

CONSTITUTION OF THE SPRINGFIELD FEDERATION OF PARAPROFESSIONALS LOCAL 4098, AFT MASSACHUSETTS, AFL-CIO

ARTICLE X - BUILDING REPRESENTATIVE DUTIES

1. To represent all Paraprofessionals at each location
2. To maintain a personal email account and current phone number to conduct union business. This email address and current phone number should be on file in the union office.
3. To keep Paraprofessionals informed and listen to the concerns of the members and communicate these concerns with the principal and President.
4. The building representative will meet with all new Unit D members at their school to welcome them to the school, obtain their contact information and to encourage them to become members of the union and complete a dues authorization form.
5. To distribute all Paraprofessional mailings and information sent to the Building Representative from the Local to all the members of the building. Maintain an up-to-date Local 4098 Bulletin Board in the building.
6. The Building Representative is the agent of the Federation in her/his building, and is responsible for the implementation of the Collective Bargaining Agreement in that building.
7. To attend all Local 4098 Meetings/Trainings. If you are unable to attend a meeting, you must notify the 2nd Vice President prior to the meeting via email or text. You may find a substitute within your building to attend on your behalf.
8. Attend disciplinary meetings at the building level to represent the affected member, take comprehensive notes and maintain records.
9. Maintain an up-to-date activity log for the current school year, to be completed and filed with the Treasurer, annually at the last Building Representative Meeting of the current school year. NO EXCEPTIONS
10. Building Representatives must fulfill all of the above duties and attend at least 80% of the yearly union meetings, Building Representative and Membership and any other meetings deemed necessary by the Executive Board, in order to receive the annual building representative stipend.



www.springfieldfederationofparaprofessionals.org



Springfield Federation of Paraprofessionals

Contact List 2026-2027

OFFICERS

Karen Carney	President
413-237-8436 karen.carney1@gmail.com	c/o Central Office
Kim Thompson	1st Vice President
kirwin03@verizon.net	c/o HS of Science and Technology
Donna LaPierre	2nd Vice President
djl82568@aol.com	c/o Forest Park Middle School
Jessica Gomez	Secretary
jessy41911@gmail.com	c/o Milton Bradley
April Canuel	Treasurer In Training
aprilcansell@gmail.com	c/o Harris Elementary School

COMMITTEE CHAIRPERSONS

Barbara Boucher	Retirement/Social	boucherb47@gmail.com
	Legislative	
	Negotiations	
Debora Husbands	Elections	dlhusbands@gmail.com
Jessica Gomez	Membership	jessy41911@gmail.com
	Political Action	
Barbara Smith	Public Relations	smithbarbara0827@gmail.com
	Grievance	
Kareem White	Diversity and Inclusion (formerly Human Rights)	whiteka43@gmail.com



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2026-2027 School Year Meetings

Building Representative Meetings PD Center 4:15-5:30

8/26/26

10/21/26

3/03/27

6/2/27

Membership Meetings 4:15-5:30

9/23/26 PD Center

1/29/27 Zoom

5/26/27 PD Center

*Any changes/additions to the schedule will be announced



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SPRINGFIELD PUBLIC SCHOOLS School Calendar 2026 – 2027

Approved by
School
Committee
March 26, 2026

Aug. 17th – 21st Teacher Workdays (TD)
Aug. 21st Convocation
Aug. 24th First Day of School (Grades 1–12)
Aug. 24th – 28th Kindergarten Screening

August 2026				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

Sept. 1st Teacher Professional Day (Electra Day - Schools Closed)

Sept. 2nd First Day of School (Kindergarten)

Sept. 7th Labor Day (District Closed*)

Sept. 14th First Day of School (Pre-K)

September 2026				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

Oct. 12th Columbus Day/Indigenous Peoples' Day (District Closed*)

October 2026				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

Nov. 3rd Teacher Professional Day (Electra Day - Schools Closed)

Nov. 11th Veterans Day (District Closed*)

Nov. 25th Thanksgiving Break - Schools Closed

Nov. 27th – 28th Thanksgiving Break (District Closed*)

Nov. 30th Schools Reopen

November 2026				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

Dec. 18th Half Day for Schools - Beginning of Holiday Vacation (Dismissal will be covered by bulletin)

Dec. 25th Christmas Day (District Closed*)

Dec. 21st – Jan. 5th Winter Break (Schools Closed)

December 2026				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

Jan. 1st New Years Day (District Closed*)

Jan. 6th Teacher Professional Day - Schools Closed

Jan. 7th Schools Reopen - Students Return

Jan. 18th MLK Day (District Closed*)

January 2027				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Feb. 18th Presidents' Day (District Closed*)

Feb. 16th – 19th Mid-Winter Break (Schools Closed)

Feb. 22nd Schools Reopen

February 2027				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

March 26th Good Friday (District Closed*)

March 2027				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

April 19th Patriot's Day (District Closed*)

April 20th – 23rd Spring Break (Schools Closed)

April 26 Schools Reopen

April 2027				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

May 24th Memorial Day (District Closed*)

May 2027				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

June 18th Juneteenth Observed (District Closed*)

June 28th Half Day for Schools - Tentative End of School Year** (Dismissal will be covered by bulletin)

June 2027				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

District Closed* - Schools and District Offices Closed

Tentative End of School Year** (Date includes 5 snow days)

Schools will close after they have been in session for 180 pupil school days. Official end date and dismissal will be covered by bulletin.

Yellow = Schools Closed (students & teachers only)

Green = Schools and District Offices Closed

Blue = Teacher Workdays/Professional Days

***Only federal holidays are included on this calendar. For a list of holidays and celebrations, please refer to the Informational Calendar.

Unit D Pay Dates for the 2026-2027 School Year

PP #	PAY DATE	EXPLANATION (School is not in session on the dates in red)	Days In PP	Total Days	Days Paid	Days Paid Over+/Under-
1	8/28/2026		5	5	8.545455	3.545455
2	9/11/2026	PD Day (9/1)	10	15	17.0909	2.0909045
3	9/25/2026	Labor Day (9/7)	9	24	25.63635	1.6363545
4	10/9/2026		10	34	34.1818	0.1818045
5	10/23/2026	Columbus Day/Indigenous Persons Day (10/12)	9	43	42.72725	-0.2727455
6	11/6/2026		10	53	51.2727	-1.7272955
7	11/20/2026	PD Day (11/3) Veteran's Day (11/11)	9	62	59.81815	-2.1818455
8	12/4/2026	Thanksgiving Vacation (11/25-27)	7	69	68.3636	-0.6363955
9	12/18/2026		10	79	76.90905	-2.0909455
10	1/1/2027	Early dismissal 12/18 Winter Vacation (12/21-1/5)	5	84	85.4545	1.4545045
11	1/15/2027	Winter Vacation (12/21-1/5) PD Day (1/6)	3	87	93.99995	6.9999545
12	1/29/2027	Martin Luther King Day (1/18)	9	96	102.5454	6.5454045
13	2/12/2027		10	106	111.0909	5.0908545
14	2/26/2027	Midwinter Vacation (2/15-2/19)	5	111	119.6363	8.6363045
15	3/12/2027		10	121	128.1818	7.1817545
16	3/26/2027		10	131	136.7272	5.7272045
17	4/9/2027	Good Friday (3/26)	9	140	145.2727	5.2726545
18	4/23/2027		10	150	153.8181	3.8181045
19	5/7/2027	Spring Vacation (4/19-4/23)	5	155	162.3636	7.3635545
20	5/21/2027		10	165	170.909	5.9090045
21	6/4/2027		10	175	179.4545	4.4544545
22	6/18/2027	Memorial Day (5/31)	9	184	187.9999	3.9999045
Last Day of School Year Early Dismissal 6/17			4	188		

For those who choose the 26 week option the additional pay dates are: 7/2, 7/16, 7/30 and 8/13



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	2024-2025 Hourly Wages			2025-2026 Hourly Wages			2026-2027 Hourly Wages			2027-2028 Hourly Wages		
Para-educators In Training	\$18.54			19.10*			19.67*			MOA		
	0-5 years	6-10 years	11+ years	0-5 years	6-10 years	11+ years	0-5 years	6-10 years	11+ years	0-5 years	6-10 years	11+ years
Para-educators and Certified Nursing Assistants												
Highly Qualified/Associates or 60 Credits	\$21.39	\$22.36	\$24.83	\$22.03	\$23.03	\$25.57	\$22.69	\$23.72	\$26.34	\$23.37	\$24.43	\$27.13
Bachelors	\$22.09	\$23.30	\$25.78	\$22.75	\$24.00	\$26.55	\$23.44	\$24.72	\$27.35	\$24.14	\$25.46	\$28.17
Job Site Para-educators												
Highly Qualified/Associates or 60 Credits	\$25.38	\$27.36	\$29.82	\$26.14	\$28.18	\$30.71	\$26.93	\$29.03	\$31.64	\$27.73	\$29.90	\$32.59
Bachelors	\$26.03	\$28.29	\$30.77	\$26.81	\$29.14	\$31.69	\$27.62	\$30.01	\$32.64	\$28.44	\$30.91	\$33.62
LPNs, Health Assistants & Assistant Teachers												
Highly Qualified/Associates or 60 Credits	\$38.07	\$38.36	\$38.65	\$39.21	\$39.51	\$39.81	\$40.39	\$40.70	\$41.00	\$41.60	\$41.92	\$42.23
Bachelors	\$38.94	\$39.23	\$39.52	\$40.11	\$40.41	\$40.71	\$41.31	\$41.62	\$41.93	\$42.55	\$42.87	\$43.18
OTA and PTA												
Highly Qualified	\$33.55	\$35.41	\$37.30	\$33.55	\$35.41	\$37.30	\$34.56	\$36.47	\$38.42	\$35.59	\$37.57	\$39.57
Bachelors	\$34.55	\$36.47	\$38.42	\$34.55	\$36.47	\$38.42	\$35.59	\$37.56	\$39.57	\$36.65	\$38.69	\$40.76

*Pending finaliztion of MOA for Paraeducators In Training



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Pay Codes

Code	Description	Code	Description
100	REGULAR - BASE PAY	546	SUMMER COURSE RECOVERY RQ
110	PAID ADMINISTRATIVE LEAVE	547	SUMMER EARLY START RQ
200	OVERTIME	555	WORKSHOP (RQ) 11111
301	SICK PAY	556	WRKSHP INS (RQ)
316	BEREAVEMENT	558	TUTORING (RQ)
343	LEGAL/BUS LEAVE	560	HASBRO SUMMER RQ
347	GRADUATION LEAVE	561	WORKERS COMP
400	HOLIDAY PAY	570	PARA CC DIST 0.5 HR INCR
404	SUPERINTENDENT-MAYOR TIME OFF	580	PROFESSIONAL DEVELOPMENT
408	JURY DUTY	590	DIAPERING<4
412	UNION TIME	591	DIAPERING>4
420	SUSP WITH PAY	592	DIAPERING STP
425	MILITARY	596	SCDM STP (RQ)
430	CANCER SCR	599	PARA 30 HOURS PROF DEV
450	UNEXCUSED ABSENSE NP	614	BUS MON IEP COV
451	SCHOOL BREAK NO PAY	615	BUS MON COV
453	NP- BUS DUTY	643	SUMMER SCH PREPROG NRQ NON-S06
457	WORKERS COMP NO PAY	644	SUMMER SCHOOL REG NRQ NON-S06
458	EXCUSED ABSENCE NO PAY	680	OFFICIAL
464	SUSPENSE UNPAID	698	SICK PAY - WC NRQ
470	SICK ADOPTION	762	INCENTIVE PAY NRQ
471	ASSOC LEAVE	780	RETENTION BONUS
500	AFTER SCHL PROG RQ	804	PARA CC SCH 0.5 HR INCR
502	BEFORE SCHL PROG RQ	881	CREDIT RECOVERY RQ
505	BPS DEV SKL (RQ)	884	SPEC ED MCAS RQ
506	BPS EARLY (RQ)	886	SUMMER WK INST RQ
507	SUMMER OTHER PROGRAMS	900	RETRO PAY
511	WORKSHOP (RQ) 22222	901	RETRO OT PAY
512	WORKSHOP (RQ) 33333	910	RETRO PAY-PRIOR YEAR RQ
524	COACH (RQ)	930	SICK PAY OUT
525	EVEN INSTR (RQ)	940	SK LV CONV
535	SPEC ED SUMMER PROG RQ	970	DIRECT DEPOSIT REPLACEMENT
540	LUNCH COVG PARA	992	TRAVEL REIMBURSEMENT
542	PARA MORNING DUTY	993	EMPLOYEE REIMB - OTHER
		994	MILEAGE REIMBURSEMENT/PMT

MEMORANDUM OF AGREEMENT
between
The Springfield School Committee
and
The Springfield Federation of Paraprofessionals
(Re: *Paraprofessionals in Training*)

June 1, 2025

The parties to this Memorandum of Agreement ("MOA") are the Springfield School Committee and the Springfield Federation of Paraprofessionals ("Union"). The Committee and the Union are also parties to collective bargaining agreements ("CBA") which have been ratified by the parties. The CBA's cover the periods of July 1, 2024-June 30, 2025 and July 1, 2025 and June 30, 2026. WHEREAS, during the 2022 - 2023 school year, the Springfield Public Schools ("SPS") hired *temporary classroom support staff* as part of a pilot program to assist with the new full-day Pre-School programs. As part of the pilot program *temporary classroom support staff* were encouraged to take the WorkKeys test and were provided by SPS with practical training in order to become highly qualified (HQ) paraprofessionals.

WHEREAS the parties are now desirous of expanding the use of the *temporary classroom support staff* for all grade levels and memorializing the former pilot program for the 2025-2026 and 2026-2027 school years.

NOW THEREFORE, the parties agree as follows:

1. The previously referred to "*Temporary Classroom Support Staff*" will hereinafter be known as "*Paraprofessionals in Training*." Paraprofessionals in Training will be a new category position in the bargaining unit effective July 1, 2024, for the 2025 - 2026 and 2026-2027 school years.
2. TEMPORARY POSITION: Paraprofessionals in Training are temporary in nature and a preparatory position to advance to that of a Paraprofessional.
3. PROBATIONARY PERIOD: The Probationary Period for Paraprofessionals in Training shall be the same as the probationary period outlined and in accordance with the provisions of the CBA unless they continue in the position of Paraprofessional in Training in accordance with numbered paragraph 3.b. below.
 - a. Paraprofessionals in Training shall: prepare for, take, and pass the WorkKeys test during their probationary period unless, they otherwise become HQ.
 - b. Paraprofessionals in Training who do not pass the WorkKeys test by the end of their probationary period or who do not become otherwise HQ will be subject to termination unless it is determined by the district that they made continuous progress toward obtaining HQ status and will remain in probationary period status as long as they continue to be a Paraprofessional in Training.

The provisions of this Section 3 shall not be subject to the grievance and/or arbitration provisions of the collective bargaining agreement

4. PARAPROFESSOR: Once the Paraprofessional in Training becomes HQ, they will become a Paraprofessional and will begin a new 120-day probationary period beginning on the first day that the employee is formally in the role of paraprofessional.
5. HOURLY RATE: For Fiscal Year 2026 the hourly rate for Paraprofessionals in Training shall be \$19.10. For Fiscal Year 2027 the hourly rate for Paraprofessionals in Training shall be \$19.67.



6. **BENEFITS:** *Paraeducators in Training* will receive only those benefits that are required by law, if they meet the minimum requirements, such as but not limited to Health Insurance, etc. They will also receive three (3) emergency and disability leave days which if hired after the start of the school year will be pro-rated.
7. *Paraeducators in Training* will be eligible to be substitutes as referenced in the CBA.
8. **WORKDAY AND WORK YEAR:** *Paraeducators in Training* will have the same length of workday and work year as Paraeducators.
9. **LUNCH BREAK:** *Paraeducators in Training* will have the same duty-free lunch and break as Paraeducators as referenced in the CBA.
10. **BUS MONITORS:** *Paraeducators in Training* will be eligible to be Bus Monitors as referenced in the CBA.
11. **DIAPERING/TOILETING STIPEND:** *Paraeducators in Training* will be eligible for Diapering and Toileting stipend as referenced in the CBA.
12. **REDUCTION IN FORCE:** A Paraeducator, who was originally hired as a Paraeducator in Training and completed the steps necessary to become Highly Qualified, may, at the discretion of administration, have their seniority based on their total years of service in Unit D, for the purpose of a reduction in force. At no time can a Paraeducator in Training displace a highly qualified Paraeducator or other Unit D member.
13. This MOA is for FY' 2026 and FY' 2027 and will expire on June 30, 2027 on its own terms and without the necessity of any further action by the Parties. Any extension of the terms contained in this MOA would require agreement of all the Parties.
14. This MOA is non-precedent setting and does not establish a past practice.
15. This MOA is subject to ratification by the School Committee.

By their signatures below the parties bind their respective organizations.

For the Springfield Federation of Paraprofessionals:

Catherine Mastonazoli

Date:

7/21/25

For the Springfield School Committee:

[Signature]

LaTonia Monique Naylor (Jul 15, 2025 00:09 EDT)

[Signature]

Denise M. Hunt (Jul 8, 2025 16:24 EDT)

Barbara Grosham

Barbara Grosham (Jul 15, 2025 11:36 EDT)

[Signature]

Collins (Jul 8, 2025 18:54 EDT)

[Signature]

July 15, 2025 11:08 EDT

[Signature] 7/15/25

Date

7/15/25



Memorandum of Understanding

Between:

The Springfield School Committee

and

The Springfield Federation of Paraprofessionals

(Re: Long-Term Sub Rate for Unit D Members)

The parties to this memorandum of Agreement include the Springfield School Committee (hereinafter "Committee") and the Springfield Federation of Paraprofessionals (hereinafter "Federation")

The Committee and the Federation are also parties to collective bargaining agreements ("CBA") which have been ratified by the parties. The CBA's cover the periods of July 1, 2024- June 30, 2025 and July 1, 2025 - June 30, 2028.

Now, therefore the parties agree as follows:

Effective upon execution of this MOA, during the 2025-2026 and 2026-2027 school years, paraprofessionals who are working as the teacher of record shall receive the long-term sub rate and remain a Unit D member.

The parties agree that the Memorandum of Understanding by either party shall not constitute a precedent in the future terms and provisions.

For the Springfield Federation of Paraprofessionals:

Catherine Mastromarino
Date: 7/21/25

For the Springfield School Committee:

Barbara Grosham
Date: 7/15/25



City of Springfield, Massachusetts

Employee Direct Deposit Enrollment Form

For full service direct deposit, any changes and/or cancellations, **please complete this form and attach a voided check (not a deposit slip) or obtain written documentation of your Account Number and Routing/Transit Number from your financial institution.** When any account with direct deposit is closed, please complete the account information, select 'cancel' and submit this form to Payroll immediately.

Direct deposit accounts can only be setup if employee's name is on the bank account. Forms without employee number and/or last 4 digits of SSN, missing signatures and/or incomplete forms cannot be processed.

NEW HIRE START DATE: _____	
Name: Last _____	First _____
Employee ID Number or last 4 digits of SSN: _____ ID is on the upper left corner of your stub	

Send my direct deposit advices electronically to my

☐ work email or ☐ personal email address: _____

Account 1 ☐ Add New Account ☐ Change Direct Deposit Amount ☐ Cancel Bank Name/City/State: _____ Routing/Transit Number: _____ Account No: _____ ☐ Checking ☐ Savings I wish to deposit: \$ _____ / per pay period or ☐ Remaining Balance	
Account 2 ☐ Add New Account ☐ Change Direct Deposit Amount ☐ Cancel Bank Name/City/State: _____ Routing/Transit Number: _____ Account No: _____ ☐ Checking ☐ Savings I wish to deposit: \$ _____ / per pay period or ☐ Remaining Balance	
Account 3 ☐ Add New Account ☐ Change Direct Deposit Amount ☐ Cancel Bank Name/City/State: _____ Routing/Transit Number: _____ Account No: _____ ☐ Checking ☐ Savings I wish to deposit: \$ _____ / per pay period or ☐ Remaining Balance	
Account 4 ☐ Add New Account ☐ Change Direct Deposit Amount ☐ Cancel Bank Name/City/State: _____ Routing/Transit Number: _____ Account No: _____ ☐ Checking ☐ Savings I wish to deposit: \$ _____ / per pay period or ☐ Remaining Balance	

I hereby authorize my Employer, either directly or through its payroll service provider, to deposit amounts owed to me, by initiating credit entries to the above account(s). In the event that my Employer deposits funds erroneously into my account, I authorize them to debit my account for an amount not to exceed the original amount of the erroneous credit. This will remain in force until my Employer receives written notice of the cancellation or change.

Employee Signature: _____ **Date:** _____

Return all completed Direct Deposit Enrollment and Cancellation forms to: Springfield Public Schools 1550 Main Street Springfield MA 01103 or fax to confidential fax 413-787-6592.

Revision 3/11/2022



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APPLICATION FOR ADVANCED SALARY RATING

FOR PARAPROFESSIONALS & OTHER UNIT D MEMBERS (New form as of January 31, 2020)

Please list in the spaces below your basis for Salary Advancement. An original transcript, stating that your degree has been conferred, must be attached to this application.

Name:	Present Degree:	Requesting Advancement to a	Level	
School:	Employee #:	Position:		

List College and coursework below:

Name of Institution	Diploma / Degree	from year	Period of Attendance	to year	# of Earned Credit Hours

Initial Date of Employment with SPS : _____

You must send the appropriate forms and documents to the Human Resources Department by September 20th or February 20th of each school year. Any incomplete submissions will be returned to you. If you do not resend a complete submission by the deadline, you will need to reapply for the next deadline.

I certify that the above information is correct and that all documentation has been submitted with this application.

Please submit this application to: Human Resources
1550 Main Street, 2nd Floor, Springfield, MA 01103

Initial Date of Employment with SPS : _____

Signature

Date



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Central Office
1550 Main Street
PO Box 1410
Springfield, MA 01103

Sick Leave Bank Process (Bargained)

The Sick Leave Bank is available to all eligible members covered under their respective Collective Bargaining agreement(s) in the event of a serious illness. It is available to unit members who have exhausted all of their annual/ or accumulated regular sick time. To utilize the Sick Leave Bank, the employee must furnish the Sick Bank Committee(s) with the following documentation:

1. Formal letter from the employee addressed to the Sick Bank Committee(s) requesting time from the sick bank. The letter must be signed and include the following:
 - a. Total numbers of days requested
 - b. Reason for the request
 - c. Specific dates that the requested days will cover
2. Medical certification from the treating physician verifying that the employee has a serious illness (provide a diagnosis), dates of illness, expected return to work, and any limitations or restrictions.

The Sick Leave Bank Committee(s) may grant up to a maximum of (30) sick days per school year in accordance with all respective Collective Bargaining Agreements; with the exception of SAA Administrators. SAA Administrators, per the collective bargaining agreement, may grant up to a maximum of (36) sick days per school year. The Committee(s) informs each member in writing, within ten (10) school days of the request of any action(s) taken regarding sick leave requests. Incomplete sick leave requests will be denied.

All Sick Bank requests should be addressed to:
Human Resources
Attention: Holly Janisieski
1550 Main St, 2nd Floor
Springfield, MA 01103
janisieskih@springfieldpublicschools.com
Fax: (413) 750-2733

As a professional courtesy and in accordance with the collective bargaining agreements, you should continue to notify your Principal/Supervisor if you plan to be absent from your duties for more than (3) consecutive days.

Additional questions or concerns can be directed to Human Resources at 413-787-7100 ext. 55390.

The Springfield Promise: A Culture of Equity & Proficiency



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Problems are part of life

We all face problems from time to time. Usually, we can handle them ourselves without the help of outside resources.

But sometimes it makes more sense to reach out for help. That is why your employer provides you and your family with a confidential Employee Assistance Program, a benefit that provides resources and solutions for the problems you encounter. Just as health insurance is designed to address your physical health, your EAP benefit is designed to assist your emotional and mental well-being. And because your employer has covered the entire cost of services, there is no cost to you.



GETTING HELP IS SIMPLE

Just call **800.252.4555** 24/7 to reach a professional counselor.

GETTING THE HELP YOU NEED

Call anytime for confidential assistance. To reach a counselor for any of your EAP needs, call toll free:

800-252-4555 OR 800-225-2527
OR VISIT **theEAP.com**

Introducing your Employee Assistance Program

COUNSELING BENEFITS

Help with personal issues from relationships to stress and substance abuse.

WORK/LIFE BENEFITS

Assistance for other personal, financial and legal issues.

INFORMATION RESOURCE BENEFITS

Access a vast collection of self-help tools and articles.

LIFESTYLE BENEFITS

Discounts to help with fitness, nutrition and weight management.

PERSONAL DEVELOPMENT BENEFITS

Help balancing your work, life and career.

WELLNESS BENEFITS

Information and resources to improve your overall wellness.



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A GOOD UNION MEMBER STRIVES TO:

Learn about union rights and benefits

Speak up when the employer violates the contract

Attend union meetings, ask questions, and help shape union policies

Stand up for co-workers in disputes with management

Help with pickets, community outreach, and other activities that build union power

Respect fellow workers regardless of race, gender, age, national origin, religion, or sexual orientation

Read union publications and notices

Support political candidates who stand up for labor

Heed the call when sister unions ask for solidarity.

Work safely, do his or her share, and help others

For copies:
www.workrightspress.com
1-800-576-4552

WEINGARTEN RIGHTS

"If this discussion could in any way lead to my being disciplined or terminated, or affect my personal working condition, I respectfully request that my union representative or steward be present at the meeting. Without representation, I choose not to answer any questions."

GUIDELINES for union representatives at MISCONDUCT INTERVIEWS



Under federal and state labor laws, when an employer interrogates a worker about suspected misconduct, the worker can request the assistance of any available union representative and can refuse to answer questions until the request is granted. These are known as "Weingarten Rights."

Your job at the interview is to 1) help the worker avoid making damaging statements; 2) serve as a witness in case the employer tries to distort the conversation; and 3) point out extenuating circumstances.

The Weingarten rules give representatives the following rights:

- **On request**, you must be told the subject matter of the interview, i.e., the type of misconduct being investigated
- **You must be allowed** to meet privately ("caucus") with the worker

- **In the caucus**, you can advise the worker on how to answer questions, including how to avoid dishonest answers or insubordinate conduct
- **During the interview**, you can object to intimidating or confusing questions
- **When the interview concludes**, you can make an argument on the worker's behalf, pointing out reasons why discipline would be inappropriate

Here are some possible arguments:

- The rule the worker is accused of violating has not been distributed
- The rule has not been enforced
- Other workers were given minimal discipline for comparable violations
- The worker suffers from a medical condition or has had a recent setback in her personal life
- Poor supervision contributed to the problem
- The worker should be afforded the right to confront her accuser
- The worker's record of service warrants leniency

Keep notes of the meeting and begin your own investigation as soon as possible.



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Asking the Right Questions-The 5 W's

Start by asking the same basic questions – known as the “5 Ws” – to each person you talk to.

- ❖ **Who** was involved? Names of people involved in event, including witnesses.
- ❖ **What** happened? Description of the event.
- ❖ **Where** did it happen? Location of the event.
- ❖ **When** did it happen? Date and time the event occurred.
- ❖ **Why** is this a grievance? Contract sections being violated.

Use the “Grievance Fact Sheet” to make sure each of these questions is asked and answered.

Remember

- Listen carefully to what each person has to say.
- Take notes during or after each conversation. Review these notes to make sure the information is accurate and complete.
- Follow up to verify information; fill in gaps and clear up discrepancies.



SPRINGFIELD FEDERATION OF PARAPROFESSIONALS, LOCAL 4098, AFT, AFL-CIO

Grievance Fact Sheet

This form is to be used by the Building Representative to aid in investigating a grievance. The FACT SHEET outlines the information that will be necessary to develop a strong case. Use additional pages to document all the details.

DO NOT TURN THIS FORM INTO MANAGEMENT. THIS INFORMATION IS FOR THE UNION'S USE ONLY.

GRIEVANT _____

SCHOOL LOCATION _____

JOB TITLE _____ DATE OF HIRE _____

What Happened? Also describe incidents which gave rise to the grievance.

Who was involved? Give names and titles (include witnesses) _____

When did it occur? Give day, time, date(s) _____

Where did it occur? Specific locations _____

Why is this a grievance? What is management violating: contract, rules and regulations, unfair treatment, existing policy, past practice, local, state, federal laws, etc.

What adjustment is required? What must management do to correct the problem?

Additional comments: Use reverse side if needed _____

GRIEVANT'S SIGNATURE _____ DATE _____

GRIEVANT'S HOME ADDRESS _____

GRIEVANT'S PHONE NUMBER _____

BUILDING REPRESENTATIVE'S SIGNATURE _____ DATE _____

BUILDING REPRESENTATIVE'S PHONE NUMBER _____

NOTE: A COPY OF THIS FORM TO BE COMPLETED BY THE BUILDING REPRESENTATIVE INITIATING THE GRIEVANCE PROCEDURE AND TO BE TURNED IN TO: Catherine Mastronardi, President, c/o Central Office and Donna LaPierre, Grievance Committee Chairperson c/o Forest Park Middle School.



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What If There Is No Grievance?

Not every employee issue is a legitimate grievance. After conducting a thorough investigation and consulting with other building representatives and local officers, you may conclude that management has not violated the contract, work rules, policies, past practice, etc., or done anything that falls within the definition of a grievance.

What to Do If It's Not a Grievance

- ❖ Inform the worker of your conclusion in a face-to-face conversation.
- ❖ Provide the employee with the opportunity to explain why he/she thinks a grievance should be filed – based on the contract or work rules or other criteria for filing a grievance.
- ❖ Even in cases where it might not be appropriate or effective to file a grievance, it is likely that a problem still exists. Talk with other building representatives and employees to see if a broader problem exists.
- ❖ Hold an informal meeting with management and the affected employee(s) to see if a resolution is possible.
- ❖ Work with a group of members to develop an action plan to solve the problem outside of the grievance procedure



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Local 4098 Member of the Month



Do you know a member of our unit who goes above and beyond? Would you like to nominate that person for recognition within our local? We would like to acknowledge a single member of our unit on a monthly basis for their contributions to our members and our local. Please email **mastronardic@comcast.net** to nominate a member and tell us a little about why you think we should recognize them as the "Local 4098 Member of the Month".



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of Paraprofessionals**
Making a Difference

ACTIVITY LOG

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