

AGREEMENT
BETWEEN THE
BELLINGHAM SCHOOL COMMITTEE
AND THE
AMERICAN FEDERATION OF STATE, COUNTY
AND MUNICIPAL EMPLOYEES
AFL-CIO, MASSACHUSETTS STATE COUNCIL 93,
LOCAL 747

July 1, 2015 – June 30, 2018

The agreement entered into by the Town of Bellingham School Committee, hereinafter referred to as the Employer, and Local 747, State Council 93, American Federation of State, County, and Municipal Employees, AFL-CIO, hereinafter referred to as the Union, has as its purpose the promotion of harmonious relations between the Employer and the Union, the establishment of an equal and peaceful procedure for the resolution of differences; and the establishment of rates of pay, hours of work, and other conditions of employment.

Table of Contents

ARTICLE I – RECOGNITION	5
1. CUSTODIAL and MAINTENANCE UNIT – MCR 354.....	5
2. CLERICAL and SECRETARIAL UNIT – MCR 354.....	5
3. CAFETERIA UNIT – MCR 354	5
4. ASSISTANT LIBRARIAN UNIT	5
5. INSTRUCTIONAL LEARNING ASSISTANT UNIT – MCR 2391	5
6. APPLIED BEHAVIOR ANALYSIS TECHNICIAN UNIT	5
7. TECHNOLOGY ASSISTANT UNIT	5
ARTICLE II – COMMITTEE RIGHTS	6
ARTICLE III – UNION DUES and AGENCY FEES	6
SECTION 1	6
SECTION 2 - Authorization for Payroll Deduction Form.....	7
SECTION 3	7
SECTION 4.....	7
ARTICLE IV – NON-PREFERENTIAL TREATMENT	8
ARTICLE V – GRIEVANCE and ARBITRATION PROCEDURE	8
SECTION A	8
SECTION B	8
SECTION C	8
SECTION D	8
SECTION E	8
SECTION F	9
SECTION G	9
ARTICLE VI – SENIORITY	10
ARTICLE VII – LAYOFFS.....	11
ARTICLE VIII – VACANCIES and PROMOTIONS	12
ARTICLE IX – TRANSFERS	13
ARTICLE X – WORK PERFORMED BY SUPERVISORS	13
ARTICLE XI – HOURS of WORK, TOURS of DUTY, DAYS OFF	14
ARTICLE XII – OVERTIME.....	15
ARTICLE XIII – WORKDAY and WORK YEAR	16
SECTION 1	16
SECTION 2	16
SECTION 3	16
ARTICLE XIV – PERFORMANCE EVALUATIONS	16

ARTICLE XV – HOLIDAYS.....	17
ARTICLE XVI – VACATIONS.....	17
ARTICLE XVII – SICK LEAVE	19
ARTICLE XVIII – SICK LEAVE BANK.....	20
SECTION I	20
SECTION 2.....	20
SECTION 3.....	21
SECTION 4.....	21
SECTION 5.....	21
SECTION 6.....	22
SECTION 7.....	22
SECTION 8.....	22
ARTICLE XIX – FUNERAL LEAVE	22
ARTICLE XX– PERSONAL DAYS	22
ARTICLE XXI – LEAVES of ABSENCE.....	23
ARTICLE XXII – MILITARY LEAVE.....	23
ARTICLE XXIII – PART-TIME EMPLOYEES	23
ARTICLE XXIV – INDUSTRIAL ACCIDENTS	23
ARTICLE XXV - JURY DUTY and COURT APPEARANCES	24
ARTICLE XXVI – UNION OFFICERS	24
ARTICLE XXVII – LABOR/MANAGEMENT MEETINGS.....	24
ARTICLE XXVIII – BULLETIN BOARDS	24
ARTICLE XXIX – PAST PRACTICE.....	25
ARTICLE XXX – STABILITY OF AGREEMENT.....	25
ARTICLE XXXI – DURATION.....	25
ARTICLE XXXII – SAFETY	25
ARTICLE XXXIII – MATERIALS, TOOLS, EQUIPMENT, LICENSE FEES and UNIFORMS	26
ARTICLE XXXIV – REST and MEAL PERIODS	26
ARTICLE XXXV – APPOINTMENTS.....	26
ARTICLE XXXVI – TRANSPORTATION	26
ARTICLE XXXVII – PROBATION PERIOD	27
ARTICLE XXXVIII– NO STRIKE CLAUSE.....	27
ARTICLE XXXIX– PROTECTION/INDEMNIFICATION	27
ARTICLE XXXX – OUT OF CLASSIFICATION PAY	27
ARTICLE XXXXI– TERMINATION	27
ARTICLE XXXXII– MEDICAL CO-PAYS CHANGES	27

ENCLOSURE NO. 1 - CUSTODIAL UNIT	28
ENCLOSURE NO. 2 - SECRETARIAL UNIT	31
ENCLOSURE NO. 3 - CAFETERIA UNIT.....	34
ENCLOSURE NO. 4 - ASSISTANT LIBRARIAN UNIT	37
ENCLOSURE NO. 5 - INSTRUCTIONAL LEARNING ASSISTANT UNIT	38
ENCLOSURE NO. 6 - APPLIED BEHAVIOR ANALYSIS TECHNICIAN (ABA TECH) UNIT	40
ENCLOSURE NO. 7 - TECHNOLOGY ASSISTANTS	43
SIGNATURE PAGE.....	45

ARTICLE I – RECOGNITION

The Employer recognizes the Union as the sole and exclusive bargaining agent for the purpose of establishing salaries, wages, hours, and other conditions of employment for each of the following collective bargaining units:

1. CUSTODIAL and MAINTENANCE UNIT – MCR 354

This unit shall include all non-professional persons employed by the Bellingham School Department as maintenance and custodial employees who normally work twenty hours or more per week, but excluding the Director of Maintenance.

2. CLERICAL and SECRETARIAL UNIT – MCR 354

This unit shall include all non-professional persons employed by the Bellingham School Department as clerical and secretarial employees who normally work twenty hours or more per week.

3. CAFETERIA UNIT – MCR 354

This unit shall include all non-professional persons employed by the Bellingham School Department as cafeteria employees who work twenty hours or more per week.

4. ASSISTANT LIBRARIAN UNIT

This unit shall include assistant librarians who serve as library paraprofessionals employed by the Bellingham School Department and work twenty hours or more per week.

5. INSTRUCTIONAL LEARNING ASSISTANT UNIT – MCR 2391

This unit shall include all non-professional and paraprofessional persons employed by the Bellingham School Department as aides, including aides who are employed in programs of less than thirty-two weeks' duration.

6. APPLIED BEHAVIOR ANALYSIS TECHNICIAN UNIT

This unit will include all persons employed twenty (20) or more hours per week by the Bellingham School Department as an Applied Behavior Analysis Technician (ABA Tech) that are required to have specialized training in the understanding of and experience with the implementation of Applied Behavior Analysis with special needs in a classroom setting.

7. TECHNOLOGY ASSISTANT UNIT

This unit will include all persons employed twenty (20) or more hours per week by the Bellingham School Department as Technology Assistants.

No one outside the bargaining unit shall perform work normally done by those employees within the bargaining unit. This section does not apply to the Superintendent of Schools. Temporary employees shall not be included in the above units except a temporary employee who is employed regularly for six or more months and the term of his/her employment are not limited

ARTICLE I - RECOGNITION

for a period of time. A roster of the employees of each bargaining unit shall be maintained by the Bellingham School Department and a copy of such roster shall be given to the Union.

ARTICLE II – COMMITTEE RIGHTS

The Union and the Employer agree that the School Committee shall retain and reserve all its statutory rights, authority and obligations in the administration of the School Department and the direction of its employees, all functions, rights, powers, and authority which the Employer has now, or may be granted or have conferred upon it, including all the customary and usual rights, powers, functions, and authority of an employer which it has not specifically delegated or modified by this Agreement, is recognized by the Union to be retained by the School Committee.

The Employer agrees that before it implements a change affecting wages, hours, or other condition of employment not covered by this Agreement, and which has not been proposed by the Union, the Employer will notify the Union and the Union Steward in writing, that it is considering such a change. The Union shall have the right to negotiate with the Employer, provided it files such request in writing with the Employer within ten (10) days after receipt of said notice. No change or modification of this Agreement or provisions shall be binding on either the Employer or the Union unless reduced to writing. Any subsequent Agreement reached with the Employer will be reduced to writing, will be signed by the Employer and the Union, and will become an addendum to the Agreement. Nothing in this Article shall be construed to abridge the statutory rights and responsibility of the School Committee to properly operate and manage the School System.

The Union and the Employer agree that as long as Federal Funds are available which currently fund programs in which Union members are employed, and as long as the Employer decides to fund the program, the Instructional Learning Assistant positions covered by this collective bargaining agreement shall continue. Upon request, the Employer will consult with the Union concerning any anticipated termination of the program before such termination is to become effective.

ARTICLE III – UNION DUES and AGENCY FEES

SECTION 1

Union members shall tender the initiation fee (if any) and monthly membership dues by signing the authorization of dues form. During the life of this agreement and in accordance with the terms of the form authorization of check-off of dues hereinafter set forth, the Employer agrees to deduct Union Membership Dues levied in accordance with the Constitution of the Union from the pay of each employee who executes or has executed such form and remit the aggregate amount to the treasurer of the Union along with lists of:

- A. Union members who have had said dues deducted
- B. Union members who have terminated their employment who are not on layoff, or leaves of absence

ARTICLE III - UNION

Such remittance shall be made in the succeeding month. Union members who do not work a full calendar year shall not be assessed for the months they are not required to work.

SECTION 2 - Authorization for Payroll Deduction Form

By: _____
Name of Employee

To: _____
Name of Employer

Effective _____, I hereby request and authorize you to deduct from my earnings each _____ the amount of \$ _____. This amount shall be paid to the treasurer of Local Union #747 and represents payment of my union dues. These deductions may be terminated by me giving sixty (60) days written notice in advance or upon termination of my employment.

Employee's Signature

Employee's Address

SECTION 3

The Employer and the Town of Bellingham will incur no liability for loss of dues monies (or agency fees) after depositing same properly addressed as directed to the Union in the United States Mail. The Union shall indemnify and save harmless the Employer and the Town of Bellingham against all claims, demands, suits, or other forms of liability which may arise by reason of any action taken in making deductions and remitting the same to the Union pursuant to this Article, and Article XXXIX.

SECTION 4

Employees covered by the Agreement who are not members of the Union shall nevertheless pay an Agency Fee to the Union in accordance with the provisions of Massachusetts General Laws Chapter 150E. In accordance with the provisions of Chapter 150E of the Acts of 1973, all employees in the bargaining unit who are not members of the Union shall, as a condition of employment, pay to the Union, the exclusive bargaining agent and representative, an amount of money equal to the Union's regular and usual membership dues. The Employer agrees to deduct the Agency Fee from the pay of each employee, and remit the aggregate amount to the treasurer of the Union along with lists of:

- A. Employees who have had said fee deducted
- B. Employees who have terminated their employment, who are not on layoff or leaves of absence

ARTICLE III - UNION

Such remittance shall be made in the succeeding month. Employees who do not work a full calendar year shall not be assessed for the months they are not required to work. For existing employees such payment shall commence thirty-one (31) days following the date of their employment.

ARTICLE IV – NON-PREFERENTIAL TREATMENT

There shall be no preferential treatment by foremen, supervisors, or other agents of the Employer toward any employee because of his/her activity, membership or non-membership in the Union. The Employer further agrees that there will be no discrimination against any member for his/her adherence to any provision of this agreement or his/her refusal to comply with any order, which would violate this agreement. The parties to this agreement agree that they shall not discriminate against any person because of age, race, creed, color, sex, national origin or sexual orientation.

ARTICLE V – GRIEVANCE and ARBITRATION PROCEDURE

SECTION A

A grievance is hereby defined to mean a complaint by any employee or group of employees based on alleged violation of this agreement or a dispute involving the meaning, interpretation of this agreement, or a dispute involving the meaning, interpretation, or application thereof.

SECTION B

Failure at any step of this procedure to communicate a decision of a grievance within the specified time limits to the aggrieved employee(s) shall permit said employee(s) to proceed to the next step.

SECTION C

Failure at any step of the procedure to appeal the grievance to the next step within the specified time limit shall be deemed to be acceptance of the decision at that step unless both parties agree to extend the given time limit.

SECTION D

A grievance that affects a group or class of employees of the Union shall be submitted in writing directly to the Employer and the processing shall begin at STEP II.

SECTION E

If any employee covered by this agreement shall present a grievance without representation by the Union, that disposition of the grievance, if any, shall be consistent with the provisions of this agreement. The Union shall be permitted to be heard at each step of the procedure.

ARTICLE V – GRIEVANCE AND ARBITRATION PROCEDURE

SECTION F

Where requested by either party, a meeting may be held at any step of the procedure to attempt to resolve the employee's grievance.

SECTION G

Any grievance or dispute which may arise between the parties, including the application, meaning or interpretation of this agreement, shall be settled in the following manner:

Prior to initiating a formal grievance at STEP 1, an informal attempt to settle the issue shall be made between the employee and his/her immediate supervisor. Upon failure to resolve the issue with the supervisor, the member should then contact their Union representative. At no time is a Union member authorized to leave their scheduled work assignment to file a complaint or a grievance. The member may contact their Union representative and he/she may come to them as allowed under ARTICLE XXVI – UNION OFFICERS or the member may wait until the end of their regular shift to go meet with their Union representative

STEP I:

An employee with a grievance shall present the grievance, in writing, to their immediate supervisor within ten (10) workdays of the occurrence of the event, which is the basis of the grievance. For custodial and maintenance unit employees, the immediate supervisor shall be the Director of Maintenance. For all other unit employees within this agreement, the immediate supervisor shall be the building Principal. The immediate supervisor shall provide a written response within ten (10) workdays.

STEP II:

If the grievant remains dissatisfied with the response at STEP I, it shall be forwarded, in writing, to the Superintendent of Schools at STEP II within ten (10) workdays following receipt of the STEP I response. The Superintendent of Schools or his/her designee, shall schedule a STEP II hearing at the earliest mutually acceptable date, and will provide the grievant a written response within ten (10) workdays following the hearing.

STEP III:

If the grievant remains dissatisfied with the response at STEP II, the grievance shall be forwarded, in writing, to the School Committee at STEP III within ten (10) workdays following receipt of the STEP II response. The School Committee shall schedule a hearing to be held no later than its next regularly scheduled meeting. The grievant must appear in person before the School Committee. The Committee shall provide the grievant a written response within ten (10) workdays following the hearing.

STEP IV:

If the grievance remains unsettled, either party may, within thirty (30) days of the STEP III response, by written notice to the other, request arbitration. If arbitration is requested, the parties shall have the choice of selecting the State Board of Conciliation and Arbitration as provided by

ARTICLE V – GRIEVANCE AND ARBITRATION PROCEDURE

Massachusetts General Laws Chapter 150E; or the American Arbitration Association for the purposes of conducting the arbitration proceeding. The decision of the arbitrator shall be final and binding on the parties and the arbitrator shall be requested to issue his/her decision within thirty (30) days after the conclusion of testimony and agreement. The expense for the arbitrator's services and proceedings shall be borne equally by the Employer and the Union. If either party desires a verbatim record of the proceeding, it may cause such a record to be made, providing it pays for the record and makes copies available without charge to the other party and the arbitrator.

Grievances involving disciplinary action, which would result in suspension or discharge, will commence at STEP II. If the case reaches arbitration, the arbitrator shall have the power to direct a resolution of the grievance up to and including the restoration of the job with all compensation and privileges that would have been due to the employees.

Notwithstanding anything to the contrary, no dispute or controversy shall be the subject for arbitration unless it involves the interpretation or application of a specific provision of this Agreement. The parties may, by mutual agreement, submit more than one pending grievance to the same arbitrator.

ARTICLE VI – SENIORITY

Seniority shall be defined as years of continuous service as a Bellingham School Department employee of the Custodial/Maintenance, Clerical/Secretarial, Cafeteria, Assistant Librarian, Instructional Learning Assistant, Applied Behavior Analysis Technician and Technology Assistant Units.

Continuous service will include leaves from work that are of an involuntary nature including those for medical reasons.

- A. For members of the Custodial and Maintenance, Clerical and Secretarial, Cafeteria, Assistant Librarian, Instructional Learning Assistant and Technology Assistant Units, with all qualifications being equal, the principle of seniority shall govern in the following cases. For members of the Applied Behavior Analysis Technician Unit only after taking into consideration the needs of the student and after applying the performance criteria as observed, with all qualifications being equal, the principle of seniority shall govern in the following cases:

1. Change in classification
2. School Building preference
3. Shift preference
4. Increase and decrease of the workforce, layoff, and recall from layoff
5. Holiday and Vacation preference

- B. Seniority where utilized in this Agreement shall be adhered to as follows:

1. For days off, shift assignments, re-assignments, holidays and vacation preference, seniority within the classifications within a school building shall be used.

ARTICLE VI – SENIORITY

2. When days off or hours of employment are to be changed, and the change cannot be effected from the existing staff on a seniority basis, inverse seniority shall be exercised to accommodate the change.
3. No transfers shall be made for arbitrary or capricious reasons.
4. Seniority as defined shall be used in cases involving classification changes, increases, and decreases of the workforce, layoffs, and recalls.

ARTICLE VII – LAYOFFS

When there is a reduction in workforce, the procedure shall be as follows:

- A. Probationary employees will be laid off on administrative unit-wide basis, provided the senior employees can do the available work.
- B. Senior employees will be laid off according to seniority, provided greater seniority employees are able to perform the available work.
- C. Employees to be laid off will have at least seven (7) calendar days' written notice of layoff. The local Union secretary will be sent a list from the school of the employees being laid off on the same date as the written notices are issued to the employees.
- D. When the workforce is increased after a layoff, employees will be recalled according to seniority, within their bargaining unit, provided the greater seniority employees are able to perform the available work. Employees to be recalled shall be notified in writing by the Superintendent of Schools.
- E. Notice of recall shall be sent to the employee at his/her last known address, registered or certified mail, or by personal notification with written acknowledgment. Such notice or change of notice shall be made at least ten (10) days before the date of recall. Unless notified, the employee will report to work on the recall date. Extensions may be granted by the School Department in proper cases. For temporary recalls (i.e. to cover a long-term absence), by seniority, the members may be contacted by phone for expediency. However, to confirm that the offer was made, a follow-up letter will be sent to any member who was offered the temporary assignment which they must sign and return to the Superintendent's office as soon as possible. Refusal of a temporary recall will not count towards the entitlement of only one refusal.
- F. Recall: For up to two (2) years, released employees will be offered the opportunity for any openings in positions or any new positions for which they are qualified, provided they are able to perform the available work. These employees will be entitled to only one refusal.
- G. All benefits, to which an employee was entitled at the time of layoff, including salary and seniority, shall be restored in full upon reemployment within the recall period.

ARTICLE VII – LAYOFFS

H. (from Settlement Agreement dated 9/23/11):

1. Bargaining unit custodians who are laid off under Article VII Layoffs of the parties' collective bargaining agreement will be offered an opportunity to be placed on the substitute custodians list maintained by the Administration. A former bargaining unit with custodian's placement on the list, receipt of an offer to work as a substitute custodian and/or the actual performance of work as a substitute custodian shall not constitute a recall under Article VII Layoffs. Likewise, a bargaining unit custodian's decision not to be placed on the list and/or to refuse work as a substitute custodian shall not constitute the refusal of a recall.

2. A laid off bargaining unit custodian who performs substitute custodians' work during the custodian's recall period under Article VII Layoffs shall receive \$17.50 per hour. A laid off bargaining unit custodian who performs work following the expiration of the recall period shall receive the substitute custodians' hourly rate, which will continue to be determined by the School Committee.

ARTICLE VIII – VACANCIES and PROMOTIONS

- A. A vacancy is an opening caused by resignation, retirement, promotion, transfer, termination, death, or the availability of a new position.
- B. Job vacancies, when available, will be posted for a period of ten (10) calendar days before the job is filled. Such posting shall be awarded within thirty (30) calendar days. Written notice of any vacancy will be given to the Union. The job posting shall include the classification, pay, shift, application and closing date, and the earliest date of appointment. Jobs that are filled shall be posted on the job-posting sheet within ten (10) calendar days following the appointee's first day on the payroll.
- C. Qualification to do the job shall be determined by the actual duties to be performed on the job under consideration. In no event shall the actual duties specified exceed the job specification for the classification.
- D. Where ability, dependability, and capacity to perform a duty are generally equal, as determined by the Superintendent of Schools, the principle of seniority shall govern and control in promotions.
- E. In making promotions, should it become necessary to by-pass an employee of greater seniority, reasons for denial, if requested, shall be given in writing to the employee.
- F. A trial period of ninety (90) workdays shall be granted to the employee who receives a promotion to determine:
 - 1. His/her ability to do the job
 - 2. His/her desire to remain on the job

ARTICLE VIII – VACANCIES AND PROMOTIONS

During the ninety (90) workday trial period, the employee shall have the opportunity to revert back to his/her former classification. If the employee is unsatisfactory in the new position, notice and reasons shall be submitted in writing to the Union with a copy to the employee. All appointments made under this section shall not be made permanent until the ninety (90) workday trial period has lapsed or until any dispute affecting the appointment is resolved under the grievance procedure. Any position vacant in excess of thirty (30) days will be posted.

- G. The Employer shall add temporary staff when an employee is absent in excess of thirty (30) days. The temporary addition shall remain on the job until such time as the permanent employee returns to work. The time during summer school vacation and other school vacations is excluded from the effect of this paragraph.
- H. Where qualifications, ability, dependability and capacity to perform a duty are generally equal, as determined by the administration, the principle of seniority shall govern and control promotions.

ARTICLE IX – TRANSFERS

Whenever the administration determines that transfers are necessary, the following guidelines will be followed:

- A. Whenever feasible, volunteers will be sought for transfer.
- B. A probationary period of ninety (90) workdays will apply to anyone making any change of positions.
- C. When involuntary transfers are necessary, the principle of inverse seniority will be utilized to the extent possible. To the extent possible, employees who are involuntarily transferred will be transferred to a comparable position. An involuntary transfer will only be made after a meeting between the employee and the Superintendent of Schools at which time the employee will be notified as to the reasons for the transfer.
- D. To the extent possible, notice of transfer for ten (10) month employees will be given no later than the close of school in June.

ARTICLE X – WORK PERFORMED BY SUPERVISORS

No managerial employee who is excluded from the terms of this Agreement shall perform the work of any employee covered by this Agreement, except for emergencies, excessive absence of employees from work, lack of adequate number of employees, or for the purpose of instruction or training of employees. This section does not apply to the Superintendent of Schools.

ARTICLE XI – HOURS of WORK, TOURS of DUTY, DAYS OFF

The normal workweek shall consist of five (5) consecutive days. The normal workday shall consist of one tour of duty each workday with the same starting and quitting times each day. The starting times of each employee in the bargaining unit shall remain the same except when changed under a procedure in this agreement or where such starting time is in violation of this Agreement.

The Superintendent of Schools reserves the right to reorganize work/hour schedules to meet the needs of the School System. Changes in time schedules shall be posted five (5) workdays in advance. Preference of work hours shall be awarded on seniority basis. If no employee applies, the principle of inverse seniority will prevail. In the event an employee reports to his/her place of work at his/her regularly scheduled time, he/she shall not be sent home if his/her tour of duty was rescheduled without a five (5) day written notice; he/she shall be allowed to work the regularly scheduled tour of duty. To address the needs of the School System, changes in time schedules or assignments (i.e. due to unexpected circumstances), shall be made in writing with five (5) days' notice. The five (5) day notice may be waived if mutually agreed upon by the Union, the employee and the District.

Notwithstanding any other language contained in this agreement, and in recognition of the unique requirements of the ABA Tech position, the ABA Tech shall be a 12-month employee with the following schedule: During the school year (when school is normally in session) the ABA Tech shall work Monday through Friday in alignment with the school calendar.

Pre-school and Elementary school ABA Techs shall work 6.75 hours per day, 5 days per week, for a total of 33.75 hours per week.

Memorial School and High School ABA Techs shall work 7.00 hours per day, 5 days per week, for a total of 35.00 hours per week. The weekly hours will remain constant, however, the ABA Tech shall also be flexible with the additional planning and programming time allotted daily to accommodate at least one weekly hour-long staff meeting while not exceeding the total weekly hours.

During the summer months (when school is not normally in session) the ABA Techs will work a reduced number of hours from the regular school year schedule based on the needs of the current student population. If days off have to be taken during these reduced hours, they will be charged the number of hours worked in the summer schedule (i.e., three hours worked, three hours charged). The summer program for the ABA Techs will run from June through August, dependent on the school calendar. The dates and hours for the summer program will be determined by April 15th of each school year.

Members of the custodial unit are required to report to work if school has been closed due to the weather. If a custodian is unable to report to work on account of unsafe road/weather conditions, he/she shall notify their immediate supervisor as soon as possible.

ARTICLE XI – HOURS OF WORK, TOURS OF DUTY, DAYS OFF

As has been the past practice, when school is closed either due to weather or summer months, all custodians are to report to work on first shift until school is back in session. Any member unable to change shifts at these times must notify the Superintendent of their reason(s) and request to remain on their current shift, in writing, as soon as possible.

Custodians required to work 2nd shift or their regular schedule during the summer, will be paid their regular rate of pay from 12 p.m. - 2 p.m., after 2 p.m. they will earn the shift differential.

ARTICLE XII – OVERTIME

Employees will be eligible for the receipt of overtime compensation at the rate of time and one-half of the base rate for work performed beyond eight (8) hours per day and forty (40) hours per week. All work performed on Sunday shall be at the rate of double time of the regular rate of pay.

Employees who work less than eight (8) hours per day and are required to perform overtime tasks, will be paid time and one-half for the first hour and then revert back to base pay rate. This overtime pay will only be granted when the immediate supervisor requires the employee to stay past the end of his/her regular shift. The provisions of this paragraph shall not apply to members of the ABA Tech unit.

An employee in the unit who works overtime in a higher classification shall be paid the overtime rate for that position during the time he/she works such overtime in said higher classification.

Overtime shall be equally and impartially offered to all the personnel who ordinarily perform such related work in the normal course of their workweek. However, overtime work for members of the ABA Tech unit shall be based on the needs of the student, and shall be offered first to the ABA Tech who regularly works with the student, and then on a seniority/rotating basis provided the ABA Tech is qualified.

If any employee is called back to work after the completion of his/ her eight (8) hours per day or forty (40) hours per week, he/she shall be guaranteed four (4) hours work at the overtime rate of pay.

An employee shall not be eligible for recall pay, if they work beyond their regular shift.

If an employee is called back to work after the completion of his/her eight (8) hours per day or forty (40) hours per week in response to an alarm, even where the work runs into the beginning of the employee's next shift, he/she shall be guaranteed four (4) hours of work at the overtime rate of pay. The four (4) hour minimum shall remain in effect during the life of this Agreement.

The Employer shall keep records in each division time book of the overtime work. In case of a grievance involving such records, they shall be subject to examination by the Union. A record of overtime hours worked by each employee shall be posted monthly on a conspicuous bulletin board. Overtime work shall be voluntary. There shall be no discrimination against any employees who declines to work overtime.

ARTICLE XIII – WORKDAY and WORK YEAR

SECTION 1

The normal workday and work year for employees covered by this Agreement shall be the same as the normal workday and work year for such employees prevailing at the time this Agreement becomes effective as indicated in Enclosures 1 through 7. Notwithstanding any other language contained in this agreement, the normal workday and work year for the ABA Techs is as set forth in Article XI – Hours of Work, Tours of Duty, Days Off and Enclosure 6.

SECTION 2

It is recognized that all presently existing shift schedules may be altered to serve the best interests of the School System. If permanent changes in shift schedules are contemplated, the Union will be consulted regarding these changes.

SECTION 3

With at least twenty-four (24) hours notification employees may be required at the sole discretion of the Superintendent of Schools to work during in-service days for teachers. Employees required to work in-service days will be paid at their regular daily rate of pay.

ARTICLE XIV – PERFORMANCE EVALUATIONS

Agreement to form a sub committee to review/modify the current evaluation tool or create a new performance evaluation tool.

Clerical, Instructional Learning Assistants, Library Assistants, and Technology Assistants covered by this agreement may be subject to an annual performance evaluation conducted by the Principal of the School to which they are assigned.

Custodial workers covered by this agreement may be subject to an annual performance evaluation conducted by the Director of Maintenance.

Cafeteria workers covered by this agreement may be subject to an annual performance evaluation conducted by the Director of Food Services.

ABA Techs covered by this agreement may be subject to an annual performance evaluation conducted by the Director of Special Services or the ABA Program Supervisor.

All performance evaluations shall be documented using a standardized form, and these evaluations shall not be conducted in an arbitrary or capricious manner.

ARTICLE XV – HOLIDAYS

The following days shall be considered paid holidays for twelve (12) month employees:

New Year's Day	Columbus Day
Martin Luther King Day	Veteran's Day
President's Day	1/2 Day Before Thanksgiving
Patriot's Day	Thanksgiving Day
Good Friday	Day After Thanksgiving Day
Memorial Day	1/2 Day Before Christmas
Independence Day	Christmas Day
Labor Day	1/2 Day Before New Year's Day

If one of the above described holidays falls on an employee's normal day off, the employee shall be granted another day in lieu of the holiday, provided the employee was at work or on an approved leave with pay the day preceding and the day following the holiday. To exercise this right, the employee must request his/her day off. Such request must be submitted to the immediate supervisor.

If an employee is required to work on any of the above listed paid holidays, such employee shall be paid at the rate of time and one-half of the regular rate of pay over and above the holiday pay for the day worked.

The following days shall be considered to be paid holidays for ten (10) month employees:

Martin Luther King Day	Veteran's Day
Patriot's Day	1/2 Day Before Thanksgiving
Good Friday	Thanksgiving Day
Memorial Day	Day After Thanksgiving
*Labor Day	New Year's Day
Columbus Day	Christmas Day

Ten (10) month employees will receive holiday pay when the work schedule begins before Labor Day.

ARTICLE XVI – VACATIONS

To be entitled to a paid vacation, an employee must have completed twenty-four (24) weeks of work. Vacation with pay shall be taken by all employees during each fiscal year (July 1st to June 30th) as accrued and may not be accumulated for use in a subsequent fiscal year except by mutual agreement in writing between the employer and the employee.

Vacation is to be scheduled by the Employer in accordance with the seniority provision of this Agreement as to preference. The anniversary date of a person's employment will be used to determine the length of service as set forth in the following table:

ARTICLE XVI – VACATIONS

Twelve (12) month employees (excluding ABA Techs):

To take vacation days, the member must submit a written request to their Supervisor/Principal (custodians must submit their written request to the Director of Maintenance) with a minimum of twenty-four (24) hours' notice, except in case of an emergency.

Twelve (12) month employees shall be entitled to the following vacation time:

<u>Length of Continuous Employment:</u>	<u>Amount of Paid Vacation:</u>
One (1) month or more, and less than six (6) months	One (1) day for each full month, not to exceed five (5) days
Six (6) months or more, and less than twelve (12) months	One (1) day for each full month, not to exceed ten (10) days
Five (5) years or more	Three (3) weeks or fifteen (15) days
Ten (10) years or more	Four (4) weeks or twenty (20) days
Fifteen (15) years or more	Four (4) weeks and three (3) days or twenty-three days
Twenty (20) years or more	Five (5) weeks or twenty-five (25) days

All ten (10) month employees hired after July 1, 1994, shall be entitled to the following vacation time:

<u>Length of Continuous Employment:</u>	<u>Amount of Paid Vacation:</u>
One (1) month or more, and less than (6) months	One (1) day for each full month, not to exceed five (5) days
Six (6) months or more, and less than twelve (12) months	One (1) day for each full month, not to exceed ten (10) days
Five (5) years or more	Three (3) weeks or fifteen (15) days
Ten (10) years or more	Three (3) weeks and three (3) days or eighteen (18) days
Fifteen (15) years or more	Four (4) weeks or twenty (20) days
Twenty-Five (25) years	Three (3) extra vacation days of pay to be paid out at the end of the school year.

ARTICLE XVI – VACATIONS

Ten (10) month employees and ABA Technicians:

Vacation periods will be taken during school vacation periods that occur during the course of the school year for ten (10) month employees and ABA Techs. The fourth week (or any extra vacation days that cannot be used during school breaks) shall be considered “floating” days and employees may be able to take this vacation time one (1) day at a time, with a least two (2) days’ notice and the approval of their supervisor. If the time requested is not in the best interest of the School Department, the Building Principal/Director may deny the request and this denial is not subject to the grievance procedure. The employee or employees are to receive only the pay he or they normally receive for one (1) week’s work for each of the aforesaid vacation week or weeks. (Note: Floating vacation days may be used on snow days and/or Professional Development days when member is not required to attend).

Effective July 1, 1990 vacation days shall be computed as follows and previously accrued vacation entitlement shall remain as recorded and shall not be revised as a result of this change.

A school year of service will count as one (1) year of service in computing vacation allowances.

Whenever the employment of any person is terminated during a year by layoff, resignation, retirement, or death, without having been granted the vacation to which he/she is entitled, he/she, or in the case of one’s death, the beneficiary, shall be paid at the termination of employment an amount in lieu of such vacation.

Vacation credits shall accrue to a person while on leave with pay or on industrial accident leave. Compensation in lieu of vacation may be granted to an employee if requested and approved by the School Committee.

ARTICLE XVII – SICK LEAVE

Sick leave with pay shall be granted to all employees covered by this Agreement. All employees shall be credited with sick leave on the basis of one and one-quarter (1 ¼) days per month with accumulations as follows:

Custodian, Cafeteria, and Clerical – Unlimited*

*As of July 1, 1994, new hires in all units will accumulate 180 days

Assistant Librarians - 180 days accumulation

Instructional Learning Assistants – 180 days accumulation

ABA Technicians – 180 days accumulation

Technology Assistants – 180 days accumulation

Sick leave shall be granted for sickness, injury, or quarantine in the family. Each employee, upon written request, shall receive yearly notice of his/her accrued sick leave.

ARTICLE XVII – SICK LEAVE

The Employer shall allow five (5) days off to be counted as sick leave; in case of serious illness to the immediate family of the employee, which requires the personal presence of such employee. Immediate family shall include husband, wife, children, parents, brothers, sisters, or other relatives living in the same household.

Absence due to sickness, or other reasons not specifically covered by this Article, may be charged against vacation leave or may be granted as leave without pay. Notice of absence due to sick leave shall be given; whenever possible, on the first day of such absence.

No doctor's certificate shall be required for any absence of five (5) school days or less on account of illness or accident. A doctor's certificate indicating the nature and continuance of the disability will be required respecting an absence under this Article and shall be furnished if the absence continues for a sixth (6th) consecutive school day or for any repeated absence. The Superintendent of Schools may request a second medical opinion at the expense of the School District. A doctor's certificate of fitness for service will be required as a condition of return to service. A required certificate shall be presented within ten (10) days of the beginning of the absence and the Superintendent of Schools may require further certificates for any continuing absence and/or prior to return to service.

Upon death or retirement from the Bellingham Public Schools, an employee within the custodial, clerical, and cafeteria units, employed prior to July 1, 1994, or his/her beneficiary, will be paid fifty-percent (50%) of his/her accrued sick leave not to exceed one hundred (100) days. New employees hired after July 1, 1994, and other employee groups added to this Contract, (Instructional Learning Assistants, Assistant Librarians, ABA Techs and Technology Assistants) will be paid fifty-two dollars (\$52) per day up to fifty (50) days (\$2600 maximum) for accrued sick leave.

An employee's entitlement to sick leave shall commence with his/her date of employment in the bargaining unit. However, employees shall not use sick leave during the original probationary period.

ARTICLE XVIII – SICK LEAVE BANK

It is the parties intent to establish and administer a Sick Leave Bank for the School Department Employees bargaining unit represented by AFSCME, and to pool a portion of the sick leave allowances granted under this agreement to provide for continued payment of employees with catastrophic or prolonged illnesses or injury.

SECTION I

A sick leave bank shall be established effective September 9, 2008.

SECTION 2

Each employee shall contribute two (2) days per year to the sick leave bank.

SECTION 3

The Sick Leave Bank shall at all times maintain a minimum of eighty-four (84) days in reserve. If the number of days falls below the minimum then each employee will contribute one (1) additional day. However, the total number of sick leave days in reserve shall not exceed two hundred and fifty (250) days. In the event the maximum would be exceeded then SECTION 2 of this Article would not be applied.

SECTION 4

A Sick Leave Bank Committee to consider eligibility for an employee to draw upon the Sick Leave Bank shall be established. This committee shall consist of two (2) members appointed by the Union and two (2) members appointed by the School Committee. In the event a vote of the Sick Leave Bank Committee results in a tie when considering eligibility of an employee to draw upon the Sick Leave Bank, the Superintendent of Schools shall break the tie by applying the provisions of Section 5 below. All decisions of the Sick Leave Bank Committee are final and binding and not subject to the grievance procedure. One of the members for the Union Sick Bank Committee will make a written report of all applicants approved or not approved to the President; and the President will make a report to the Local (on sick bank leave days in reserve).

SECTION 5

The following criteria shall be used by the Sick Leave Bank Committee in determining the eligibility of an employee to draw from the Sick Leave Bank, and in determining the amount of leave:

- A. An employee is not eligible to apply for Sick Bank during their first two (2) years of employment. An employee must have accumulated sixteen (16) days in their employee benefits and must use all accumulated holiday, personal leave, sick leave and vacation leave credit prior to seeking assistance from the Sick Leave Bank.
- B. An employee must submit written medical evidence, i.e., a medical doctor's note, indicating the inability of the employee to perform his/her duties. The medical evidence must include the specific nature of the illness or injury, and the date the employee may expect to return to work.
- C. An employee's prior utilization of his/her sick leave.
- D. And employee's prior requests for and use of sick leave drawn from the Sick Leave Bank.
- E. Workman's Compensation recipients may apply for sick bank leave up to 15 days for the sole purpose to keep benefits; and at the end of that time will not accumulate sick days until repaid in the bank.

ARTICLE XVIII – SICK LEAVE BANK

SECTION 6

No days may be granted from the Sick Leave Bank for any reason other than that due to prolonged illness or injury. Days may not be granted for the normal or usual illness due to pregnancy, childbirth, or the recuperation there from, except when accompanied by a medical doctor's note that said employee could not perform the duties appropriate to his/her position because of unusual or abnormal complications occurred during such illness.

SECTION 7

Upon compliance with SECTION 5 by an employee, the Sick Leave Bank Committee shall issue a grant of days from the Sick Leave Bank reserves. The grant shall be no less than five (5) days and no more than fifteen (15) days. Any days after the first five (5) days will be subject to be reviewed to be paid back to the sick leave bank.

SECTION 8

In the event an employee needs additional days then SECTIONS 5, 6, and 7 may be reapplied.

ARTICLE XIX – FUNERAL LEAVE

In the event of death in the immediate family of an employee, he/she shall be granted leave with pay in the amount of five (5) days. Such leave shall not be charged to sick leave or vacation leave.

Immediate family shall mean the following persons: Mother, Father, Sister, Brother, Child, (step relations of the same relations just listed), Wife, Husband, Life/Domestic Partner.

In the event of the death of a father-in-law, mother-in-law, grandparent, grandchild, brother-in-law, sister-in-law and other relative living in the same household, or relation of a life/domestic partner of the same relations listed here, three (3) days' leave will be allowed with no loss of pay. Such leave shall not be charged to sick leave or vacation leave.

In the event of the death of an aunt, uncle, niece, nephew or other relative in the family of a member or life/domestic partner, one (1) day will be allowed with no loss of pay. Such leave shall not be charged to sick leave or vacation leave. Other funeral leave may be granted at the discretion of the Superintendent of Schools. Employees shall not be required to take funeral leave immediately after the death of a person included in this Article, but may request such leave to be granted commensurate with funeral and related procedures that may be necessary.

ARTICLE XX– PERSONAL DAYS

Three days of leave with pay shall be available for the purpose of transacting or attending to legal business, household or family matters or hardship or other pressing need, and not merely personal convenience. Except in case of such emergencies, notice shall be given of such leave, in writing, to the employee's immediate supervisor at least twenty-four (24) hours before such leave is taken.

ARTICLE XX – PERSONAL DAYS

An employee's entitlement to personal days shall commence with his/her date of employment in the bargaining unit. However, employees shall not use personal days during the original probationary period. One (1) unused personal day may be rolled over to the next year if the request, in writing, has been received by the Superintendent by June 30th. This rolled over personal day must be used no later than October 31st or it will be removed from the employee's available personal time. The one personal carryover day does not apply to an employee still in the probationary period on June 30th.

ARTICLE XXI – LEAVES of ABSENCE

Employees may be granted a leave of absence without pay for periods of up to one (1) year by the Superintendent of Schools.

ARTICLE XXII – MILITARY LEAVE

Leaves of absence will be granted to employees for National Guard or Reserve encampments as permitted by Federal Law. In return for employees continuing to receive their regular wages, the employee will turn over all wages earned during encampments to the Employer, minus expenses received for lodging and travel.

ARTICLE XXIII – PART-TIME EMPLOYEES

Individuals who are employed on a regular or continuous basis for twenty (20) hours or more per week, but less than a full schedule of hours for the position held (see enclosures), shall be deemed part-time employees. Part-time employees shall accrue retirement, sick leave, insurance, vacations, and holiday benefits. The regular daily schedule of hours shall be considered as one workday for the purposes of this Agreement.

ARTICLE XXIV – INDUSTRIAL ACCIDENTS

Whenever an employee is absent from work as result of personal injury caused by an accident while in the performance of his/her duties, the Employer will pay to said employee his/her salary in the following manner:

1. The employee may receive his/her salary in full out of any overtime or vacation he/she has accrued.
2. The employee may receive payment from sick leave allowance. However, the sick leave may only be added to the workmen's compensation to the extent that the employee will be able to receive his/her usual full salary. The employee cannot receive full salary through sick leave allowance and workmen's compensation as he/she could with overtime and vacation payments.
3. An employee who has not accumulated overtime, vacation, or sick leave benefits would only be able to collect workmen's compensation.

ARTICLE XXV - JURY DUTY and COURT APPEARANCES

In return for employees continuing to receive their regular wages, the employee will turn over to the Employer all wages earned during Jury Duty and Court Appearances minus expenses received for lodging and travel. All employees who are absent due to being party defendants, witnesses under subpoena, party plaintiffs, and/or defendants in any court of competent jurisdiction, shall receive full pay and benefits up to a maximum of seven (7) days per year. Documentation to substantiate court appearances must be provided by the employee to the Superintendent of Schools. Nothing in this section shall be construed to allow access to the benefits of this section when the employee merely wishes to witness court events to which they are not a party.

ARTICLE XXVI – UNION OFFICERS

A written list of Union Stewards and other Representatives shall be furnished to the Employer immediately after their designation and the Union shall notify the Employer of any changes. No more than one (1) member of the Union will be granted one (1) day with pay to attend the State Convention as an Official Delegate. The Employer agrees to permit representatives of the American Federation of State, County and Municipal Employees, AFL-CIO, and/or Council 93, and/or Local 747, with the permission of the Superintendent of Schools, to enter the premises at any time for individual discussion of working conditions with the employees, provided care is exercised by such representatives that they do not interfere with the performance of duties assigned to the employee.

Anytime a Union Officer and/or Union Representative, employed by the School Department, must leave his/her regular assigned work duties to attend to Union business, his/her department Director/Building Principal shall be notified prior to leaving the building.

ARTICLE XXVII – LABOR/MANAGEMENT MEETINGS

The Union shall designate a standing Committee of three (3) Union members, which shall meet with a designated Committee of two (2) from the Employer. Said Committee shall meet from time to time at the request of either party for the purpose of discussing matters of mutual interest. The party requesting the meeting shall submit to the other party, at the time of the request, an agenda of matters to be discussed.

ARTICLE XXVIII – BULLETIN BOARDS

The Employer will provide bulletin boards in a reasonable number of locations in each school, which may be used by the Union for posting notice of the following types:

1. Notice of Union recreational and social events
2. Notice of Union elections
3. Notice of Union meetings
4. Any other pertinent informational notices

The Union further agrees it shall not post notices of a derogatory nature regarding the Employer or its agents.

ARTICLE XXIX – PAST PRACTICE

All reasonable benefits, privileges, or working conditions existing prior to the date of signatures of this Agreement shall remain in full force and effect during the term of this Agreement. In the event that a question should arise as to whether a condition of employment is a reasonable practice and should continue in effect as a practice, the parties to this Agreement shall meet in an attempt to resolve the issue. In the event that the parties cannot agree, the matter shall be submitted to arbitration under the provisions of the grievance and arbitration procedure of this Agreement.

ARTICLE XXX – STABILITY OF AGREEMENT

No agreement, understanding, alteration or violation of the terms and provisions of the Agreement herein contained, shall bind the parties hereto unless made and executed in writing by the parties hereto. The failure of the Employer or the Union to insist in any one or more incidents upon performance of any of the terms or conditions of this Agreement, shall not be considered as a waiver or relinquishment of the right of the Employer or the Union to future performance of any such term or condition; and the obligation of the Union and the members for such future performance shall continue in full force in effect. Should any provision of this Agreement be found to be in violation of federal or state law or rule or regulation promulgated there under by a court of competent jurisdiction, all other provisions of this Agreement shall remain in full force and effect.

ARTICLE XXXI – DURATION

This Agreement shall become effective on July 1, 2015, and shall remain in full force and effect up to and including June 30, 2018; and shall continue in full force and effect from year to year thereafter, unless either party to this Agreement desires to terminate this Agreement or amend any of the terms or provisions of the Agreement. The party desiring to terminate or amend this Agreement must notify the other party to this Agreement, in writing, not later than December 15, 2017. During negotiations for amendments for a new Agreement, this Agreement shall remain in full force and effect. This Agreement shall be binding upon the parties hereto and their successors.

ARTICLE XXXII – SAFETY

No employee shall be ordered to perform a duty, which is either in conflict with this Agreement, a regulation, statute, or endangers the life and safety of students, visitors, or personnel, or endangers property, public or personal. Employees shall have a first-aid kit available in their building. No employee shall be required to operate defective equipment.

No employee shall be assigned to work from ladders, staging, or riggings, unless such equipment meets all safety precautions. All work shall be performed under safe and sanitary conditions; provided, however, the work force may be used to correct an unsafe or unsanitary condition. No employee shall be required to lift unreasonable weights without adequate assistance.

ARTICLE XXXIII – MATERIALS, TOOLS, EQUIPMENT, LICENSE FEES and UNIFORMS

The Employer agrees to provide all materials, equipment, tools, and special license fees required to perform the duties assigned to the custodial and cafeteria employees covered by this Agreement. Uniforms to be provided as follows: aprons, asbestos gloves, and some foul weather gear.

Custodians: Custodians will be allowed a \$206.00 clothing allowance per year for uniforms, work equipment (boots, safety belts, gloves, etc.). Payment of the \$206.00 will be made to all custodians in December of each year, no receipts required.

Cafeteria: Cafeteria workers will be allowed a \$100.00 shoe allowance per year. Payment of the \$100.00 will be made to all cafeteria workers in December of each year, no receipts required.

Truck Driver: The Truck Driver will be allowed a \$206.00 clothing allowance per year for uniforms, work equipment (boots, safety belts, gloves, etc.). Payment of the \$206.00 will be made to the Truck Driver in December of each year, no receipts required.

ARTICLE XXXIV – REST and MEAL PERIODS

All employees who work four (4) hours or more shall have schedules, which provide for a ten (10) minute rest period during each one-half (1/2) shift. Rest periods shall be in addition to any regularly scheduled meal periods. There shall be adequate rest area facilities for the use of employees. All employees who work in excess of four (4) hours shall be granted a meal period during their tour of duty. Said meal period shall not exceed thirty (30) minutes. Members of the ABA Tech unit will be flexible with regard to when they received their rest and meal periods each day in order to accommodate the imminent needs of the students and staff.

ARTICLE XXXV – APPOINTMENTS

Should the duties of an individual employee be found to be those which should be of a new or existing classification or a higher pay grade, the Employer shall, through budgetary or other appropriate action, request or make a change in the classification of a higher pay grade.

ARTICLE XXXVI – TRANSPORTATION

No employee shall be required to use his/her own vehicle on school business. Employees using their own vehicle on school business shall be reimbursed at a rate per mile currently approved by the Town of Bellingham. The Employer will notify the Union, in writing, of any change in said rate of reimbursement.

ARTICLE XXXVII – PROBATION PERIOD

The first ninety (90) workdays of employment shall constitute each employee's probation period during which no transfer, layoff, suspensions, discharge or other disciplinary action shall be cause for or subject to the grievance procedure. The provisions of this Agreement shall not apply to newly employed personnel until they have served a probationary period of at least ninety (90) workdays.

ARTICLE XXXVIII– NO STRIKE CLAUSE

No member of the bargaining unit covered by the terms of this Agreement shall engage in, induce or encourage any strike, work stoppage, slowdown, or concerted effort to withhold service (whether sympathetic or otherwise). Employees engaging in such activities may be discharged or otherwise disciplined as the Employer deems proper.

ARTICLE XXXIX– PROTECTION/INDEMNIFICATION

The School Department will abide with the General Laws of the Commonwealth of Massachusetts.

ARTICLE XXXX – OUT OF CLASSIFICATION PAY

In the event that an employee is temporarily assigned to fill in for a position in a higher grade, he/she shall be paid at their current step in the higher grade for such temporary assignment on the fifth consecutive absence, retroactive to the first day in such assignment. The assignment shall be filled by seniority within the building.

ARTICLE XXXXI– TERMINATION

In the event an employee covered by this agreement desires to terminate his/her employment from the Bellingham School System, he/she is encouraged to give ten (10) work days' notice to the Superintendent of Schools.

ARTICLE XXXXII– MEDICAL CO-PAYS CHANGES

AFSCME members agree to accept the New Health Insurance Co-Pays (with increased co-pays) as already adopted by the other Town Departments as follows:

Beginning in the 2012-2013 school year, members agree to provide the following co-pay amounts:

Office Visit - \$15

Emergency Room - \$75

Prescriptions - \$10/\$20/\$30

Inpatient deductible with annual cap of \$250/pp and \$500/family

ENCLOSURE NO. 1 - CUSTODIAL UNIT

	<u>Workday</u>	<u>Workweek</u>	<u>Work Year</u>
Custodians – Full Time	8 Hours	5 Days	12 Months
Custodians – Part Time	4 Hours	5 Days	12 Months
Custodians – Part Time	6 Hours	5 Days	12 Months
Senior Custodian – Full Time	8 Hours	5 Days	12 Months

WAGE INCREASE

- 1.0% as of January 1, 2015
- 2.0% as of January 1, 2016
- 2.0% as of July 1, 2016
- 2.0% as of July 1, 2017

WAGES
January 1, 2015

Senior Custodian (90 Days to 12 Months)	\$17.96
Senior Custodian (Over 12 Months)	\$24.01
Custodians (Day 1 through 60)	\$15.89
Custodians (Day 61 to 12 Months)	\$18.86
Custodians (Over 12 Months)	\$21.55
Custodian/Carpentry/Maintenance – Custodian Rate	\$21.55
Carpentry/Maintenance	\$23.88

WAGES
January 1, 2016

WAGES
July 1, 2016

Senior Custodian (90 Days to 12 Months)	\$18.32	\$18.69
Senior Custodian (Over 12 Months)	\$24.49	\$24.98
Custodians (Day 1 through 60)	\$16.21	\$16.53
Custodians (Day 61 to 12 Months)	\$19.24	\$19.62
Custodians (Over 12 Months)	\$21.98	\$22.42
Custodian/Carpentry/Maintenance –Custodian Rate	\$21.98	\$22.42
Carpentry/Maintenance	\$24.36	\$24.84

WAGES
July 1, 2017

Senior Custodian (90 Days to 12 Months)	\$19.06
Senior Custodian (Over 12 Months)	\$25.48
Custodians (Day 1 through 60)	\$16.86
Custodians (Day 61 to 12 Months)	\$20.01
Custodians (Over 12 Months)	\$22.87
Custodian/Carpentry/Maintenance – Custodian Rate	\$22.87
Carpentry/Maintenance	\$25.34

A Senior Custodian having supervisory responsibility of certain districts. The districts are as follows:

DISTRICT I	Stall Brook, North Portables and North Building
DISTRICT III	South Elementary, Keough Memorial Academy
DISTRICT IV	Bellingham Memorial School
DISTRICT V	Bellingham High School

SHIFT DIFFERENTIAL

Hourly Shift Differential for Custodians working the Afternoon and Evening Shift:

<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>
\$.42 Per Hour	\$.42 Per Hour	\$.42 Per Hour

CUSTODIAL LONGEVITY PAY

<u>SERVICE</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>
Five Years	\$203	\$203	\$203
Ten Years	\$255	\$255	\$255
Fifteen Years	\$359	\$359	\$359
Twenty Years	\$463	\$463	\$463
Twenty-Five Years	\$560	\$560	\$560

Custodians will attend mandated safety/instructional training programs on an annual basis during regularly scheduled hours.

CUSTODIAL SENIORITY LIST

Last Name	First Name	DOH	Position	Location	Seniority as of 6/30/16		
					Yrs	Mth	Day
Boucher	Henry	8/19/1993	Custodian	High School	22	10	13
Hafford	Benjamin	11/14/1994	Head Custodian	South	21	7	17
Picard	David	1/5/1998	Head Custodian	Stall Brook	18	5	27
Carbonaro	Paul	7/19/1999	Custodian	Memorial School	16	11	13
Ryan	Wayne	1/10/2000	Custodian	Municipal Center	16	5	22
Corriveau	James	7/1/2001	Custodian	High School	15	0	0
Fleurette	Douglas	7/1/2001	Custodian	High School	15	0	0
Burke	John	12/4/2001	Head Custodian	High School	14	6	28
Glynn	Patrick	7/8/2002	Custodian	High School	13	11	24
Latraverse	Richard	7/8/2002	6 hr. Custodian	Keough	13	11	24
Solina	Peter	7/8/2002	Custodian	Memorial School	13	11	24
Champagne	Debra	12/15/2003	Custodian	Stall Brook	12	6	17
Chambers	Curtis	7/1/2004	Custodian	South Elem	12	0	0
DiRusso Sr.	Richard	8/30/2004	Custodian	High School	11	10	2
Ernst	David	2/28/2006	Custodian	Memorial School	8	1	1
DePaolo III	Stephen	8/22/2012	Head Custodian	Memorial School	3	10	10
Sawan	Antonio	4/1/2013	Custodian	Stall Brook	3	3	0
Recore	Robert	8/19/2013	Custodian	South/Keough	2	10	13
MacPherson	Bruce	2/24/2015	Custodian	High School	1	4	5
Desper	Keith	7/1/2015	Custodian	Memorial School	1	0	0
DiRusso Jr.	Richard	7/1/2015	6 hr. Custodian	Stall Brook	1	0	0

ENCLOSURE NO. 2 - SECRETARIAL UNIT

Clerical/Secretarial – 12-Month Personnel (Full Time):

	<u>Workday</u>	<u>Workweek</u>	<u>Work Year</u>
Special Services Secretary to Director	8 Hours	5 Days	12 Months
Bookkeeper	8 Hours	5 Days	12 Months
Payroll	8 Hours	5 Days	12 Months
Business Office Secretary	8 Hours	5 Days	12 Months
High School - Secretary to the Principal	8 Hours	5 Days	12 Months
Memorial School - Secretary to the Principal	8 Hours	5 Days	12 Months
Special Services Secretary	8 Hours	5 Days	12 Months
Bookkeeper/Payroll Assistant	8 Hours	5 Days	12 Months

Clerical/Secretarial – 10 Month Personnel:

	<u>Workday</u>	<u>Workweek</u>	<u>Work Year</u>
High School Secretary – Main Office (180 Days Plus 10 Extra Days)	8 Hours	5 Days	10 Months
High School – Guidance Secretary (180 Days Plus 10 Extra Days, Plus 5 Extra Days at 4 Hours, Plus 40 Hours during Summer Months)	8 Hours	5 Days	10 Months
Keough Memorial Academy – Main Office Secretary to the Principal (180 Days Plus 10 Extra Days)	8 Hours	5 Days	10 Months
Memorial School Secretary - (180 Days Plus 10 Extra Days)	8 Hours	5 Days	10 Months
Special Services Secretary – Elementary (180 Days Plus 5 Extra Days)	6 Hours	5 Days	10 Months
South Elementary – Secretary to the Principal (180 Days Plus 180 Hours to be used as needed for a fluctuating work load for the good of the School System)	8 Hours	5 Days	10 Months
Stall Brook – Secretary to the Principal (180 Days Plus 180 Hours)	8 Hours	5 Days	10 Months
Curriculum and Staff Development Secretary (180 Days Plus 10 Extra Days)	7 Hours	5 Days	10 Months
Early Childhood Program Secretary (180 days Plus 15 Extra Days)	6 Hours	5 Days	10 Months

WAGE INCREASE

- 1.0% as of January 1, 2015
- 2.0% as of January 1, 2016
- 2.0% as of July 1, 2016
- 2.0% as of July 1, 2017

WAGES
January 1, 2015

Bookkeeper & Secretary for Director of Special Services	\$21.82
Payroll	\$20.43
Other Secretarial (90 Days to 12 Months)	\$17.23
Other Secretarial (Over 12 Months)	\$20.03

WAGES
January 1, 2016

Bookkeeper & Secretary for Director of Special Services	\$22.26	\$22.70
Payroll	\$20.84	\$21.26
Other Secretarial (90 Days to 12 Months)	\$17.57	\$17.93
Other Secretarial (Over 12 Months)	\$20.43	\$20.84

WAGES
July 1, 2017

Bookkeeper & Secretary for Director of Special Services	\$23.16
Payroll	\$21.68
Other Secretarial (90 Days to 12 Months)	\$18.28
Other Secretarial (Over 12 Months)	\$21.26

LONGEVITY PAY – CLERICAL UNIT

<u>SERVICE</u>	<u>2015 – 2016</u>	<u>2016 – 2017</u>	<u>2017 – 2018</u>
Five Years	\$203	\$203	\$203
Ten Years	\$255	\$255	\$255
Fifteen Years	\$359	\$359	\$359
Twenty Years	\$463	\$463	\$463
Twenty-Five Years	\$560	\$560	\$560

If secretarial employees are required to take computer training from outside sources they will be reimbursed for such training.

CLERICAL SENIORITY LIST

Last Name	First Name	DOH	Position	Location	Seniority as of 6/30/16		
					Yrs	Mth	Day
Boyan	Theresa	4/1/1987	Secretary to Principal	High School	29	3	0
D'Intinosanto	Linda	1/15/1988	Spec Services Secretary to the Director	Annex	28	5	17
Ranieri	Linda	1/15/1992	Secretary to Principal	Keough	24	5	17
Peluso	Joan	3/31/1995	Secretary to Principal	South Elem	21	3	1
Dionis	Jill	12/4/1995	Secretary to Principal	High School	20	6	28
Legenza	Linda	9/8/1997	Sped Secretary	Memorial School	18	9	23
Salvas	Dawn	7/17/2002	Guidance Secretary	High School	13	11	15
Haley-Higgins	Cindy	9/14/2005	Curr/Staff Dev Secretary	Annex	10	9	17
Burchill	Joan	9/26/2005	Secretary to Principal	Stall Brook	10	9	5
Surette	Lisa	11/8/2007	Secretary to Principal	Memorial School	8	7	23
O'Brien	Katherine	1/3/2008	Bookkeeper	Annex	8	5	29
Fortier	Kathleen	8/25/2009	Secretary to Principal	Memorial School	6	10	7
Dubois	Donna	11/29/2010	Bookkeeper	Annex	5	7	2
White	Sylvia	7/1/2012	Secretary to Director	Preschool	4	0	0
Valanzola,	Laura	3/11/2013	Payroll Secretary	Annex	3	3	21
Rusak Fowler	Peggy	7/8/2013	Spec Services Secretary	Annex	2	11	24
Cournoyer	Jessica	10/20/2014	Payroll Secretary	Annex	1	8	12

ENCLOSURE NO. 3 - CAFETERIA UNIT

	<u>Workday</u>	<u>Workweek</u>	<u>Work Year</u>
Assistant to the Food Service Director		30 hrs./week	190 days
Lead Cook (High School)	6 Hours	5 Days	10 Months
Lead Cook (High School)	(6.5 hours with breakfast duties)		
Lead Cook (Memorial School)	6 hours	5 Days	10 Months
Lead Cook (Memorial School)	(6.5 hours with breakfast duties)		
Lead Cook (Elementary)	4 Hours	5 Days	10 Months
Cafeteria Worker/ (Part Time)	4 Hours	5 Days	10 Months
Cafeteria Worker (one @BHS, one @ BMS)	(5.0 hours with breakfast duties)		
Truck Driver	6 Hours	5 Days	10 Months

Should the School Department require special clothing to be worn by the cafeteria staff, the School Department will provide the clothing through the budget.

WAGE INCREASE

- 1.0% as of January 1, 2015
- 2.0% as of January 1, 2016
- 2.0% as of July 1, 2016
- 2.0% as of July 1, 2017

WAGES January 1, 2015

Assistant to the Food Service Director	\$18.93
Lead Cook (High School)	\$16.34
Supervisor Cook (Memorial School)	\$18.51
Lead Cook (Memorial School)	\$16.34
Lead Cook (Elementary)	\$15.56
Cafeteria Worker	\$15.26
Truck Driver	\$15.26

WAGES January 1, 2016

WAGES July 1, 2016

Assistant to the Food Service Director	\$19.31	\$19.69
Lead Cook (High School)	\$16.67	\$17.00
Supervisor Cook (Memorial School)	\$18.88	\$19.26
Lead Cook (Memorial School)	\$16.67	\$17.00
Lead Cook (Elementary)	\$15.87	\$16.19
Cafeteria Worker	\$15.57	\$15.88
Truck Driver	\$16.07	\$16.39
Ship Out Cafe Worker (Memorial School)	n/a	\$16.39

WAGES
July 1, 2017

Assistant to the Food Service Director	\$20.09
Lead Cook (High School)	\$17.34
Supervisor Cook (Memorial School)	\$19.64
Lead Cook (Memorial School)	\$17.34
Lead Cook (Elementary)	\$16.51
Cafeteria Worker	\$16.19
Truck Driver	\$16.71
Ship Out Cafe Worker (Memorial School)	\$16.71

LONGEVITY PAY – CAFETERIA UNIT

<u>SERVICE</u>	<u>2015 – 2016</u>	<u>2016 – 2017</u>	<u>2017 – 2018</u>
Five Years	\$203	\$203	\$203
Ten Years	\$255	\$255	\$255
Fifteen Years	\$359	\$359	\$359
Twenty Years	\$463	\$463	\$463
Twenty-Five Years	\$560	\$560	\$560

PD & EARLY RELEASE DAYS/EXAM SCHEDULE

On scheduled Professional Development Days and Early Release Days when lunch is not served, employees may be granted the day off without pay.

On Exam Days when a very limited menu is served, employees may be granted the day off, or partial day off, without pay.

The work schedule will be posted one week prior to the first day of the referenced days above. Upon request, the members may use their “floating” vacation days, if available, to cover any unpaid time.

All cafeteria employees will participate in at least 6 hours of Professional Development or the number of hours required by the Department of Elementary and Secondary Education related to the position in which they work, whichever is greater. The hours will take place during the work year and will be provided by the appropriate administrator.

On Scheduled early release days, when lunch is not served, the Director of Nutrition services will determine a schedule/plan for training, mandatory meetings, deep cleaning and other projects as needed by the cafeteria staff.

The early release day schedule shall be posted to the extent practicable by October 1st of each school year. The schedule will include days or partial days that the employee may take off without pay, with the prior approval of the director of nutrition services.

SANITATION TRAINING & CERTIFICATION

The Bellingham School Nutrition Department requires that employees attend a sanitation course (to be paid by the department) and take and pass the exam, resulting in certification. Employees will have six months from the date of hire to take the certification training. Employees will be paid their regular hourly rate to attend such course. Same terms will apply for re-certifications. The Bellingham District will support the staff members until certification has been obtained.

CAFETERIA SENIORITY LIST

Last Name	First Name	DOH	Position	Location	Seniority as of 6/30/16		
					Yrs	Mth	Day
Cook	Debra	10/7/1996	Lead Cook	Stall Brook	19	8	25
Oakley	Robin	12/1/1997	Lead Cook	High School	18	7	0
Besterfield-Carey	Jean	9/21/2000	Lead Cook	Memorial School	15	9	10
Egan	Denise	9/11/2003	Cafeteria Worker	High School	12	9	20
Gelinas	Laura	10/2/2003	Cafeteria Worker	High School	12	8	30
Felzmann	Kelly	9/1/2008	Lunch Truck Driver	Memorial School	7	10	0
Dunn	Donna	8/31/2009	Cafeteria Worker	High School	6	10	1
Lynch	Tina	9/15/2010	Cafeteria Worker	Memorial School	5	9	16
Remillard	Kathleen	8/29/2011	Cafeteria Worker	High School	4	10	3
Ferriere	Kelly	10/3/2011	Lead Cook	South Elem	4	8	29
Sullivan	Lori	9/3/2013	Cafeteria Worker	Memorial School	2	9	28
Bernardini	Shelly	11/21/2013	Supervisor/Cook	Memorial School	2	7	10
Abbruzzese	Cynthia	10/14/2014	Cafeteria Worker	Memorial School	1	8	18

ENCLOSURE NO. 4 - ASSISTANT LIBRARIAN UNIT

	<u>Workday</u>	<u>Workweek</u>	<u>Work Year</u>
South	6 ½ Hours	5 Days	181 Days
Stall Brook	6 ½ Hours	5 Days	181 Days
Memorial School	6 ½ Hours	5 Days	181 Days
High School	6 ½ Hours	5 Days	181 Days

WAGE INCREASE

- 1.0% as of January 1, 2015
- 2.0% as of January 1, 2016
- 2.0% as of July 1, 2016
- 2.0% as of July 1, 2017

WAGES January 1, 2015

Assistant Librarian	\$18.02
---------------------	---------

WAGES January 1, 2016

Assistant Librarian	\$18.38	\$18.75
---------------------	---------	---------

WAGES July 1, 2017

Assistant Librarian	\$19.12
---------------------	---------

LONGEVITY PAY – ASSISTANT LIBRARIAN UNIT

<u>SERVICE</u>	<u>2015 – 2016</u>	<u>2016 – 2017</u>	<u>2017 – 2018</u>
Five Years	\$203	\$203	\$203
Ten Years	\$255	\$255	\$255
Fifteen Years	\$359	\$359	\$359
Twenty Years	\$463	\$463	\$463
Twenty-Five Years	\$560	\$560	\$560

ASSISTANT LIBRARIAN SENIORITY LIST

Last Name	First Name	DOH	Position	Location	Seniority as of 6/30/16		
					Yrs	Mth	Day
Buratto	Wendy	8/27/1997	.8 Assistant Librarian	Stall Brook	18	10	5
Dowrey	Susan	8/25/2014	Assistant Librarian	Memorial School	1	10	7

ENCLOSURE NO. 5 - INSTRUCTIONAL LEARNING ASSISTANT UNIT

	<u>Workday</u>	<u>Workweek</u>	<u>Work Year</u>
Instructional Learning Assistant -Secondary Level	6 ½ Hours	5 Days	10 Months
Instructional Learning Assistant-Elementary Level	6 ¼ Hours	5 Days	10 Months
Instructional Learning Assistant –Title I	*4-6 Hours	5 Days	10 Months
Instructional Learning Assistant - Preschool	6 hours day	5 Days	10 months
*Subject to Title I Funding			

WAGE INCREASE

- 1.0% as of January 1, 2015
- 2.0% as of January 1, 2016
- 2.0% as of July 1, 2016
- 2.0% as of July 1, 2017

**WAGES
January 1, 2015**

Instructional Learning Assistant	
Up to 6 Months	\$11.73
After 6 Months, with satisfactory performance, as determined by the Superintendent	\$15.08
Over 1 Year	\$15.08

**WAGES
January 1, 2016**

Instructional Learning Assistant	
Up to 6 Months	\$11.96
After 6 Months, with satisfactory performance, as determined by the Superintendent	\$15.38
Over 1 Year	\$15.38

**WAGES
July 1, 2016**

Instructional Learning Assistant	
Up to 6 Months	\$12.20
After 6 Months, with satisfactory performance, as determined by the Superintendent	\$15.69
Over 1 Year	\$15.69

**WAGES
July 1, 2017**

Instructional Learning Assistant	
Up to 6 Months	\$12.45
After 6 Months, with satisfactory performance, as determined by the Superintendent	\$16.00
Over 1 Year	\$16.00

ENCLOSURE NO. 5 – INSTRUCTION LEARNING ASSISTANT UNIT

LONGEVITY PAY – INSTRUCTIONAL LEARNING ASSISTANT UNIT

<u>SERVICE</u>	<u>2015 – 2016</u>	<u>2016 – 2017</u>	<u>2017 – 2018</u>
Five Years	\$203	\$203	\$203
Ten Years	\$255	\$255	\$255
Fifteen Years	\$359	\$359	\$359
Twenty Years	\$463	\$463	\$463
Twenty-Five Years	\$560	\$560	\$560

All job descriptions will include the language that Instructional Learning Assistants will also perform related duties outside the classroom as assigned by the classroom teacher.

INSTRUCTIONAL LEARNING ASSISTANT SENIORITY LIST

Last Name	First Name	DOH	Position	Location	Seniority as of 6/30/16		
					Yrs	Mth	Day
Bardell	Cynthia	3/3/1992	ILA	Stall Brook	24	3	29
Taylor	Janet	10/19/1993	ILA	High School	22	8	13
Drouin	Nancy	9/12/1994	ILA	South Elem	21	9	19
Considine	Susan	8/29/1995	ILA	Keough	20	10	3
Driscoll	Elaine	8/27/1996	ILA*	South Elem	19	10	5
Marshall	Katherine	8/27/1996	ILA*	High School	19	10	5
Ryan	Sheila	8/27/1996	ILA	Keough	19	10	5
Reilly	Linda	12/16/1996	ILA	Memorial School	19	6	16
O'Herron	Katherine	9/14/1998	ILA	Memorial School	17	9	17
Bajgot	Beverly	11/16/1998	ILA	High School	17	7	15
Mendell	Marcia	9/1/1999	ILA	High School	16	10	0
Tirimacco	Marie	9/20/1999	ILA	High School	16	9	11
Beaulieu	Nancy	11/11/1999	ILA	BECF	16	7	20
Mallick	Manjula	8/29/2000	ILA	High School	15	10	3
Ceurvels	Janine	9/5/2000	ILA	High School	15	9	26
Heinricher	Darlene	11/13/2000	ILA	High School	15	7	18
Chartier	Linda	9/5/2001	ILA*	Memorial School	14	9	26
O'Hara	Linda	11/20/2001	ILA	BECF	14	7	11
Laquerre	Cynthia	9/9/2002	ILA*	South Elem	13	7	2
Ghazarian	Holly	4/14/2003	ILA	Memorial School	12	11	13
Cook	Lisa	10/10/2006	ILA	Memorial School	8	2	2
Tu	Shu-Wen	8/27/2013	ILA	Memorial School	2	10	5
Higgins	Veronica	9/2/2014	ILA	High School	1	9	29
Riggs	Patrick	1/7/2015	1:1 ILA*	High School	1	5	25
Cherry	Jeanne	2/9/2015	ILA	Stall Brook	1	5	20
Santangelo	Jill	12/12/2013	ILA	Middle	1	6	20
Bogan	Sally	9/2/2015	ILA	Middle	0	9	29
Wright	Tracy	9/2/2015	ILA	Middle	0	9	29
Ostergren	Jean	10/1/2015	ILA*	South Elem	0	9	0

*ILA = Grant Funded Position

ENCLOSURE NO. 6 - APPLIED BEHAVIOR ANALYSIS TECHNICIAN (ABA TECH) UNIT

ABA Techs will renew their safety care certification within the first two days of the school year for PD or the opening day for teachers.

		<u>Workday</u>	<u>Workweek</u>	<u>Work Year</u>
ABA Tech	Secondary & Middle	7.00	5 Days	12 Months
ABA Tech	Elementary & Preschool	6.75	5 Days	12 Months

WAGE INCREASE

- 1.0% as of January 1, 2015
- 2.0% as of January 1, 2016
- 2.0% as of July 1, 2016
- 2.0% as of July 1, 2017

	<u>WAGES</u> <u>January 1, 2015</u>
ABA Tech	\$17.23

	<u>WAGES</u> <u>January 1, 2016</u>	<u>WAGES</u> <u>July 1, 2016</u>
ABA Tech	\$17.57	\$17.93

	<u>WAGES</u> <u>July 1, 2017</u>
ABA Tech	\$18.28

LONGEVITY PAY – APPLIED BEHAVIOR ANALYSIS TECHNICIAN

<u>SERVICE</u>	<u>2015 – 2016</u>	<u>2016 – 2017</u>	<u>2017 – 2018</u>
Five Years	\$203	\$203	\$203
Ten Years	\$255	\$255	\$255
Fifteen Years	\$359	\$359	\$359
Twenty Years	\$463	\$463	\$463
Twenty-five Years	\$560	\$560	\$560

APPLIED BEHAVIOR ANALYSIS TECHNICIAN- SENIORITY LIST

Last Name	First Name	DOH	Position	Location	Seniority as of 6/30/16		
					Yrs	Mth	Day
Bagdasarian	Edith (Kim)	9/5/2001	ABA Tech	BECP	14	7	14
Chauvin	Laura	5/4/2009	ABA Tech*	Stall Brook	6	11	16
Connolly	Kristen	11/10/2009	ABA Tech	BECP	6	5	9
Bellegarde	Maureen	9/27/2010	ABA Tech	BECP	5	9	4
Lajoie	Tonya-Rose	9/6/2011	ABA Tech*	Stall Brook	4	9	25
Wright	David	10/17/2011	ABA Tech*	Memorial School	4	8	15
Fontaine	Celeste	2/9/2012	ABA Tech*	Stall Brook	4	4	21
Larsen	Brianna	5/15/2012	ABA Tech	Stall Brook	4	1	17
Cavossa	Lisa	8/29/2012	ABA Tech	Memorial School	3	10	3
Sullivan	Leslie	9/13/2012	ABA Tech*	Stall Brook	3	9	18
Morrill	Liana	7/8/2013	ABA Tech	Middle	2	11	24
Remillard	Robin	1/22/2004	ILA to ABA Tech	South Elem	11	9	4
Mazzola	Kimberly	7/9/2014	ABA Tech*	Memorial School	1	11	23
Joyal	Britney	7/14/2014	ABA Tech*	Memorial School	1	11	18
Wolny	Caitlyn	7/14/2014	ABA Tech	Stall Brook	1	11	18
Granville	Sara	9/2/2014	ABA Tech	Stall Brook	1	9	29
Kouyessein	Vanessa	9/2/2014	ABA Tech	Memorial School	1	9	29
Olson	Kerry	9/2/2014	ABA Tech*	Memorial School	1	9	29
Perry	Elliot	11/13/2014	ABA Tech	Stall Brook	1	7	18
(Bianco)							
Choquette	Tamaria	5/12/2015	ABA Tech*	Memorial School	1	1	20
Ulsh	Lynn	5/18/2015	ABA Tech*	BECP	1	1	14
Gordaner	Michaela	5/26/2015	ABA Tech	South	1	1	16
Buskey	Danielle	7/6/2015	ABA Tech*	Middle	0	11	26
LaRose	Suzanne	7/13/2015	ABA Tech	Stall Brook	0	11	19
Forrest	Cathryn	9/2/2015	ABA Tech	Memorial School	0	9	29
Smith	Kaitin	9/2/2015	ABA Tech*	Memorial School	0	9	29
Smith	Susan	9/2/2015	ABA Tech	BECP	0	9	29
Zeibig	Danielle	9/29/2015	ABA Tech	Stall Brook	0	9	2
Bruneault	Meaghan	2/23/2015	ILA to ABA Tech	Stall Brook	1	4	6
Grace	Sean	11/12/2015	ABA Tech*	High School	0	7	20
Peloquin	Christian	8/27/2013	ILA to ABA Tech	Memorial School	2	10	5
Pultz	Tamara	3/2/2016	ABA Tech	Stall Brook	0	3	30
Cushing	Jennifer	3/10/2016	ABA Tech*	South	0	3	22
Grist	Nathan	3/14/2016	ABA Tech*	Memorial School	0	3	18

*ABA Technician = Grant Funded Position

PERFORMANCE CRITERIA & COMPETENCIES**11/16/2010**

<u>Methodology/Technology</u>	<u>How Assessed?</u>	<u>Supv.</u>
Discrimination Training	Procedural Integrity & IOA	
Instructions/Verbal Antecedents	Observations	
Modeling	Observations	
Prompting: Errorless, M-L	Procedural Integrity & IOA	
Contingency Contracting	Permanent Product & Observations	
Direct Instruction	Procedural Integrity & IOA	
DTT	Procedural Integrity & TPRA	
Incidental Teaching	Observation	
Premack Principle	Observation	
Shaping	Procedural Integrity & IOA	
Chaining	Procedural Integrity & IOA	
Behavioral Momentum	Observation	
Token Economy	Procedural Integrity & IOA	
Reinforcement Procedures	Procedural Integrity & IOA	
Correction Procedures	Procedural Integrity & IOA	
Data Collection	Procedural Integrity & IOA	
Graphing	Permanent Product & Observation	
Behavior Intervention Plans	Treatment/Procedural Integrity & IOA	
Other Required Skills	Observation IOA or Reliability Checks	

ENCLOSURE NO. 7 - TECHNOLOGY ASSISTANTS

	<u>Workday</u>	<u>Workweek</u>	<u>Work Year</u>
Technology Assistant - Elementary And BMS	6.5 hours/day	5 days/week	10 months

WAGE INCREASE

- 1.0% as of January 1, 2015
- 2.0% as of January 1, 2016
- 2.0% as of July 1, 2016
- 2.0% as of July 1, 2017

WAGES January 1, 2015

	<u>1st Year</u>	<u>After 1st Year</u>
TECHNOLOGY ASSISTANTS	\$16.98	\$17.58

WAGES January 1, 2016

	<u>1st Year</u>	<u>After 1st Year</u>
TECHNOLOGY ASSISTANTS	\$17.32	\$17.93

WAGES July 1, 2016

	<u>1st Year</u>	<u>After 1st Year</u>
TECHNOLOGY ASSISTANTS	\$17.67	\$18.29

WAGES July 1, 2017


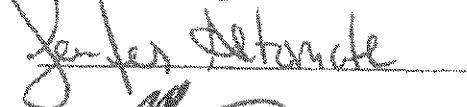


	<u>1st Year</u>	<u>After 1st Year</u>
TECHNOLOGY ASSISTANTS	\$18.02	\$18.66






TECHNOLOGY ASSISTANT SENIORITY LIST

Last Name	First Name	DOH	Position	Location	Seniority as of 6/30/16		
					Yrs	Mth	Day
Bouchard	Jillian	1/5/2012 AFSCME on 8/29/12	.8 Technology Assistant	Stall Brook	3	10	3
Perry	Alyssa	9/4/2014	.8 Technology Assistant	South	1	9	27
Klemanchuck	Jennifer	4/27/2015	ILA to .8 Tech Assistant	Memorial School	1	2	4

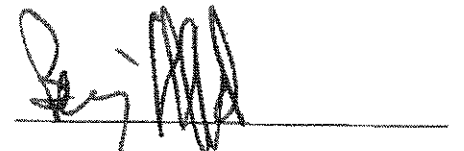
SIGNATURE PAGE

In Witness Whereof, the parties by their authorized representatives set the hands and seals this 26th day of January, 2016. 2017


TOWN OF BELLINGHAM
SCHOOL COMMITTEE


AFSCME COUNCIL 93, LOCAL 747
SCHOOL DEPARTMENT
EMPLOYEES