>
<u>Global Education Club Advisor</u>	<u>\$1,508.29</u>	<u>\$1,542.23</u>	<u>\$1,580.79</u>
<u>Global Education Certificate Advisor</u>	<u>\$1,508.29</u>	<u>\$1,542.23</u>	<u>\$1,580.79</u>
<u>Freshman Class Advisor 1</u>	<u>\$612.05</u>	<u>\$625.82</u>	<u>\$641.47</u>
<u>Freshman Class Advisor 2</u>	<u>\$612.05</u>	<u>\$625.82</u>	<u>\$641.47</u>
<u>Future Educators Advisor</u>	<u>\$1,508.29</u>	<u>\$1,542.23</u>	<u>\$1,580.79</u>
<u>Junior Class Advisor 1</u>	<u>\$764.30</u>	<u>\$781.50</u>	<u>\$801.04</u>
<u>Junior Class Advisor 2</u>	<u>\$764.30</u>	<u>\$781.50</u>	<u>\$801.04</u>
<u>Music Dramatics Coach</u>	<u>\$1,508.29</u>	<u>\$1,542.23</u>	<u>\$1,580.79</u>
<u>National Art Honor Society</u>	<u>\$1,508.29</u>	<u>\$1,542.23</u>	<u>\$1,580.79</u>
<u>National Spanish Honor Society</u>	<u>\$1,508.29</u>	<u>\$1,542.23</u>	<u>\$1,580.79</u>
<u>National History Honor Society</u>	<u>\$1,508.29</u>	<u>\$1,542.23</u>	<u>\$1,580.79</u>
<u>National Honor Society</u>	<u>\$1,508.29</u>	<u>\$1,542.23</u>	<u>\$1,580.79</u>
<u>National French Honor Society</u>	<u>\$1,508.29</u>	<u>\$1,542.23</u>	<u>\$1,580.79</u>
<u>National Tri Music Honor Society</u>	<u>\$1,508.29</u>	<u>\$1,542.23</u>	<u>\$1,580.79</u>
<u>National Math Honor Society</u>	<u>\$1,508.29</u>	<u>\$1,542.23</u>	<u>\$1,580.79</u>
<u>National Science Honor Society</u>	<u>\$1,508.29</u>	<u>\$1,542.23</u>	<u>\$1,580.79</u>
<u>Newspaper Editor</u>	<u>\$1,508.29</u>	<u>\$1,542.23</u>	<u>\$1,580.79</u>
<u>Quill and Scroll Society</u>	<u>\$1,508.29</u>	<u>\$1,542.23</u>	<u>\$1,580.79</u>
<u>SADD Advisor</u>	<u>\$1,508.29</u>	<u>\$1,542.23</u>	<u>\$1,580.79</u>
<u>Select Choir Advisor</u>	<u>\$1,508.29</u>	<u>\$1,542.23</u>	<u>\$1,580.79</u>
<u>Senior Class Advisor 1</u>	<u>\$1,508.29</u>	<u>\$1,542.23</u>	<u>\$1,580.79</u>
<u>Senior Class Advisor 2</u>	<u>\$1,508.29</u>	<u>\$1,542.23</u>	<u>\$1,580.79</u>
<u>Senior Class Advisor 3</u>	<u>\$1,508.29</u>	<u>\$1,542.23</u>	<u>\$1,580.79</u>
<u>Senior Class Art Advisor</u>	<u>\$1,508.29</u>	<u>\$1,542.23</u>	<u>\$1,580.79</u>
<u>Senior Class Yearbook Advisor</u>	<u>\$3,360.67</u>	<u>\$3,436.29</u>	<u>\$3,522.20</u>
<u>Senior Class Yearbook Business Manager</u>	<u>\$1,508.29</u>	<u>\$1,542.23</u>	<u>\$1,580.79</u>
<u>Sophomore Class Advisor 1</u>	<u>\$1,508.29</u>	<u>\$1,542.23</u>	<u>\$1,580.79</u>
<u>Sophomore Class Advisor 2</u>	<u>\$1,508.29</u>	<u>\$1,542.23</u>	<u>\$1,580.79</u>
<u>Student Council Advisor 1</u>	<u>\$1,508.29</u>	<u>\$1,542.23</u>	<u>\$1,580.79</u>
<u>Student Council Advisor 2</u>	<u>\$1,508.29</u>	<u>\$1,542.23</u>	<u>\$1,580.79</u>
<u>Video Production Club Advisor</u>	<u>\$1,508.29</u>	<u>\$1,542.23</u>	<u>\$1,580.79</u>
<u>Ski Club Advisor</u>	<u>\$1,508.29</u>	<u>\$1,542.23</u>	<u>\$1,580.79</u>

	<u>1.50%</u>	<u>2.25%</u>	<u>2.50%</u>
	<u>2017-</u>	<u>2018-</u>	<u>2019-</u>
<u>CO-CURRICULAR MIDDLE SCHOOL</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
<u>Spelling Advisor</u>	<u>\$1,508.29</u>	<u>\$1,542.23</u>	<u>\$1,580.79</u>
<u>Math Club Advisor</u>	<u>\$1,508.29</u>	<u>\$1,542.23</u>	<u>\$1,580.79</u>
<u>Art Club Advisor 1</u>	<u>\$1,508.29</u>	<u>\$1,542.23</u>	<u>\$1,580.79</u>

Art Club Advisor 2	\$1,508.29	\$1,542.23	\$1,580.79
TV Media Club	\$1,508.29	\$1,542.23	\$1,580.79
Gay Straight Alliance Advisor	\$1,508.29	\$1,542.23	\$1,580.79
Community Service Club Advisor	\$1,508.29	\$1,542.23	\$1,580.79
Computer Club Advisor 1	\$1,508.29	\$1,542.23	\$1,580.79
Computer Club Advisor 2	\$1,508.29	\$1,542.23	\$1,580.79
Hero Club	\$1,508.29	\$1,542.23	\$1,580.79
Homework Club 1	\$1,508.29	\$1,542.23	\$1,580.79
Homework Club 2	\$1,508.29	\$1,542.23	\$1,580.79
Peer Leader	\$1,508.29	\$1,542.23	\$1,580.79
Drama Club Advisor 1	\$1,508.29	\$1,542.23	\$1,580.79
Drama Club Advisor 2	\$1,508.29	\$1,542.23	\$1,580.79
Drama Club Advisor 3	\$1,508.29	\$1,542.23	\$1,580.79
Video Production Club 1	\$1,508.29	\$1,542.23	\$1,580.79
Video Production Club 2	\$1,508.29	\$1,542.23	\$1,580.79
Newspaper Club	\$1,508.29	\$1,542.23	\$1,580.79
Robotics Club Advisor 1 (Spring)	\$1,508.29	\$1,542.23	\$1,580.79
Robotics Club Advisor 2 (Fall)	\$1,508.29	\$1,542.23	\$1,580.79
Writing Club Advisor	\$1,508.29	\$1,542.23	\$1,580.79
Yearbook Advisor	\$1,508.29	\$1,542.23	\$1,580.79
Student Council Advisor	\$1,508.29	\$1,542.23	\$1,580.79
Photography Club	\$1,508.29	\$1,542.23	\$1,580.79
Wrestling Intramurals	\$1,884.86	\$1,927.27	\$1,975.45
Fall Intramural 1	\$1,884.86	\$1,927.27	\$1,975.45
Fall Intramural 2	\$1,884.86	\$1,927.27	\$1,975.45
Fall Intramural 3	\$1,884.86	\$1,927.27	\$1,975.45
Winter Intramural 1	\$1,884.86	\$1,927.27	\$1,975.45
Winter Intramural 2	\$1,884.86	\$1,927.27	\$1,975.45
Spring Intramural 1	\$1,884.86	\$1,927.27	\$1,975.45
Spring Intramural 2	\$1,884.86	\$1,927.27	\$1,975.45

	<u>1.50%</u> <u>2017-</u> <u>2018</u>	<u>2.25%</u> <u>2018-</u> <u>2019</u>	<u>2.50%</u> <u>2019-</u> <u>2020</u>
HIGH SCHOOL COACHES			
Football	\$7,845.95	\$8,022.48	\$8,223.04
Assistant Football 1	\$4,415.25	\$4,514.59	\$4,627.45
Assistant Football 2	\$4,415.25	\$4,514.59	\$4,627.45
Assistant Football 3	\$4,415.25	\$4,514.59	\$4,627.45
Assistant Football 4	\$4,415.25	\$4,514.59	\$4,627.45
Cheering Fall	\$4,662.91	\$4,767.83	\$4,887.03
Assistant Cheering Fall	\$2,946.55	\$3,012.85	\$3,088.17

<u>Boys Soccer</u>	<u>\$4,662.91</u>	<u>\$4,767.83</u>	<u>\$4,887.03</u>
<u>Boys Assistant Soccer</u>	<u>\$2,946.55</u>	<u>\$3,012.85</u>	<u>\$3,088.17</u>
<u>Girls Soccer</u>	<u>\$4,662.91</u>	<u>\$4,767.83</u>	<u>\$4,887.03</u>
<u>Girls Soccer Assistant 1</u>	<u>\$2,946.55</u>	<u>\$3,012.85</u>	<u>\$3,088.17</u>
<u>Girls Soccer Assistant 2</u>	<u>\$2,946.55</u>	<u>\$3,012.85</u>	<u>\$3,088.17</u>
<u>Boys and Girls Cross Country</u>	<u>\$4,662.91</u>	<u>\$4,767.83</u>	<u>\$4,887.03</u>
<u>Boys and Girls Cross Country Assistant</u>	<u>\$2,946.55</u>	<u>\$3,012.85</u>	<u>\$3,088.17</u>
<u>Girls Volleyball</u>	<u>\$4,662.91</u>	<u>\$4,767.83</u>	<u>\$4,887.03</u>
<u>Girls Assistant Volleyball JV</u>	<u>\$2,946.55</u>	<u>\$3,012.85</u>	<u>\$3,088.17</u>
<u>Girls Assistant Volleyball Freshmen</u>	<u>\$2,946.55</u>	<u>\$3,012.85</u>	<u>\$3,088.17</u>
<u>Golf</u>	<u>\$4,662.91</u>	<u>\$4,767.83</u>	<u>\$4,887.03</u>
<u>Boys and Girls Hockey</u>	<u>\$4,662.91</u>	<u>\$4,767.83</u>	<u>\$4,887.03</u>
<u>Boys and Girls Hockey Assistant</u>	<u>\$2,946.55</u>	<u>\$3,012.85</u>	<u>\$3,088.17</u>
<u>Boys Basketball</u>	<u>\$6,631.00</u>	<u>\$6,780.20</u>	<u>\$6,949.71</u>
<u>Boys Assistant Basketball JV</u>	<u>\$3,687.50</u>	<u>\$3,770.47</u>	<u>\$3,864.73</u>
<u>Boys Assistant Basketball Freshmen</u>	<u>\$3,687.50</u>	<u>\$3,770.47</u>	<u>\$3,864.73</u>
<u>Girls Basketball</u>	<u>\$6,631.00</u>	<u>\$6,780.20</u>	<u>\$6,949.71</u>
<u>Girls Assistant Basketball JV</u>	<u>\$3,687.50</u>	<u>\$3,770.47</u>	<u>\$3,864.73</u>
<u>Girls Assistant Basketball Freshmen</u>	<u>\$3,687.50</u>	<u>\$3,770.47</u>	<u>\$3,864.73</u>
<u>Cheering Winter</u>	<u>\$4,662.91</u>	<u>\$4,767.83</u>	<u>\$4,887.03</u>
<u>Wrestling</u>	<u>\$4,662.91</u>	<u>\$4,767.83</u>	<u>\$4,887.03</u>
<u>Wrestling Assistant</u>	<u>\$2,946.55</u>	<u>\$3,012.85</u>	<u>\$3,088.17</u>
<u>Swimming</u>	<u>\$4,662.91</u>	<u>\$4,767.83</u>	<u>\$4,887.03</u>
<u>Swimming Assistant</u>	<u>\$2,946.55</u>	<u>\$3,012.85</u>	<u>\$3,088.17</u>
<u>Boys and Girls Winter Track 1</u>	<u>\$4,662.91</u>	<u>\$4,767.83</u>	<u>\$4,887.03</u>
<u>Boys and Girls Winter Track 2</u>	<u>\$4,662.91</u>	<u>\$4,767.83</u>	<u>\$4,887.03</u>
<u>Boys and Girls Assistant Winter Track 1</u>	<u>\$2,946.55</u>	<u>\$3,012.85</u>	<u>\$3,088.17</u>
<u>Boys and Girls Assistant Winter Track 2</u>	<u>\$2,946.55</u>	<u>\$3,012.85</u>	<u>\$3,088.17</u>
<u>Baseball</u>	<u>\$5,155.19</u>	<u>\$5,271.18</u>	<u>\$5,402.96</u>
<u>Assistant Baseball 1</u>	<u>\$3,188.12</u>	<u>\$3,259.85</u>	<u>\$3,341.35</u>
<u>Assistant Baseball 2</u>	<u>\$3,188.12</u>	<u>\$3,259.85</u>	<u>\$3,341.35</u>
<u>Softball</u>	<u>\$5,155.19</u>	<u>\$5,271.18</u>	<u>\$5,402.96</u>
<u>Assistant Softball (JV)</u>	<u>\$3,188.12</u>	<u>\$3,259.85</u>	<u>\$3,341.35</u>
<u>Boys Spring Track</u>	<u>\$4,662.91</u>	<u>\$4,767.83</u>	<u>\$4,887.03</u>
<u>Boys Assistant Spring Track</u>	<u>\$2,946.55</u>	<u>\$3,012.85</u>	<u>\$3,088.17</u>
<u>Girls Spring Track</u>	<u>\$4,662.91</u>	<u>\$4,767.83</u>	<u>\$4,887.03</u>
<u>Girls Assistant Spring Track</u>	<u>\$2,946.55</u>	<u>\$3,012.85</u>	<u>\$3,088.17</u>
<u>Boys Lacrosse</u>	<u>\$5,155.19</u>	<u>\$5,271.18</u>	<u>\$5,402.96</u>
<u>Boys Lacrosse Assistant</u>	<u>\$3,188.12</u>	<u>\$3,259.85</u>	<u>\$3,341.35</u>
<u>Girls Lacrosse</u>	<u>\$5,155.19</u>	<u>\$5,271.18</u>	<u>\$5,402.96</u>
<u>Girls Lacrosse Assistant</u>	<u>\$3,188.12</u>	<u>\$3,259.85</u>	<u>\$3,341.35</u>

<u>Boys Tennis</u>	<u>\$4,662.91</u>	<u>\$4,767.83</u>	<u>\$4,887.03</u>
<u>Girls Tennis</u>	<u>\$4,662.91</u>	<u>\$4,767.83</u>	<u>\$4,887.03</u>

	<u>1.50%</u> <u>2017-</u> <u>2018</u>	<u>2.25%</u> <u>2018-</u> <u>2019</u>	<u>2.50%</u> <u>2019-</u> <u>2020</u>
<u>MIDDLE SCHOOL COACHES</u>			
<u>Middle School Boys Soccer</u>	<u>\$2,946.55</u>	<u>\$3,012.85</u>	<u>\$3,088.17</u>
<u>Middle School Girls Soccer</u>	<u>\$2,946.55</u>	<u>\$3,012.85</u>	<u>\$3,088.17</u>
<u>Middle School Cross Country</u>	<u>\$2,946.55</u>	<u>\$3,012.85</u>	<u>\$3,088.17</u>
<u>Middle School Boys Basketball</u>	<u>\$3,687.50</u>	<u>\$3,770.47</u>	<u>\$3,864.73</u>
<u>Middle School Girls Basketball</u>	<u>\$3,687.50</u>	<u>\$3,770.47</u>	<u>\$3,864.73</u>
<u>Middle School Baseball</u>	<u>\$3,188.12</u>	<u>\$3,259.85</u>	<u>\$3,341.35</u>
<u>Middle School Softball</u>	<u>\$3,188.12</u>	<u>\$3,259.85</u>	<u>\$3,341.35</u>

The Advisor shall meet with all Clubs/Activities at least 18 times regularly over the course of the school year; two times per month, in order for the Advisor to meet requirements. Each meeting or fundraising event will have a minimum duration of one hour. Advisors must be present for the entire meeting. In some cases, these 18 meeting will take place over a few months, as might be the case with Robotics (competitions), Spelling Bee (competitions), Math League (competitions), Senior Art Advisor due to their short timeline. However, most activities, unless there is a specific timeline involved, and have had Principal and Superintendent prior approval, should meet regularly spread out over the course of the entire school year with no less than 18 meeting times. Meeting documentation will continue to be forwarded to school Clerical Administrative Assistants. Clerical Administrative Assistants will collect the fees.

Any preliminary meetings, for the purpose of signing up the minimum number of students (12), will not count towards the 18 sessions. Consequently, should the Club or Activity not run, no compensation will be issued for such preliminary meeting. The Superintendent has final discretion as to whether a Club or Activity runs.

SUPPLEMENTARY COMPENSATION

	<u>1%</u> <u>2014-</u> <u>2015</u>	<u>2%</u> <u>2015-</u> <u>2016</u>	<u>2.5%</u> <u>2016-</u> <u>2017</u>
<u>SUPERVISORY POSITIONS:</u>			
Academic Coordinators			
Math, English Science*, Social Studies*	\$5,686	\$5,800	\$5,945
Business, World Language	\$5,118	\$5,221	\$5,351
	\$4,417	\$4,505	\$4,618

*Increase to Math/English rate contingent on subject being required MCAS subject for graduation.

Athletic Director	\$42,066	\$42,307	\$42,615
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EXTRA SERVICES

Guidance Counselor	\$3,268	\$3,334	\$3,417
Adjustment Counselor	\$3,268	\$3,334	\$3,417
Core Chairperson	\$3,268	\$3,334	\$3,417
Unit Leader	\$1,928	\$1,967	\$2,016
Head Nurse Stipend	\$3,268	\$3,333	\$3,417
Math Liaison	\$1,928	\$1,967	\$2,016
National School Board Certification	\$1,280	\$1,305	\$1,338
Saturday Suspension Supervisor (Per Diem)	\$144	\$146	\$150
Tutorial Fee	\$29	\$30	\$30

CO-CURRICULAR: HS

Band Dir. -5 Jazz -5 Pep	\$1,502	\$1,533	\$1,571
Debating Club Advisor	\$1,421	\$1,450	\$1,486
Diversity Alliance Advisor	\$1,421	\$1,450	\$1,486
Drama Club Advisor	\$1,421	\$1,450	\$1,486
Dramatics Coach	\$1,421	\$1,450	\$1,486
Editor of Local Colour	\$1,421	\$1,450	\$1,486
Freshman Class Advisor (up to 2)	\$576	\$588	\$603
Future Educators Advisor	\$1,421	\$1,450	\$1,486
Junior Class Advisor (up to 2)	\$720	\$734	\$753
Music Dramatics Coach	\$1,421	\$1,450	\$1,486
National Art Honor Society	\$1,421	\$1,450	\$1,486
National Spanish Honor Society	\$1,421	\$1,450	\$1,486
National History Honor Society	\$1,421	\$1,450	\$1,486
National Honor Society	\$1,421	\$1,450	\$1,486
National French Honor Society	\$1,421	\$1,450	\$1,486
National Tri-Music Honor Society	\$1,421	\$1,450	\$1,486
National Math Honor Society	\$1,421	\$1,450	\$1,486
National Science Honor Society	\$1,421	\$1,450	\$1,486
Newspaper Editor	\$1,421	\$1,450	\$1,486
Quill and Scroll Society	\$1,421	\$1,450	\$1,486
SADD Advisor	\$1,421	\$1,450	\$1,486
Select Choir Advisor	\$1,421	\$1,449	\$1,486
Senior Class Advisor (up to 3)	\$1,421	\$1,450	\$1,486
Senior Class Art Advisor	\$1,421	\$1,450	\$1,486
Senior Class Yearbook Advisor	\$3,167	\$3,231	\$3,311
Senior Class Yearbook Business Mgr.	\$1,421	\$1,450	\$1,486
Sophomore Class Advisor (up to 2)	\$576	\$588	\$603
Student Council Advisor (up to 2)	\$1,421	\$1,450	\$1,486
Video Production Club Advisor (Aft. Sch.)	\$1,421	\$1,450	\$1,486

CO-CURRICULAR - MS

Middle School Spelling Advisor	\$1,421	\$1,450	\$1,486
Middle School Math Club Advisor	\$1,421	\$1,450	\$1,486
Middle School Art Club Advisor	\$1,421	\$1,450	\$1,486
Middle School TV Media Club	\$1,421	\$1,449	\$1,486
Middle School Chimes Coach	\$1,421	\$1,450	\$1,486
Middle School Community Service Club Advisor	\$1,421	\$1,450	\$1,486
Middle School Computer Club Advisor	\$1,421	\$1,450	\$1,486
Middle School Hero Club	\$1,421	\$1,449	\$1,486
Middle School Homework Club (2)	\$1,421	\$1,450	\$1,486
Middle School Peer Leader	\$1,421	\$1,450	\$1,486
Middle School Drama Club Advisor (2)	\$1,421	\$1,450	\$1,486
Middle School Video Production Club	\$1,421	\$1,449	\$1,486
Middle School Majorettes	\$1,421	\$1,450	\$1,486
Middle School Newspaper Club	\$1,421	\$1,450	\$1,486
Middle School Robotics Club Advisor	\$1,421	\$1,450	\$1,486
Middle School Writing Club Advisor	\$1,421	\$1,450	\$1,486
Middle School Yearbook Advisor	\$1,421	\$1,450	\$1,486
Middle School Student Council Advisor	\$1,421	\$1,450	\$1,486
Intramurals - 3 Fall, 2 Winter, 2 Spring	\$1,776	\$1,812	\$1,857

COACHES:

Baseball	\$4,858	\$4,955	\$5,079
Assistant Baseball (2)	\$3,004	\$3,064	\$3,141
Boys' Basketball	\$6,248	\$6,373	\$6,533
Boys' Assistant Basketball (JV, Freshmen) (up to 2)	\$3,475	\$3,545	\$3,633
Boys and Girls Hockey	\$4,395	\$4,482	\$4,594
Boys' Tennis	\$4,394	\$4,482	\$4,594
Football	\$7,394	\$7,542	\$7,730
Assistant Football (up to 4)	\$4,161	\$4,244	\$4,350
Boys' Soccer	\$4,394	\$4,482	\$4,594
Boys' Assistant Soccer (1)	\$2,777	\$2,833	\$2,903
Boys' Spring Track	\$4,394	\$4,482	\$4,594
Boys' & Girls' Assistant Spring Track (2)	\$2,777	\$2,833	\$2,903
Boys' & Girls' Winter Track (2)	\$4,394	\$4,482	\$4,594
Boys & Girls Assistant Winter Track	\$2,777	\$2,833	\$2,903
Cheering (1 Fall and 1 Winter)	\$4,394	\$4,482	\$4,594
Assistant Cheering (1 Fall)	\$2,777	\$2,833	\$2,903
Cross Country Boys & Girls	\$4,394	\$4,482	\$4,594
Cross Country Assistant	\$2,778	\$2,833	\$2,904
Girls' Basketball	\$6,248	\$6,373	\$6,533
Girls' Assistant Basketball (JV, Freshmen) (up to 2)	\$3,475	\$3,545	\$3,633

Girls' Soccer	\$4,394	\$4,482	\$4,594
Girls' Assistant Soccer (Up to 2)	\$2,777	\$2,833	\$2,903
Girls' Softball	\$4,858	\$4,955	\$5,079
Girls' Assistant Softball (1)	\$3,004	\$3,064	\$3,141
Girls' Spring Track	\$4,394	\$4,482	\$4,594
Girls' Tennis	\$4,394	\$4,482	\$4,594
Girls' Volleyball	\$4,394	\$4,482	\$4,594
Girls' Assistant Volleyball (JV, Freshmen) (up to 2)	\$2,777	\$2,833	\$2,903
Golf	\$4,394	\$4,482	\$4,594
Swimming	\$4,394	\$4,482	\$4,594
Swimming Assistant	\$2,778	\$2,833	\$2,904
Wrestling	\$4,394	\$4,482	\$4,594
Wrestling Assistant	\$2,778	\$2,833	\$2,904
Middle School Boys' Basketball	\$3,475	\$3,545	\$3,633
Middle School Girls' Basketball	\$3,475	\$3,545	\$3,633
Middle School Boys' Soccer	\$2,777	\$2,833	\$2,903
Middle School Girls' Soccer	\$2,777	\$2,833	\$2,903