

C O N T R A C T

BETWEEN THE

SPRINGFIELD SCHOOL COMMITTEE

AND THE

SPRINGFIELD FEDERATION OF PARAPROFESSIONALS, LOCAL 4098

AMERICAN FEDERATION OF TEACHERS, AFL-CIO

JUNE 17, 1993 THRU AUGUST 31, 1995

## ARTICLE I

### FEDERATION RECOGNITION AND DEFINITIONS

#### A. Federation Recognition

The Springfield School Committee recognizes the Springfield Federation of Paraprofessionals, Local 4098, American Federation of Teachers, AFL-CIO, as the exclusive bargaining agent and representative of Paraprofessional employees of the Springfield Public Schools for the purpose of collective bargaining with respect to hours, wages, and conditions of employment. Such unit shall include teacher aides (City and Federal), library aides, reading aides, assistant teachers, L.P.N.aides, Home Liaison Workers and other categories of aides excluding volunteers, and all other Springfield Public School employees.

#### B. Definitions

The term "Committee" as used in this Agreement means the Springfield School Committee.

The term "parties" as used in this Agreement refers to the Committee and the Federation as participants in this Agreement.

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

The term "principal" as used in this Agreement means the responsible administrative heads of their respective schools.

Whenever a personal noun is used, it is understood to indicate both male and female.

The term "paraprofessional" and the term "person" as used in this Agreement means a person employed by the Committee in the bargaining unit as described in Section A of Article I.

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

## ARTICLE II

### COMMITTEE RIGHTS

The Committee is a public body established under, and with powers provided by, the statutes of the Commonwealth of Massachusetts, and nothing in this Agreement shall derogate from the powers and responsibilities of the Committee under the statutes of the Commonwealth or the Rules and Regulations of the agencies of the Commonwealth.

Except as otherwise provided in this Agreement, the Committee retains all powers, rights, duties and authority which it had prior to entering into this Agreement. The exercise of said powers, rights, duties and authority shall not be subject to the Grievance Procedure and/or Arbitration.

### ARTICLE III

#### EXISTING CONDITIONS OF EMPLOYMENT

Except as this Agreement shall hereinafter otherwise provide, all conditions of employment applicable to employees covered by this Agreement on the effective date of this Agreement, as established by the School Committee's Handbook for Paraprofessionals, Kindergarten through Grade 12, revised 1985, shall continue to be so applicable during the life of this Agreement. Nothing in this Agreement which changes pre-existing School Committee policy shall operate retroactively.

The joint Committee established between the Committee and Union to discuss and establish job descriptions for positions in this bargaining unit shall continue to function until such job descriptions are completed. At the completion of job descriptions the respective parties will discuss adoption and implementation by the Committee.

### ARTICLE IV

#### FAIR PRACTICES

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

The Committee and the Federation agree that there will be no discrimination in the hiring of employees or in their training, assignment, promotion, transfer, or discipline because of race, creed, color, religion, national origin, political activities, sex, marital status, or participation in any organizational activities except where compliance with law or legal directives require specific action by the School Committee.

Notwithstanding any Article or Articles to the contrary, the parties agree to the following:

- A. All personnel currently employed as of February 13, 1978 in positions covered by the recognition clause of this Contract (Article I) may reside in any community or move from community to community without restriction.
- B. All personnel covered by the recognition clause of the Contract (Article I) employed after February 13, 1978 by the Springfield Public Schools shall be residents of the City of Springfield. All personnel so employed shall remain residents of the City of Springfield as a condition of continued employment.
- C. Should the Springfield City Council repeal the residency ordinance for City employee's during the term of this agreement; the Springfield School Committee, effective on the date of repeal, will cease enforcement of residency for employee's of this unit for the duration of this agreement or extension thereof.

ARTICLE V

WORKING CONDITIONS

A. Notices and Announcements

1. All official circulars pertaining to paraprofessionals shall be posted on the school bulletin boards, and a copy furnished to the Federation Representative in each building.

2. Each paraprofessional shall have access to an up-to-date copy of the Rules and Regulations of the Springfield School Committee and all amendments thereto.

B. 1. Every school building shall have at least one (1) furnished lounge for use by teachers and paraprofessionals.

2. To the extent possible each paraprofessional shall be provided with a space for his exclusive use in which he may securely store her instructional materials and supplies. Space as used above is intended to mean a locker, closet or file cabinet.

3. Any phone available for teachers in the lounge may be used by paraprofessionals.

4. Adequate parking facilities for paraprofessionals shall be furnished to the extent possible. School parking facilities shall be plowed and/or sanded.

5. Mailboxes for paraprofessionals shall be provided at all schools.

6. Paraprofessionals shall be allowed to use existing workrooms in each building.

7. School duplicating machines and typewriters are available to paraprofessionals to use in preparing instructional materials.

C. School Supplies

Supplies will be available to paraprofessionals from the teachers with whom they work or from persons to whom they are directly responsible.

D. Substitutes

1. Assignments for duty coverage in emergency situations will be shared as equitably as possible by the qualified paraprofessional staff.

2. A paraprofessional shall not be used for regularly assigned teachers except as may be required in an emergency or temporary relief.

3. Effective September 1, 1993 when a paraprofessional is used in an emergency situation as a substitute teacher for a whole period (continuous) or more, the paraprofessional should be paid \$5.00 per hour more than their regular rate. For purposes of this section, a paraprofessional shall be considered to substitute if the paraprofessional works for one period or more at the secondary level or for one preparation period or for a period up to one hour at the elementary level.

ARTICLE V (Continued)

WORKING CONDITIONS

If a paraprofessional is put into the responsibility for a teacher in a situation where there should be a substitute teacher for a period or more, the paraprofessional will receive the substitute rate.

In implementing this Section, the parties understand that if a paraprofessional covers a preparation period, they will be paid the full five dollar (\$5.00) hourly rate. It is further understood that the substitute rate will be paid in one-half hour increments. Hence, if a paraprofessional substitutes for thirty (30) minutes or more, they will be paid a full five dollars (\$5.00). If the paraprofessional substitutes thirty (30) minutes or less, they will be paid two dollars and fifty cents (\$2.50). Hence, if a paraprofessional substitutes for one hour fifteen minutes, they will be paid seven dollars and fifty cents (\$7.50).

E. Paraprofessional Assignment

Each paraprofessional shall be notified of his assignment (or any subsequent changes) for the ensuing year when it has been determined.

F. Length of Work Day and Work Year

1. The work day for paraprofessionals shall be six hours exclusive of a duty-free lunch period; except Home Liaison Workers. Home Liaison Workers will work a 37.5 hour week including some evening work as assigned.

2. The work year for paraprofessionals shall be the regular school year (180 student days) and one day prior to the first student day; except Home Liaison Workers. The Committee may change the School Day, as deemed appropriate, provided it gives fifteen (15) days prior notice to the unit members and makes every effort to accommodate those who cannot make personal arrangement to work under the new hours, by moving them to available positions for which they are qualified.

3. Effective September 1, 1993, the work year will include four (4) additional professional development days, without students in attendance, scheduled during the regular school year.

These days will be for training of staff in areas appropriate and pertinent to their assigned tasks within the system. (Nurses should be different.) The Federation will assist the School Department in developing the curriculum for these days. Home Liaison workers will work the same work day as other unit members on these days.

G. Duty Free Lunch

1. Elementary school paraprofessionals shall have a duty free lunch period of one-half (1/2) hour except in case of emergency.

2. Secondary school paraprofessionals shall have a duty free lunch period of one-half (1/2) hour between the end of one assigned duty and the beginning of another except in case of emergency.

ARTICLE V (Continued)

WORKING CONDITIONS

3. This duty free lunch is to be centered around the normal lunch hour and not at the end of the school day. Paraprofessionals substituting for a teacher will be provided a duty free lunch in addition to their contractual break.

H. Employment List

The Federation will be supplied with a list of paraprofessional personnel upon reasonable request. The list will contain date of employment, current assignment, address and telephone number.

Employment is further defined as the total length of continuous service in the bargaining unit including all leaves of absence. Resignation, dismissal, abandonment of a position, expiration of the recall period or refusal to accept on two occasions (having been offered a comparable position and refused twice) a offered position within the recall period, will constitute a break in service. A break in service severs all prior employment rights and prior time will not be counted when tabulation total length of continuous service.

If in the event of layoff two or more members of the bargaining unit have the exact same employment date, a lottery shall determine which paraprofessional fills the available position.

The Federation will be provided with a updated recall list upon reasonable request.

I. Program Termination Due to Cut-off or Reduction of Federal Funding

1. An effort will be made to lessen the impact of program termination due to a cut-off or reduction of Federal funding through transfer of Federal funded aides to positions funded by the City to the extent that such positions are at that time open and in the approved budget and said filling of these open positions is approved by the School Committee.

2. There will be no indiscriminate transfers of personnel from City funded programs to Federal funded programs in contemplation of a reduction in Federal funded programs, for the sole purpose of discriminating against any employee.

J. Reduction In Force Procedure

1. In the event of a cut-back in personnel within the unit, employees shall be reduced in order of length of continuous service defined in Article V, Section H, (employment list) as applied in the following categories:

- a. Aides, teacher aides, library aides, reading aides, instructional aides, all other aides excluding volunteers.
- b. Assistant teachers
- c. Licensed practical nurses
- d. Home liaison workers and community coordinator(s)

ARTICLE V (Continued)

WORKING CONDITIONS

2. If there is a reduction in category b, c, or d, the employee(s) with the least total length of continuous service in that particular category shall either be laid-off, or if that employee(s) had previous experience (in the City of Springfield) in any other category, he/she shall be measured by total length of service in the other category(s) and the employee(s) with the least total length of service shall be laid-off; except as outlined in Item 5.

3. If there is a reduction in category (a), the employee(s) with the least total length of continuous service shall be laid-off; except as outlined in Item 5.

4. In implementing a layoff, members of the unit with sufficient total length of continuous service will be transferred to available positions. Efforts will be made to retain employees in their current assignment.

5. An employee with a more recent (current) employment date may be retained over an employee with more total length of continuous service if the senior employee does not have special qualifications required to perform the duties of a certain position(s). Special qualifications include bilingual ability and/or ability to type.

6. The School Department reserves the right not to recall any employee with a below average annual rating in the area of promptness and/or dependability in two out of last three school years in which the employee was evaluated.

7. Personnel shall be recalled consistent with the layoff language. Thus a qualified paraprofessional will be recalled based on total length of continuous service and previous experience within the unit. Personnel with the most continuous service will be recalled first.

8. Recall rights shall continue for twenty-four (24) calendar months following layoff. Layoff shall not break continuous service. Notwithstanding the prior sentences, a paraprofessional who refuses to accept on two occasions (having been offered a comparable position with the recall period) will terminate re-employment rights and constitutes a break in service at the time of the second refusal.

9. Time spent on layoff will not count for advancement on the salary scale or make the employee eligible for disability and emergency leave in addition to that accumulated prior to the layoff. Personnel returning to work during the school year will receive pro-rata disability and emergency leave for that school year.

10. Employees recalled during the recall period shall receive credit for their prior accumulated sick leave as well as appropriate placement on the salary scale.

K. Break

Each member of the bargaining unit will have one fifteen (15) minute unassigned break per work day, at a time determined by the principal. This time may vary from day to day.

ARTICLE V (Continued)

WORKING CONDITIONS

L. Weekly Reports

The Federation shall be notified by being sent a copy of the weekly report of all actions on Paraprofessionals which includes recalls via new assignments, transfers, resignation and retirements.

M. Employment

Any employee who has completed a 120 working day probationary period as hereinafter defined shall not be discharged, suspended, demoted, or disciplined without good cause, (hereinafter defined). Such good cause shall be given to the employee in writing.

1. Probation Period

The first 120 working days of services by a newly hired employee shall constitute such employee's probationary period. Working days shall include fully paid sick leave but shall exclude (not include) days without pay including leave without pay and time spent on workman's compensation.

At any time during the probationary period a newly hired employee may be terminated at the sole discretion of the employer. (Without recourse to the grievance procedure).

2. Good Cause

A reason put forth in good faith which is not arbitrary and/or capricious.

3. Appeal

An employee covered under this Article who believes he/she has been suspended, discharged, demoted or disciplined without good cause may grieve that action under the grievance procedure.

N. Agency Fees

Effective September 1, 1985, except for those employees who are certified as members of the Federation to the School Committee by the Federation, the School Committee, in accordance with Massachusetts General Laws Chapter 150E, Section 12 shall require as a condition of employment the payment of, on or after the thirtieth (30th) day following the beginning of such employment or the effective date of this provision, whichever is later, an agency service fee to the Springfield Federation of Paraprofessionals Local 4098 M.F.T./A.F.T. AFL-CIO.

The amount of the agency service fee shall be equal to the amount required to become a member and remain a member in good standing of the Springfield Federation of Paraprofessionals Local 4089 M.F.T. A.F.L.-C.I.O. Employees may have access to payroll deductions for purposes of paying the agency service fee.



ARTICLE V (Continued)

WORKING CONDITIONS

Upon the request of the Federation, the Superintendent shall suspend for five school days without gross pay any member of the bargaining unit who, after proper Annual Notice and Annual Final Demand, has refused to pay the agency service fee. Within fifteen school days of receipt of such request, accompanied by proof of Annual Notice and Annual Final Demand, the Superintendent shall notify the Federation and the individual bargaining unit members whose names appear on such request when, specifically, during the thirty (30) school days following receipt of such request that the five school day suspension without gross pay shall occur. The five school day's gross salary shall first be used to pay the cost of a substitute, if one is provided, and the remainder shall be given over to a scholarship fund to be determined.

The Federation will indemnify, defend, and hold the School Committee harmless against any and all claims made, and against any suit instituted against the School Committee on account of this agency service fee provision. Failure of the School Committee or its agent to cooperate with the Federation shall relieve the Federation of any obligation to indemnify and/or hold the School Committee harmless.

The terms of this provision are enforceable on an annual basis.

O. Work Week

The regular work week for all paraprofessionals includes time for working with teachers, in-service or administrative meetings, and assisting in the various general duties in the school under the direction of the principal. In elementary schools, on the early release days, paraprofessionals may have the option of leaving early, with loss of pay, with the prior approval of the principal and School Department Administration. The denial of such approval shall not be subject to grievance or arbitration.

P. Retirement

The School Committee and/or City will provide free of charge to every bargaining unit member a booklet explaining the retirement system.

Q. All bargaining unit members will have a reasonable time to travel to different assignments within the building and between buildings.

R. Meal Service duties may be assigned to Paraprofessionals in this unit under the terms of this agreement as part of their regular duties. Paraprofessionals who perform Meal Service lunch or breakfast supervision under this agreement during their regular hours of work shall be paid either the rate of pay applicable to others, from outside the unit, doing meal supervision or their regular rate whichever is higher. Meal supervision duties are assignable to employees in this unit but are not bargaining unit work. Unit members who perform meal supervision as volunteers, outside their assigned hours of work shall receive only the applicable meal supervision rate determined by the Committee.

If the Committee's agents assign meal supervision to Paraprofessionals during regular hours of work they shall do so under the following provisions. Volunteers

ARTICLE V (Continued)

WORKING CONDITIONS

shall be sought by the Committee's agents prior to making involuntary assignments. Involuntary assignments shall be made of the least senior available paraprofessional (who is classified as a paraprofessional in Appendix A) whose assignment will not disrupt the instructional program.

S. Non-instructional Supervision

Notwithstanding any language or past practice to the contrary the parties have agreed that a paraprofessional may be assigned supervision of children without the presence of a member of the professional staff being present. In so agreeing to this provision the School Committee recognizes its obligations to insure that such assignments must be reasonable under the circumstances and that paraprofessionals should not be placed in a situation in which other adult assistance is not available to assist in emergency situations.

The parties further have agreed that the subject matter of reasonableness for different assignments is a legitimate subject matter for discussion with the Superintendent during the term of this agreement. The parties also recognize that a broad range of supervision is contemplated, from supervising a few special needs students to many children at recess on a playground.

T. School Centered Decision Making Team

Both parties to this agreement and the School Administration strongly believe that School Centered Decision Making Teams should include a paraprofessional. The School Committee and/or its agents will approach appropriate bargaining units to amend their contracts to allow for paraprofessional inclusion as soon as possible.

U. Joint Labor Management Committee

A Joint Labor Management Committee will be formed to investigate and to make recommendations to the School Committee and Union negotiating teams concerning the job responsibilities and other related issues associated with Data Facilitator and Computer Manager work assigned to members of the unit. This Joint Labor Management Committee will also make recommendations concerning unit members assigned to perform office secretarial work.

ARTICLE VI

TRANSFERS OR RE-ASSIGNMENT

A. Transfers

1. Paraprofessionals who desire a change in assignment or who desire to transfer to another building for the next school year shall file a written statement of such desire with the Office of the Superintendent preferably by March 1. Such statement shall include the assignments which the paraprofessional desires and/or the school or schools (in order of preference, if the paraprofessional has preference) to which he desires to be transferred.

ARTICLE VI (Continued)

TRANSFERS OR RE-ASSIGNMENT

2. If the transfer is one that normally would not become effective until the beginning of the school year, the request must be filed prior to June 1st.

3. Notice of transfer shall be given to a paraprofessional as soon as possible following the granting of the paraprofessional's request.

4. In determining re-assignments and transfers, the convenience and wishes of the individual paraprofessional will be considered. The relationship of the paraprofessional with teachers and children as well as the impact of any change on the education program will also be considered.

5. Written acknowledgment by the Superintendent of Schools or his designee shall be forwarded to the paraprofessional upon receipt of the request for re-assignment and/or transfer.

6. Notice of transfer shall be given to the paraprofessional as soon as possible following the granting of the paraprofessional's request.

7. In cases of conflict concerning transfers or re-assignment of paraprofessionals within the school system, seniority as defined in Article V-H, will be considered prior to the actual transfer or re-assignment.

B. Postings

1. On or before June 1, the administration will post a list of known vacancies showing location and assignment. A copy shall be sent to the Federation by mail.

All jobs of bargaining unit members who have resigned or retired during the school year shall be posted and sent to Federation representatives so that senior bargaining unit members may apply for said vacant positions, provided that said bargaining unit members give two (2) months notice of their intention to resign or retire. The date of closing will be listed.

2. Applications shall be filed in writing with the office of the Superintendent on or before June 15.

3. All positions filled during the school year will be filled on a temporary basis and re-posted on or before the following June 1.

ARTICLE VII

LEAVES WITH PAY

A. Disability and Emergency

1. Each paraprofessional is entitled to leave of absence for disability and emergency with full pay up to fifteen (15) working days in each school year in which he is serving in the Springfield Public Schools as of the first day of said school year whether he reports for duty or not. Unused leave of absence for disability and

ARTICLE VII (Continued)

LEAVES WITH PAY

emergency shall be accumulated from year to year as long as the paraprofessional remains continuously in the service of the School Committee.

The parties agree that disabilities caused by and related to the pregnancy and childbearing of female aides are compensable under the provisions of this article.

Each paraprofessional shall be credited for such unused disability and emergency leave as he has accumulated since the initial date of his present employment under the policies of the School Committee in effect during the years of continuous employment.

2. Upon absence of more than five(5) consecutive days, the Superintendent or his designee may require a certificate by a physician in order to qualify for continued disability and emergency benefits.

3. Each paraprofessional upon request shall receive notice of his disability and emergency leave.

4. For the purpose of this Agreement, "emergency" may be interpreted to include such cases as home exigencies, quarantine by order of the Health Department, serious illness of a member of the employee's immediate family or permanent household requiring the personal care of that member by the employee or for court cases due to no negligence on the part of the employee. For emergency leave, a statement of the circumstances shall be submitted by the employee, endorsed by the principal or other supervisory officer, to the Superintendent of Schools or his designee.

5. Any paraprofessional in the Springfield School Department excluded or removed from employment on account of tuberculosis in a communicable state shall be carried on sick leave with pay for the entire period of such exclusion or removal, but in no case for more than two(2) years and for such further additional period as he maybe entitled under the terms of this Agreement.

6. Employees are covered under Workman's Compensation for all work related injury. While on Workman's Compensation a paraprofessional upon request can a use accumulated sick leave benefits to make up the difference between Workman's Compensation and his/her regular weekly wages.

The School Committee shall reimburse a paraprofessional for:

- a. Any clothing or other personal property damaged or destroyed as the of result of an assault suffered in the course of his/her employment.
- b. The cost of any medical or hospital services (over and above the amount of any insurance reimbursement and Workman's Compensation received by said paraprofessional incurred as the result of any assault suffered in the course of his/her employment.

ARTICLE VII (Continued)

LEAVES WITH PAY

7. A Sick Leave Bank, for the purpose of providing additional coverage after the exhaustion of individual annual and/or accumulated sick leave only in the event of serious illness as evidenced by medical certification, is hereby established as of September 1, 1993, exclusively for the use of the members of this bargaining unit. Participation by members on the Unit shall be mandatory. New members of the bargaining unit shall be assessed one day of their annual and/or accumulated sick leave as of the date they enter the Unit. Said days are to be "deposited" in the Bank. Unused days in the Bank shall carry over from year to year. Should the number of days in the Bank reach the level of one hundred (100) days or less, then each paraprofessional in the bargaining unit shall be assessed one day of his or her annual and/or accumulated sick leave as of the first day of the next calendar month. Said days are to be "deposited" in the Bank. In the event a paraprofessional has no accumulated and/or annual sick leave at the time of said assessment that paraprofessional shall be assessed the amount of days owing to the Bank the following September 1.

Subject to the provisions of this Article each paraprofessional may, following a maximum of ten (10) school day waiting period be granted by the Bank Committee a maximum of thirty (30) school days per school year from the Bank. If days are granted, they shall cover retroactively the waiting period.

The Sick Leave Bank shall be administered by the Bank Committee made up of two (2) appointees of the Federation and two (2) appointees of the School Committee. The Federation and the School Committee shall also each appoint one alternate member to the Bank Committee. Said alternate may attend all meetings of the Bank Committee, but shall vote only in the absence of one or both of his or her respective appointees. The Bank Committee shall have the power to establish procedural and functional guidelines for the operation of the Bank consistent with the Article. All decisions by the Bank Committee shall be by three (3) affirmative votes and all decisions by the Bank Committee shall be final and binding and not subject to grievance and/or arbitration.

The Chair of the Bank Committee shall, on an annual basis, alternate between the Federation and the School Committee. During the year commencing September 1, 1993, the Federation shall appoint the Chair; commencing September 1, 1994, the School Committee shall appoint the Chair, and so on.

B. Reserve Duty

Any paraprofessional in the service of the City shall be entitled during the time of his service in the Armed Forces of the Commonwealth, under section thirty-eight (38), forty (40), forty-one (41), forty-two (42), or sixty (60), or during his annual tour of duty of not exceeding seventeen (17) days as a member of a reserve component of the Armed Forces of the United States, to receive pay therefor, without loss of his ordinary remuneration as an employee and shall also be entitled to the same levels of absence or vacation with pay given to other like employees.

ARTICLE VII (Continued)

LEAVES WITH PAY

C. Selective Service Examination

Each paraprofessional shall be granted time off without loss of pay or without charge to disability and emergency leave when required to be in attendance for a physical examination or other test required by Selective Service.

D. Paraprofessional Leave

One paraprofessional visitation day per year may be requested through the principal to the appropriate Assistant Superintendent to visit in other classrooms in the Springfield Public Schools or to attend an educational convention or conference. Such leave shall be subject to prior approval by the principal and the Assistant Superintendent and may be extended upon the recommendation of the principal and the Assistant Superintendent.

E. Graduation

1. A paraprofessional covered by this Agreement shall be granted leave of absence with pay for one (1) day to attend commencement exercises at which he/she will be awarded a degree or diploma. This leave shall not be charged against the paraprofessional's disability and emergency leave.

2. A paraprofessional covered by this Agreement shall be granted leave of absence for one (1) day to attend commencement exercises at which a member of his immediate family will be awarded a degree, or a diploma which represents the completion of at least two (2) years of post high school study. For the purpose of this section, immediate family is defined as father, mother, husband, wife, son or daughter. Such leave shall be charged to disability and emergency leave.

F. Early Dismissal for Summer School

At the option of the Superintendent, a paraprofessional may be allowed time off, not to exceed one week, without loss of pay to report for summer school. If a paraprofessional receives remuneration for attendance during any of those five (5) days, his compensation from the Springfield Public Schools shall be reduced by that amount.

G. Religious Leave

1. Jewish paraprofessionals shall be excused for a total of three (3) days of class session without loss of pay on Rosh Hashanah and Yom Kippur.

2. Greek Orthodox paraprofessionals shall be excused from class sessions without loss of pay on Orthodox Good Friday.

3. Russian Orthodox paraprofessionals shall be excused from class sessions without loss of pay on Orthodox Good Friday.

ARTICLE VII (Continued)

LEAVES WITH PAY

H. Bereavement Leave

1. Each paraprofessional covered by this Agreement shall be granted bereavement leave under the following conditions:

- a. The paraprofessional shall submit proof of relationship and death satisfactory to his/her principal or supervisor, whereupon he/she shall be granted bereavement leave with full pay not to exceed five (5) regularly scheduled consecutive school days, such leave not to extend more than five (5) calendar days after the funeral.
- b. For the purposes of this section (a) leave with pay shall be granted on the death of (1) husband, wife, mother, father, son, daughter, brother, sister, grandchild, grandfather, or grandmother, of either the paraprofessional or his/her spouse; or (2) any individual or relative of the paraprofessional or his/her spouse who was actually living in the immediate household of the paraprofessional at the time of death or at the commencement of the final illness or accident.
- c. In the instance of the death of a brother-in-law or sister-in-law of an employee or his/her spouse not covered in Section b above, the day of the funeral will be offered to the employee as a bereavement day with pay.
- d. Paraprofessionals shall, upon request, be granted leave of absence of not more than one (1) working day when such absence is occasioned by the death of a son-in-law, daughter-in-law, uncle, aunt, nephew, or niece of either the paraprofessional or his/her spouse whose place of residence is elsewhere than in the home of the employee.

2. The present method of providing release time to attend the funeral services of a coworker shall be continued during the term of this Agreement.

3. The leave provided for in Paragraph a, b, and c, above shall not be charged against the paraprofessional's disability and emergency leave (sick leave).

The leave provided for in Paragraph 1-d, shall be charged against the paraprofessional's disability and emergency leave (sick leave).

I. Sick Leave Conversion Upon Retirement or Death (Effective September 1, 1982

Effective retroactively to September 1, 1991 upon retirement from the Springfield School Department (City of Springfield or death, an employee irrespective of the position held, shall be paid at the rate of \$15.00 per day for all sick leave accrued by said employee at the time of the employee's death while in the service of the City, or retirement from municipal service. Such payment will be made in one lump sum, provided further that in the event of death, such sum as would otherwise

ARTICLE VII (Continued)

LEAVES WITH PAY

have been made payable to the employees shall be paid to that person whom such employee has designated as his beneficiary on his municipal life insurance policy, and, if none, then to his estate.

Employees who do not work a six hour daily schedule will have their sick leave conversion benefit pro-rated based on hours actually worked.

J. Legal or Business Day

Each paraprofessional may, upon written request and with the advance approval of the Superintendent or his designee, except in case of emergency in which event the approval of the Superintendent or his designee may be given orally, be granted two (2) days leave of absence with pay each school year for legal or business matters which cannot possibly be taken care of other than during school hours. This time shall be charged against the paraprofessional's disability and emergency leave.

K. Vacation

a. Eligibility to be computed on the work year commencing September 1, 1991. Those unit members who have received the vacation benefit for the 1991-1992 school year from the prior contract language would have that benefit previously paid deducted from the eligibility established by this clause. The intent of the parties is to have this increased benefit paid after June 30, 1992 based on eligibility for the 1991-1992 school year.

b. Employees in this unit who meet the eligibility provisions of this agreement shall receive vacation as follows:

YEARS OF SERVICE	AMOUNT OF VACATION*
1-5	Ten (10) days
5-10	Fifteen (15) days
10-19	Twenty (20) days
20 or more	Twenty-Five (25) days

c. Employees with less than one full year of service shall receive vacation as follows: After six (6) months of service, and provided that employee will not otherwise be eligible for vacation on June 1st, for each aggregate week that employee has worked for the City that employee shall accrue one third (1/3) of a vacation day per week commencing with the beginning of that employees seventh month of service.

d. Vacation shall be made available under the following restrictions: To be entitled to a paid annual vacation, in the amounts provided above and subject to these conditions, an employee must have completed one hundred twenty (120) work days between June 1st of the previous year and June 1st of the current year. Actual time on Worker's Compensation and/or paid leave such time shall count as time worked for purposes of computing the one hundred twenty (120) work days necessary for paid annual vacation.

The anniversary date of a person's employment ordinarily will be used to determine length of service. An employee who has "worked continuously" as



ARTICLE VII (Continued)

LEAVES WITH PAY

hereinafter defined for less than five years but more than one year for the School Committee shall be entitled to two (2) weeks of vacation. An employee who has "worked continuously" as hereinafter defined for less than ten years but more than five for the School Committee shall be entitled to three (3) weeks of vacation. An employee who has "worked continuously" as hereinafter defined for less than twenty years but more than ten for the School Committee shall be entitled to four (4) weeks of vacation. An employee who has "worked continuously" as hereinafter defined for more than twenty years shall be entitled to five (5) weeks of vacation.

In interpreting the term "worked continuously":

a. the time an employee spends on sick leave shall be computed as time worked.

b. An employee on sick leave without pay or an employee on leave of absence without pay, if said leave or absence is approved by the Committee's agent shall not break continuity of service within the meaning of "worked continuously" but may connect such service before the leave with service after the leave in computing continuous time.

c. Discharge or resignation will break the chain of continuous service.

Full vacation allowance must be taken each year and unused vacation time may not accumulate and be carried over into another school year. In 1993 any additional vacation earned as a result of amendment to this article may not be used or paid prior to July 1, 1993. In addition such new or additional vacation provisions shall not be retroactive beyond September 1, 1992. Where possible employees with fifteen (15) or more years of service may take one (1) week of their vacation in December notwithstanding the foregoing restrictions. Employees with ten (10) or more years service shall be eligible to take one (1) weeks vacation in February notwithstanding the foregoing restrictions. Employees with more than fifteen years of service may take a second week of vacation in February, not withstanding the restrictions contained hereinabove. Employees with ten (10) or more years of service may take a second week of vacation in March, not withstanding the restrictions contained hereinabove. Employees with fifteen or more years of service may take a third week of vacation in March, not withstanding the restrictions contained hereinabove. Vacations shall be taken only during school vacations and the amount of vacation taken shall be the number of days in such vacation period exclusive of paid holidays. Employees with service of less than ten (10) years shall take vacation in the summer break between school years. Vacation earned in FY 93, however, shall not be paid until after July 1, 1993. Also vacation for FY 92 shall be earned pursuant to the new table of eligibility provided for in this agreement irrespective of the language of the prior Collective Bargaining Agreement.

In addition, employees who have less than twenty years service but fifteen (15) or more years shall receive as soon as possible, after July 1, 1992, a one time payment, a lump sum payment, equal to five normal days pay. (This one time payment, to a limited group of employees, is based on the 1991-1992 school year eligibility).

ARTICLE VIII

LEAVES OF ABSENCE WITHOUT PAY

A. Maternity Leave

1. Prior to the expected birth of a child a female paraprofessional will notify the Superintendent of Schools, in writing, except in case of emergency, whether or not the paraprofessional will be returning to work, after the period of medical disability; or will be requesting a leave of absence without pay commencing at the expiration of the medical disability and measured from the date of termination of pregnancy.

A paraprofessional who wishes childbearing leave shall be granted leave without pay up to one (1) year from the date of termination of pregnancy.

A paraprofessional on childbearing leave shall only be entitled to return on September 1st or February 1st during a school year within the leave period.

2. A paraprofessional on maternity leave shall notify the Superintendent of Schools of her intent to return at any time during the one year period after the birth of the child and shall be reinstated as soon as a vacancy for which she is qualified occurs as determined by the Superintendent.

3. Unless a paraprofessional notifies the Superintendent within the aforesaid one year period, of her intent to return and does in fact return to duty when a vacancy occurs, her employment shall be terminated.

B. Military Leave

Military leave without pay shall be granted to any paraprofessional who is inducted or enlists in any branch of the Armed Forces of the United States. Upon return from such leave, a paraprofessional shall be placed on the salary schedule at the level which he would have achieved had he remained actively employed in the system during the period of his absence up to a maximum of four (4) years.

C. Personal Need

Members of the bargaining unit who have completed three years of service may be granted an unpaid leave for the following reasons: prolonged illness, needed rest, necessities of the home, and professional improvement or for any activity, in the judgment of the Superintendent, which would benefit the Springfield School System. Leaves of absence granted when an employee is hired into a position within the system or outside the system will be limited to one (1) year.

D. Federation Leave

1. A member of the bargaining unit who is elected a full-time paid officer of the Massachusetts Federation or the American Federation of Teachers shall, upon proper application, be granted an unpaid leave of absence for one (1) school year.

ARTICLE VIII (Continued)

LEAVES OF ABSENCE WITHOUT PAY

2. A member of the bargaining unit who is employed to assist the Federation in discharging its duties as the exclusive bargaining representative of the paraprofessionals covered by this Agreement shall, upon proper application, be granted an unpaid leave of absence for one (1) school year.

E. Maintenance of Rights

All benefits to which a paraprofessional was entitled at the time his leave of absence under this Article commenced, including unused accumulated disability and emergency leave, shall be restored to him upon his return, and he will be assigned to the same position which he held at the time said leave commenced if available; or, if not, to the next available substantially equivalent position.

F. Requests for Leave

All requests for leave under this Article, shall be made through a person's principal or immediate supervisor to the Superintendent of Schools or his designee.

ARTICLE IX

FRINGE BENEFITS

A. Group Insurance

The School Committee agrees that whatever group insurance is adopted by the City of Springfield for all its municipal employees shall be available to members of the bargaining unit and the City will pay 60 percent of the cost of Master Health Plus offered by Massachusetts Blue Cross/Blue Shield effective July 1, 1985.

B. Pension

The parties agree that all provisions of the Municipal Employees Pension Plan of the City of Springfield shall be made a part of this Agreement.

C. Tax Sheltered Annuity

Members of the bargaining unit are allowed to avail themselves of the tax sheltered annuity program.

D. Workman's Compensation

Paraprofessionals shall be included under the provisions of the Workman's Compensation Law.

ARTICLE X

ACADEMIC FREEDOM

The private and personal life of any paraprofessional is not within the appropriate concern or attention of the School Committee except as it may reflect

ARTICLE X (Continued)

ACADEMIC FREEDOM

adversely on the paraprofessional's responsibilities and relationships with students, parents and the community within the judgment of the School Committee in this regard shall be subject to the Grievance Procedure.

ARTICLE XI

IN-SERVICE TRAINING

The School Committee of the City of Springfield shall as the School Committee requires continue to provide in-service training programs necessitated by classroom changes or the changing needs of the City of Springfield.

The paraprofessional through their Union representatives shall have input into place, time within the workday, and topics for in-service training.

To the extent room is available within the specific courses offered, any member of the bargaining unit will be allowed to avail themselves of the offered program. Notices of the available programs will be sent to the Federation.

Unit members who serve in the Licensed Practical Nurse classification shall be entitled to reimbursement of up to \$150.00 of continuing education credit each year, provided such courses are approved in advance by an appropriate administrator. License renewals shall not be reimbursed under the provisions of this agreement.

ARTICLE XII

EVALUATION OF PERSONNEL AND PERSONNEL FILES

A. Evaluation

1. Each paraprofessional will be evaluated by the principal or his designee who may be a teacher. The paraprofessional will be rated on such items as:

- a. Promptness and good attendance
- b. Cooperation with teachers
- c. Ability to work with children
- d. Dependability in carrying out tasks
- e. Quality of work
- f. Discretion

2. Following the evaluation of any paraprofessional, the evaluator shall meet with the paraprofessional to discuss the evaluation report. The meeting shall be at the mutual convenience of the paraprofessional and the evaluator within ten (10) days following the evaluation.

3. After the discussion, the paraprofessional shall sign the report, but the paraprofessional's signature does not necessarily indicate agreement with the contents. The paraprofessional shall also have the right to make a written reply which shall be attached to the report.

ARTICLE XII (Continued)

EVALUATION OF PERSONNEL AND PERSONNEL FILES

4. A copy of each evaluation report shall be filed in the paraprofessional's personnel file and a copy provided to the employee upon request.

5. An unsatisfactory evaluation may be grieved, but only on the grounds of bad faith or discrimination.

6. Upon request of a paraprofessional, all material of a derogatory nature shall be removed from the paraprofessional's personnel folder after a period of three years.

7. After ten (10) years of continuous service a paraprofessional will be evaluated once every two years. Such aides who were hired in an odd year shall be evaluated in odd years, normally in March of such year. Those hired in even years will be evaluated in even years, normally in March. Effective March of 1994 even year employees shall be evaluated and the system outlined above shall be in force from there on.

B. Rating and Discriminatory Action

The paraprofessional will be notified in advance in writing of the purpose of a meeting with an administrator in cases where an evaluation and/or disciplinary action is contemplated, and shall be entitled to have Federation representation.

C. Personnel Files

1. Personnel files shall be maintained under the following circumstances:

- a. No material derogatory or commendatory to a paraprofessional's conduct, service, character or personality shall be placed in the files unless the paraprofessional is sent a dated copy at the same time.
- b. The paraprofessional shall have the right to submit a response to the statement. The paraprofessional's answer shall also be included in the file.
- c. Upon written request, a paraprofessional shall be given access to his file without delay.
- d. Upon receipt of a written request, the paraprofessional shall be furnished a reproduction of any material in his file.
- e. Facilities shall be made available for the paraprofessional to make photocopies of such contents and records, except in circumstances beyond the control of administration.

2. Official grievances filed by an paraprofessional, or the Federation under the Grievance Procedure, Article XVIII of this Agreement , shall not be placed

ARTICLE XII (Continued)

EVALUATION OF PERSONNEL AND PERSONNEL FILES

in the personnel file of the paraprofessionals; nor shall such grievance become a part of any other file or record which is utilized in the promotion process; nor shall it be used in any recommendation for job placement.

ARTICLE XIII

PARAPROFESSIONAL PROTECTION

A. Assistance in Assault Cases

1. Principal shall report all cases of assault suffered by paraprofessionals in connection with their employment, to the Superintendent of Schools or his designee.

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

B. Damage or Loss of Property

1. No paraprofessional shall be held responsible for loss, damage or destruction of school property or children's property, when such loss, damage or destruction is not the fault of the paraprofessional.

2. A paraprofessional shall report in writing to the principal any loss, damage or destruction immediately upon becoming aware of such loss, damage or destruction of school property.

3. The School Committee shall reimburse a paraprofessional for:

- a. Any clothing or other personal property damaged or destroyed as the result of an assault suffered in the course of his employment; and
- b. The cost of any medical, surgical or hospital services (over and above the amount of any insurance reimbursement and Workman's Compensation received by said paraprofessional) incurred as the result of any assault suffered in the course of his employment.

C. Indemnification of Paraprofessionals

The School Committee, shall, out of any funds appropriated for the purpose of this section which appropriations for general school purposes, indemnify any paraprofessional in the employ of its school department for expenses or damages sustained by him by reason of an action or claim against him arising out of his negligence or

ARTICLE XIII (Continued)

PARAPROFESSIONAL PROTECTION

other act of his resulting in accidental bodily injury to or death of any such person or in accidental damage to or destruction of property, while acting in such capacity, and may indemnify such person in its employ for expenses or damages sustained by him by reason of an action or claim against him arising out of any other acts done by him while in such capacity; provided, in either case, that such person was not at the time the cause of action or claim arose acting within the scope of his employment; and provided, further, that the defense or settlement of any action or claim for which indemnification is sought under this section shall have been made by the City Solicitor, town counsel or legal counsel for the district upon request of the School Committee, or, if the town has no town counsel or the district has no legal counsel, by an attorney employed for the purpose by the School Committee, or, if such solicitor or counsel upon such request or such attorney upon such employment fails or refuses to defend such action or claim, by an attorney employed by such person.

ARTICLE XIV

FEDERATION RIGHTS AND RESPONSIBILITIES

A. Federation Representation and Negotiations

1. Meeting with the Superintendent or his designee

A committee of not more than five Federation representatives shall meet once every two months (five (5) times a school year) with the Superintendent of Schools or his designee to discuss issues of mutual concern. One of these issues shall be the paraprofessional in-service training program. By these meetings, the paraprofessionals shall have input into the place, time within the work day, and topics for the in-service training program.

2. Information

- a. The Committee shall make available to the Federation, upon its reasonable request, all records relevant to negotiations, or necessary for the proper enforcement of this Agreement.
- b. Names and addresses of newly employed paraprofessionals shall be provided to the Federation following their election by the School Committee.
- c. A copy of the Rules and Regulations of the Springfield School Committee shall be provided to the Federation.
- d. A copy of the agenda for all regular School Committee meetings shall be sent to the official Federation Representative to the Committee meetings at least twenty-four (24) hours prior to the meeting. The Federation Representative shall be advised as soon as possible of all special meetings of the School Committee open to the public.

ARTICLE XIV (Continued)

FEDERATION RIGHTS AND RESPONSIBILITIES

- e. Each staff member will be provided with a manual giving the names and addresses of all members of the staff.
- f. A copy of the official minutes of all public School Committee meetings, and all other non-confidential materials which are relevant to this Agreement, shall be made available to the official Federation Representative after approval by the School Committee.

3. Existing Laws and Regulations Preserved

- a. The rights and benefits of persons provided herein are in addition to those provided by City, State, or Federal Law, Rule or Regulations.
- b. This Agreement constitutes School Committee policy for the term of said Agreement, and the School Committee shall carry out the commitments contained herein and find them full force and effect as School Committee policy. The Committee shall amend its regulations and take such other action as may be necessary in order to give full force and effect to the provisions of this Agreement.

4. Protection of Individual and Group Rights

- a. Nothing contained herein shall be construed to prevent any person from informally discussing any dispute with his immediate superior or processing a grievance on his own behalf in accordance with the Grievance Procedure.
- b. Nothing contained herein shall be construed to permit any organization other than the Federation to participate in the processing of a grievance.

5. Representation at Meetings: Federation Business

The President of the Local or his/her designee(s) may be granted time off with pay for the purpose of representing the paraprofessionals before local, state and national organizations if, in the opinion of the Superintendent, such attendance would be beneficial to the Springfield Public Schools. The total number of days used for this purpose shall not exceed fifteen (15) days.

6. Duplication of Agreement

The Committee agrees to continue duplicating the paraprofessional Contract during the life of this Agreement and to provide an adequate number of copies to the Federation for the distribution of the bargaining unit's membership. The size of the booklet shall be 8 1/2"x 5 1/2".



ARTICLE XIV (Continued)

FEDERATION RIGHTS AND RESPONSIBILITIES

B. Federation Activity at the School Level

1. Recognition by the Principal

The Principal shall recognize the Federation Building Representative as the official representative of the Federation in the school.

2. School meetings

Before the opening of, during lunch time and after the close of school on school days, the Federation shall have the right to use designated areas in the school building for meetings of paraprofessionals, provided there is no interference with any scheduled school activities. The use of such designated areas shall be arranged with the Principal in advance. All requests for building use shall conform to School Committee Rules and Regulations provided, however, that there shall be no cost to the Federation for such meetings if no overtime custodial cost is involved. Any overtime cost for custodial services shall be the responsibility of the Federation.

3. Distribution of Materials

The Federation shall have the right to place Federation related materials in the mail boxes of paraprofessional employees.

4. Bulletin Boards

The Federation shall be provided a clearly designated Federation bulletin board of no less than nine (9) square feet for the purpose of posting Federation related notices and other materials. Such space shall be provided in each building and the School Department Office for the exclusive use of the Federation.

5. School Visitation by Authorized Federation Representative

For the necessary purpose of investigating one or more grievance during the school day, the Superintendent shall authorize a Federation representative to be absent from his duties without pay to visit the involved schools.

ARTICLE XV

DEDUCTION

AUTHORIZATION FOR PAYROLL DEDUCTIONS

By: \_\_\_\_\_  
(Name of Employee)

ARTICLE XV (Continued)

DEDUCTION

To: SPRINGFIELD SCHOOL COMMITTEE

Effective \_\_\_\_\_, I hereby request and authorize you to deduct Federation dues from my earnings in twenty-one (21) equal installments. This amount shall be paid to the Treasurer of the Springfield Federation of Paraprofessionals, Local 4098 and represents payment of my Union dues.

These deductions may be terminated at any time by me, by giving you sixty (60) days written notice in advance or upon termination of my employment.

\_\_\_\_\_  
(Employee's Name)

\_\_\_\_\_  
(Employee's Address)

2. The amount of dues will be certified to the School Committee from time to time by the Treasurer of Local 4098 or by his duly authorized agent, the amount of dues being uniform for all member of Local 4098.

3. An authorization by an employee for deduction of Federation dues is revocable upon sixty (60) days written notice to the Springfield Federation of Paraprofessionals and the Springfield School Committee or upon termination of employment. When an employee is hired a dues deduction card will be provided to them in their initial employment package.

B. Other Deductions

The School Committee shall provide that, whenever, duly authorized by any member of the bargaining unit on a form or forms approved by the Committee, payroll deductions on behalf of such paraprofessional shall be made every pay day and transmitted in accordance with such form or forms for any or all of the following purposes:

1. Purchase of United States Savings Bonds
2. Donations to Pioneer Valley United Fund
3. Premiums under group income protection, life insurance and loss of senses insurance for the benefit of the employees in the bargaining unit
4. Premiums under City of Springfield Employees' Group Insurance Program
5. Payment to Springfield Teachers' Credit Union and
6. Premiums under any tax-sheltered annuity contract purchased for the paraprofessional by the Committee.

ARTICLE XVI

SUMMER SCHOOL

The School Committee and the Federation recognizes that the summer school programs, including any projects financed by Federal or State funds, may vary

ARTICLE XVI (Continued)

SUMMER SCHOOL

substantially from year to year, may offer the opportunity for experimentation, and may call for flexibility in approach.

A. Appointments

1. Following the determination by the School Committee of the summer programs for the year, the positions to be filled for each program, including any Federal program in a parochial school, shall be posted in every school including parochial schools involved not later than April 15th; except, however, that notices of positions in projects financed by Federal funds shall be posted as soon as possible. Notices of summer positions shall be posted in every school for fifteen (15) calendar days exclusive of vacation.

2. All positions for regional summer school programs shall be posted in every Springfield Public School and in the schools in the participating cities and towns. Notices of positions shall be posted in every school for fifteen (15) calendar days exclusive of vacation. All applications for positions must be filed on or before the closing date for applications.

Vacancies for regional summer school programs may be filled from the list of applicants from all the participating cities and towns.

3. No paraprofessional position in the local summer school program, except in a Federally funded program in a parochial school, shall be filled by a person not covered by this Agreement if there is an equally qualified applicant for such a position who is so covered.

4. In assigning local or regional summer school paraprofessional positions, preference shall be given to qualified applicants for the position which correspond to the applicants regular day school assignment.

B. Applications

1. Each paraprofessional desiring a position in a summer school program shall file his application in writing with the Superintendent of Schools or his designee on or before the closing date of application.

2. The Superintendent of Schools or his designee shall notify each applicant as to the reception and disposition of his application.

ARTICLE XVII

ADULT EDUCATION

A. APPLICATIONS

Any paraprofessional who wishes to work as a paraprofessional in evening school the following school year, will submit his request on the appropriate form by April 15th.

ARTICLE XVII (Continued)

ADULT EDUCATION

B. Appointments

In filling positions for Adult Education Programs, each applicant's competence and experience will be considered. No paraprofessional position in the Adult Education programs shall be filled by an applicant not covered by this Agreement if there is an equally qualified applicant for such a position who is so covered.

ARTICLE XVIII

GRIEVANCE PROCEDURE

The prompt, informal and confidential adjustment and settlement of grievances is encouraged and therefore the following procedure to accomplish these purposes is hereby established:

A. Definitions

1. A grievance is a claim by an employee that there has been a violation, misinterpretation, or misapplication of the terms of this Agreement or violation of the Handbook for Teachers Aides, Kindergarten through Grade 12, of the School Committee.

2. As used in this Article, the term "employee" means (1) an individual employee, (2) a group of employees having the same grievance, or (3) the Federation.

B. General Provisions

1. Members of the bargaining unit as defined in Article I of this Agreement shall not serve as employer representatives in any formal steps of the Grievance Procedure.

2. Any grievance as defined in A above must be presented for disposition through the Grievance Procedure within fifteen (15) days of the occurrence of the grievance or the first knowledge of its occurrence, whichever is later.

3. Failure at any step of the Grievance Procedure to appeal within the specified time limits shall be considered acceptance by the employee of the decision rendered.

4. Failure at any step of the Grievance Procedure to communicate a decision within the specified time limits shall permit the employee to proceed to the next step.

5. Time limits at any step may be extended by mutual agreement.

6. All written communications, documents and records relating to any grievance will not become a part of the employee's personnel file.

ARTICLE XVIII (Continued)

GRIEVANCE PROCEDURE

7. Conferences with employees, necessary for processing grievances, shall be scheduled so that they do not interfere with the duties and responsibilities of the employee.

8. The Federation shall have the right to initiate a grievance at any appropriate step of the Grievance Procedure.

9. Whenever a grievance is presented at any step by the employee personally, the Federation representatives shall be given the opportunity to be present and state the views of the Federation.

C. Procedures

STEP 1 - Informal Discussion

An employee and a Federation representative (if the employee so desires) shall first discuss the problem with the school official serving as the employee's immediate administrative superior. Such informal discussion shall be held within two (2) days of the request of the employee.

STEP 2 - Principal or Immediate Superior

If the matter is not satisfactorily adjusted by an informal discussion, the employee may submit the grievance in writing to the principal or his immediate superior. The administrative superior shall meet with the employee within five (5) school days of receipt of the written complaint. At the conference, the employee may be represented by the appropriate Federation representative. The principal or immediate superior shall communicate the decision in writing with copies to the employee and the Federation within five (5) school days of the aforesaid conference.

STEP 3 - Superintendent of Schools

If the grievance is not resolved at STEP 2, the employee may appeal from the decision at STEP 2 to the Superintendent of Schools within five (5) school days after the decision of the appropriate superior has been delivered. The appeal shall be in writing, shall set forth specifically the reasons for the appeal, and shall be accompanied by a copy of the decision at STEP 2.

The Superintendent of Schools or his designee shall meet and confer with the aggrieved employee with a view to arriving at a mutually satisfactory resolution of the complaint. The aggrieved employee and the appropriate Federation representative shall be given at least two (2) school days notice of the conference and an opportunity to be heard.

Notice of the conference shall also be given to the administrators involved at STEP 2, who may be present at the conference and state their views.

The Superintendent shall communicate his decision in writing together with the supporting reasons, to the employee and the Federation within ten (10) school days after receiving the appeal.

ARTICLE XVIII (Continued)

GRIEVANCE PROCEDURE

The administrators present at the conference shall also receive a copy of any decision at this level.

STEP 4 - Arbitration

If the grievance is not satisfactorily resolved at STEP 3, the Federation may request that the grievance be referred to the American Arbitration Association for arbitration in accordance with its administrative procedures, practices and rules.

Notice of intention to request arbitration must be in writing, addressed to the School Committee, and submission to the American Arbitration Association must be made not later than thirty (30) days following the Superintendent's written decision in STEP 3 above.

The arbitrator shall issue his award not later than thirty (30) days from the date of the close of the hearings or, if oral hearings have been waived, then from the date of transmitting the final statements and proofs to the arbitrator. The arbitrator's award shall be in writing and shall set forth the arbitrator's opinion and conclusion on the issues submitted.

The arbitrator shall have no power or authority to make any award which requires the commission of an act prohibited by law or which is inconsistent with the provisions of this Agreement.

The decision of the arbitrator shall be binding upon the School Committee, the Federation and the aggrieved paraprofessional.

Fees and expenses of the arbitrator shall be shared equally by the School Committee and the Federation.

The Committee agrees that it will apply to all substantially similar situations the decision of an arbitrator sustaining a grievance, and the Federation agrees that it will not bring or continue, and that it will not represent any employee in any grievance which is substantially similar to a grievance denied by the decision of an arbitrator.

ARTICLE XIX

COMPENSATION

A. Basic Salary Schedule

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

B. Other Payments

Any paraprofessional required to work during the school year, beyond the established work day but less than 40 hours shall be compensated at the hourly rate. Home Liaison Workers will receive vacation benefits as outlined in the Clerical Unit 1596 in the School Department.

ARTICLE XIX (Continued)

COMPENSATION

B. Salary shall be based on the work year as defined in Article V, F, plus the following thirteen (13) paid holidays, namely: Labor Day, Columbus Day, Veterans Day, Teachers' Convention, Thanksgiving (2 days), Christmas Day, New Year's Day, Martin Luther King Day, Washington's Birthday, Patriot's Day, Good Friday, and Memorial Day, plus any day when schools are closed due to an emergency.

C. Salary Payment

Itinerant paraprofessionals may designate a school to which their checks will be delivered or they may their checks held at the City Treasurer's Office.

D. Retirement Allowance

If an employee notifies the Committee in writing twelve (12) months prior to his retirement, of his intention to retire at a date at least twelve (12) months from the date of such notification, and if such paraprofessional will have been an employee for twenty (20) years at the time of his retirement, such employee shall, during the last twelve (12) months of his employment be compensated at the maximum rate established with his wage classification bracket in effect at the time of such notification; provided that such paraprofessional has been, at the time of such notification, within his current classification for at least two (2) years immediately preceding the date of such notification.

E. Required Activities Before and/or After the Regular School Year

Any paraprofessional required to work before and/or following the school year shall be compensated at the same rate as received during the school year. In the event that the work day, under this section is less than six (6) hours the paraprofessional will be compensated based on a computation of their hourly rate.

F. Anniversary Dates

For purpose of advancement on the salary scale, full time paraprofessionals serving ninety (90) days or more of a school year will advance a step on the salary scale each September.

G. Mileage Allowance

Members of this unit whose use of a personal car for school business is approved by the School Committee shall be reimbursed for the use of said car at the rate of 22.5 cents per mile plus if greater amount is given the majority of School Department employees - automatic increase to that per mile rate. Record of mileage shall be submitted monthly on form provided by the School Department.

H. No member of the paraprofessional unit shall be required to transport pupils in private vehicles.

I. Longevity

Effective September 1, 1988, a Unit member who has completed 5 years of

ARTICLE XIX (Continued)

COMPENSATION

continuous service with the City of Springfield will be entitled to a 1% weekly adjustment to his/her weekly gross salary.

Effective September 1, 1988, a Unit member who has completed 10 years of continuous service with the City of Springfield will be entitled to a 2% weekly adjustment to his/her weekly gross salary.

Under no circumstances is the payment of the weekly adjustment to exceed 2%.

Hereinafter the anniversary date of the Unit member will be used to determine which of the above clauses are applicable to any Unit member.

ARTICLE XX

AMENDMENT

This Agreement may be amended only by the mutual and voluntary written consent of the parties and by no other manner whatsoever.

No amendment shall be binding upon the parties until it has been duly executed in writing by the Committee and the Federation.

ARTICLE XXI

SAVING CLAUSE

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

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

ARTICLE XXII

RESOLUTION OF DIFFERENCES OF PEACEFUL MEANS

During the term of this Agreement, the Federation shall not cause or sponsor, and no paraprofessional employee shall cause or participate in any strike or work stoppage. Employees who participate in any such act may be disciplined or discharged without recourse to arbitration, provided, however, that the question of their participation shall itself be subject to the grievance and arbitration procedure.

ARTICLE XXIII

UNFAIR LABOR PRACTICE

The Union will take all steps necessary to withdraw or dismiss Unfair Labor Practice Complaints, now pending on appeal before the Massachusetts Labor Relations



ARTICLE XXIII (Continued)

UNFAIR LABOR PRACTICE

Commission, concerning assignment of Paraprofessionals to supervise breakfast during their regular hours. This is MUP #7843. In return for this dismissal and withdrawal the Committee agrees to compensate those employees who were assigned, during their regular work hours, to such breakfast supervision during the pendency of this Unfair Labor Practice complaint lump sum payment shall be made as hereinafter provided. Employees who worked one school year or less as supervisors of breakfast, during their regular work hours, shall receive a payment of \$50.00. Employees who worked more than one school year as supervisors of breakfast, during their regular work hours, shall receive a payment of \$100.00. These payments shall be made within thirty (30) days of signing this memorandum. The Committee's agents and the Union's representatives shall meet within two weeks of signing this agreement to establish an eligible list for the above settlement lump sum. The Union and Committee agree this constitutes a full and complete settlement of these matters and that future assignments shall be pursuant to Article V as amended above and that the matter is no longer in controversy between them.

ARTICLE XXIV

DURATION

The provisions of this Contract are effective as mentioned and are in full force and effect until August 31, 1995.

It is understood and agreed by the parties that Chapter 656 of the Acts of 1989, commonly known as the City of Springfield Financial Structure-Reorganization, is incorporated and made part of this agreement and that this agreement is subject to its provisions.

Dated this 15<sup>th</sup> day of June 1993.

SIGNED:

THE SCHOOL COMMITTEE OF  
THE CITY OF SPRINGFIELD

SPRINGFIELD FEDERATION OF  
PARAPROFESSIONALS, LOCAL 4098

Kenneth E. DeLo

Caterette E. Pope

Allene Begley Curtis

Charles Veruina

Beth Conroy

Justine Williams

Ed Wood

Margaret Bernard

Robert E. McCall

Patricia Mani

Thomas H. Daniels

Jeanette Williams

City Auditor

Subject to att'd non certification  
Steph Libby  
Chief Financial Officer

Clint T. Mackel

MAYOR

APPENDIX A

SALARY SCHEDULE

The following wage rates, including their effective date of implementation are listed for the categories of paraprofessionals.

For the 1992-1993 school year, all unit members hired before September 15, 1992, will receive a lump-sum payment of \$500.00 payable after July 1, 1993. Unit members hired after September 15, 1992, will receive a \$250.00 lump-sum payment payable after July 1, 1993.

<u>Paraprofessionals</u>			<u>Assistant Teachers and LPN's</u>		
	<u>1993-1994</u>	<u>1994-1995</u>		<u>1993-1994</u>	<u>1994-1995</u>
1)	\$7.00	\$7.21	1)	\$11.00	\$11.33
2)	\$7.35	\$7.57	2)	\$11.55	\$11.90
3)	\$7.70	\$7.93	3)	\$12.15	\$12.51
4)	\$8.10	\$8.34	4)	\$12.75	\$13.13
5)	\$8.50	\$8.76			
*Over 5 years (Longevity)	\$8.58	\$8.85	*Over 5 years (Longevity)	\$12.88	\$13.26
*Over 10 years (Longevity)	\$8.67	\$8.94	*Over 10 years (Longevity)	\$13.00	\$13.39

Home Liaison - 37 1/2 Hours per Week

	<u>1993-1994</u>	<u>1994-1995</u>
1)	\$7.84	\$8.08
2)	\$8.23	\$8.48
3)	\$8.62	\$8.88
4)	\$9.07	\$9.34
5)	\$9.52	\$9.81
*Over 5 years (Longevity)	\$9.62	\$9.91
*Over 10 years (Longevity)	\$9.71	\$10.01

APPENDIX A (Continued)

SALARY SCHEDULE

On STEP 1 are individuals with no  
experience

On STEP 1 are individuals without  
experience as an  
Assistant Teacher

On STEP 2 are individuals with one year  
of continuous full time  
experience or the equivalent

On STEP 2 are individuals who have one  
full year as an Assistant  
Teacher

On STEP 3 are individuals with two years  
of continuous full time  
experience or the equivalent

On STEP 3 are individuals who have had  
two full years of experience  
as an Assistant Teacher or  
who have a Master's Degree

\* In accordance with New Article XIX - Longevity

## SIDE LETTERS OF AGREEMENT

These side letters of agreement are by and between the Springfield School Committee (hereinafter called "The Committee") and the Springfield Federation of Paraprofessionals, Local 4098, American Federation of Teachers, AFL-CIO (hereinafter called "The Union") and contains the following understandings and/or agreements relative to a Collective Bargaining Agreement recently agreed to and due to expire on August 31, 1992.

Item #1 - The Committee agrees that it shall release the President of the Local with full pay for up to one day per week to conduct union business as needed.

Item #2 - At negotiations the Superintendent and the Union discussed ways to assure that where possible L.P.N.'s should be able to perform their health related duties as their primary responsibility. It was the Superintendent's intention, working with and through the various school principals, to administratively review the usage of L.P.N.'s and their assignments to maximize the efficiency of their health related duties. The parties understood this in no way restricted the Committee from assigning ancillary duties to L.P.N.'s as it and its agents deemed appropriate.

Item #3 - At negotiations the Superintendent and Union Committee discussed the need to provide C.P.R. and nonviolent restraint training to members of the unit. While recognizing that financial constraints and low staff levels could be impediments to such training the Superintendent agreed to try to provide such training in School Year 1992-93.