

AGREEMENT BETWEEN
WESTBOROUGH EDUCATION ASSOCIATION
AND
WESTBOROUGH SCHOOL COMMITTEE
EFFECTIVE
JULY 1, 2020– JUNE 30, 2023

ARTICLE NO.	TITLE	PAGE
I.	RECOGNITION	4.
II.	RIGHTS OF THE COMMITTEE	4.
III.	GRIEVANCE PROCEDURE	5.
	A. Definition	5.
	B. Purpose	5.
	C. Informal Procedure	5.
	D. Miscellaneous	5.
	E. Formal Procedure	6.
IV.	COMPENSATION	
	A. Salary Schedule	9.
	B. Co-curricular and Extra-Curricular Activities	14.
	C. Supervisory Positions	14.
	D. Salary Conditions	14.
	E. Part-Time Teachers	15.
	F. Guidance Counselors and Special Education	
	Team Chairs	16.
	G. Travel	16.
	H. Cafeteria Plan	16.
	I. WEA President	17.
	J. Nurses	17.
V.	LEAVE	
	A. Sick Leave	17.
	B. Funeral Leave	21.
	C. Personal Day Leave	22.
	D. Religious Holy Days	22.
	E. Educational Leave	23.
	F. Maternity Leave	23.
	G. Childrearing Leave of Absence	24.
	H. Family and Medical Leave	24.
	I. Other Leaves	25.

VI. HOURS AND OTHER CONDITIONS OF EMPLOYMENT

A. Time on Learning	25.
B. (i) Before School Duty	25.
B. (ii) After School Duty	25.
C. Professional Time	26.
D. Evening Meetings	26.
E. Teacher Work Year	27.
F. Duty Free Lunch	27.
G. Assignments for Secondary Teachers	28.
H. Assignments for Elementary Teachers	28.
I. Assignments for Support Staff	29.
J. Vacancies	29.
K. Existing General Working Conditions	30.
L. Tuition for Dependents	30.
M. Tuition Reimbursement	30.
N. School Health and Safety	31.
O. Joint Labor Management Committee	31.
P. School Assignment	31.
Q. Transfers	31.

VII. REDUCTION IN FORCE

A. General Procedures	32.
B. Seniority List	33.
C. Notification	33.
D. Recall	34.
E. Administrative Rights	34.
F. Grievance and Arbitration	34.

VIII. TEACHER EVALUATION 35.

IX. SMOKE-FREE SCHOOLS 35.

X. DURATION 35.

XI. SAVINGS CLAUSE 36.

SIGNATURE PAGE 36.

**CO-CURRICULAR AND EXTRA-CURRICULAR
ACTIVITIES STIPEND LISTING** 36.

CONTRACT

Pursuant to the provisions of Chapter 150E of the General Laws of Massachusetts THIS CONTRACT IS MADE THIS 1st day of July, 2020, by the SCHOOL COMMITTEE OF THE TOWN OF WESTBOROUGH (hereinafter sometimes referred to as the Committee) and the WESTBOROUGH EDUCATION ASSOCIATION (hereinafter sometimes referred to as the Association).

I. RECOGNITION

A. It is understood and agreed that the COMMITTEE acting in accordance with the authority of Massachusetts General Laws, Chapter 150 E, has recognized the ASSOCIATION as the exclusive representative for the purposes of collective bargaining of the Westborough School Employees' unit identified as follows:

1. All regular day school teaching personnel employed by the Westborough School Committee who hold certificates or waivers under Chapter 71 of the Massachusetts General Laws and all other personnel who hold such certificates or waivers and who perform a school-related function such as librarians, counselors, reading specialists, nurses, curriculum coordinators, school psychologists, ELL teachers, physical therapists, occupational therapists, school adjustment counselors, Board Certified Behavior Analysts (BCBAs), and speech/language pathologists.

Included within the category of waiver of personnel shall be those for whom an application for waiver has been filed and is still pending.

Excluded from the unit: the Superintendent, Assistant Superintendent, Director of Finance and Administration, Director of Student Services, Director of Technology, Director of Human Resources, Principals, Supervising Assistant Principals, Director of Fine Arts, Director of Wellness, Athletics Director, Director of ELL, Early Childhood Director, Special Education Coordinators, substitutes and all other employees of the municipal employer.

B. Unless otherwise indicated, the employees of the above unit will be hereinafter referred to as the "TEACHERS," and reference to teachers will include all teachers, PK-22.

II. RIGHTS OF COMMITTEE

A. 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 will be deemed to derogate from the powers and responsibilities of the Committee, the Superintendent or the building principal under the statutes of the Commonwealth or the rules and regulations of agencies of the Commonwealth. Except as otherwise provided in this Agreement, the Committee and/or the Superintendent retain the powers, rights and duties that they have by law. These powers, rights and duties include, but are not limited to, hiring, promoting, transferring, assigning and retaining teachers; disciplining teachers in accordance with statutory authority; establishing work schedules; controlling and supervising the schools, staff, students and properties of the Westborough Public Schools; and establishing policies, rules and regulations.

B. The parties recognize and agree that the provisions of this Agreement are intended to be given their full force and effect while at the same time they must be construed in accordance with the terms of the Education Reform Act of 1993 and any subsequent amendments thereto. Accordingly, and by way of example only, there may be instances where the parties have agreed the "Committee" is to act when, in fact, as a result of the Education Reform Act, the Superintendent and/or the principal(s) must now do so. It is the parties' intention that the obligations of this agreement continue to be fulfilled even though the statutory powers to act may have been delegated to and must be exercised by persons and entities other than those named expressly herein.

C. The failure of the Committee to exercise any right or power hereby reserved to it, or the exercise by it of any such right in a particular manner, will not be deemed a waiver nor a restriction of any such exercise of rights, nor a lack thereof.

III. GRIEVANCE PROCEDURE

A. A "grievance" is hereby defined to mean a dispute involving the meaning, interpretation, or application of this Contract.

B. PURPOSE

The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the grievances which may from time to time arise. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

C. INFORMAL PROCEDURE

Nothing herein contained will be construed as limiting the right of any teacher having a grievance to discuss the matter informally with any appropriate member of the administration and having the grievance adjusted without intervention of the Association, provided the adjustment is not inconsistent with the terms of this Agreement. Said teacher may request the Association to be present at such adjustment and to state its views.

D. MISCELLANEOUS

1. Failure at any step of this procedure to communicate the decision of a grievance within the specified time limits to the aggrieved teacher and to the President of the Association will permit the aggrieved party or parties to proceed to the next step.

2. Failure at any step of this procedure to appeal the grievance to the next step within the specified time limits will be deemed to be acceptance of the decision rendered at that step.

3. No reprisals of any kind shall be taken by any party to this contract against any party in interest, any witness, any member of the Association or any other participant in the grievance procedure by reason of such participation.

4. A grievance that affects a group or class of teachers may be submitted in writing by the Association (who will be considered the aggrieved party) to the Superintendent directly and the

processing of such grievance shall be commenced at Level Two. Such grievance must be filed within twenty (20) school days from the date of the event upon which the grievance is based.

5. If any teacher covered by this Contract shall present any grievance without representation by the Association, the disposition, if any, of the grievance will be consistent with the provisions of this Contract. The Association will be permitted to be heard at each level of the procedure under which the grievance will be considered.

6. **Rights of Teachers to Representation:**

In the processing of a grievance at the level of the employer's principal or at any higher level, an aggrieved teacher may, if he/she/they so elects, be represented by or accompanied by an officer or member of the Association, or by an attorney, or any other person, and he/she/they may call in witnesses to testify on the matter of his/her/their grievance. When a teacher does not elect to be represented by officers or members of the Association, the latter shall have the right, when and if the issue reaches the level of the Superintendent of Schools and thereafter, to appear at the hearing on the grievance in the person of no more than three of its officers or members, and state or argue its views.

7. When a grievance arises, the grievance must be filed within twenty (20) school days from the day of the event upon which the grievance is based.

8. Grievances and grievance responses will not be filed in an individual's personnel file.

E. **FORMAL PROCEDURE**

1. **INTRODUCTION**

- a. Since it is important that the grievance be processed as rapidly as possible, the number of days indicated at each level should be considered as maximum, and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement.
- b. In the event a grievance is filed on or after June 1 which, if left unresolved until the beginning of the following year, could result in irreparable harm to a party in interest, the time limits set forth herein will be reduced so that the grievance procedure may be exhausted prior to the end of the school term or as soon thereafter as practicable.

2. **LEVEL ONE**

A teacher with a grievance will present it in writing to his/her/their principal within twenty (20) school days of the event on which the grievance is based and the initial grievance must be specific to include the exact article and section alleged to have been violated and statement of the circumstances of the incident which precipitated the grievance. The principal will answer said written grievance in writing within ten (10) school days. Any meeting with reference to the above shall be held during non-school hours.

3. LEVEL TWO

- a. In the event that the grievance will not have been disposed of to the satisfaction of the aggrieved teacher at Level One, or in the event that no decision has been reached within ten (10) school days after presentation of the grievance to the principal, the grievance shall be reduced to writing (including references to the principal's written answer to the grievance and reasons for disagreement with the principal's resolution of the grievance, which need not be elaborated but should be directly responsive to the issues at dispute) and referred to the Superintendent of Schools within ten (10) school days of the disposition under Level One.
- b. The Superintendent shall represent the School Committee at this level of the grievance procedure. Within ten (10) school days after receipt of the written grievance by the Superintendent, his/her/their designee will meet with the aggrieved teacher in an effort to settle the grievance. The aggrieved teacher will have the right to be represented by a member of the Association at this level. The Superintendent will answer the grievance in writing within ten (10) school days following said meeting.
- c. If the subject matter of the grievance involves any action of the Superintendent or the building principal(s) pursuant to Chapter 71, Sections 38, 40, 41, 42D, 43, 47A and 59B, and if the grievance has not been disposed of to the satisfaction of the aggrieved party, the aggrieved party within ten (10) days of the decision through the Association may initiate arbitration by giving written notice of its intention to the Superintendent.

4. LEVEL THREE

In the event that the grievance will not have been disposed of to the satisfaction of the aggrieved party at Level Two, and if the matter being grieved is subject to the authority of the Committee, or in the event that no decision has been rendered within ten (10) school days after the Level Two meeting, the grievance will be referred in writing to the School Committee within ten (10) school days of disposition at Level Two. The appeal of the grievance will contain references to the written answer by the Superintendent of Schools with reasons why the Superintendent's resolution of the grievance was not accepted, which need not be elaborate but should be directly responsive to the issues in dispute. At its next regular School Committee meeting, or at a special meeting called for the purpose of considering the grievance, the School Committee will meet with the aggrieved party and the Association in an effort to settle the grievance. Only grievances that do not involve personnel matters delineated in Section 3c may proceed to Level Three.

5. LEVEL FOUR - ARBITRATION

- a. If the grievance involves a personnel matter defined in Section 3c and has not been disposed of under Level Two to the satisfaction of the aggrieved party, or if the grievance has not been disposed of under Level Three to the satisfaction of the aggrieved party, he/she/they may, through the Association, not later than ten (10) school days after the decision rendered at Level Two or Level Three as the case may be, initiate arbitration of the grievance by giving written notice to the Committee of this intention.

- b. The Association and/or the Committee will submit the grievance to the American Arbitration Association. The parties will be bound by the rules and procedures of the American Arbitration Association currently in force. The decision of the Arbitrator will be final and binding upon the parties. The cost of the services of the arbitrator(s), including the per diem expenses, if any, and the actual and necessary travel and subsistence expenses, will be borne equally by the Committee and the Association, but each party will bear its own expenses for the presentation of the case.
- c. Arbitrator's Decision:
- (1) When the dispute is submitted to the arbitrator, as a result of the appeal of the grievance, the only items which the arbitrator may consider are those mentioned in the grievance, unless the parties have by stipulation extended the scope of the arbitrator's authority to consider additional items not mentioned in the grievance.
 - (2) The arbitrator selected shall confer promptly with the representatives of the Committee and the Association, shall review the records of the case, and shall hold such further hearings with the aggrieved party and other parties of interest as he/she/they shall deem requisite.
 - (3) The arbitrator's award will be in writing and will set forth his/her/their findings of fact with reasoning and conclusions. He/she/they shall arrive at a decision solely upon the facts, evidence and contentions presented by the parties through the arbitration proceedings.

The arbitrator will have no power to add to, subtract from or modify any of the terms of this contract. Subject to the foregoing, the decision of the arbitrator will be submitted to the Committee and the Association and the teacher or group of teachers who initiated the grievance. The decision of the arbitrator will be implemented as soon as is reasonably possible.

IV. COMPENSATION

Current 2019-2020 Teacher Salary Schedule for Reference

JULY 1, 2019 - JUNE 30, 2020 SALARY SCHEDULE 3										
Column	1	2	3	4	5	6	7	8	9	10
Step	B	B+15	B+30	M	M+15	M+30	M+45	M+60	M+75	DOC.
D										
E	51,215	52,868	54,518	56,165	57,828	59,472	61,131	61,952	63,620	64,452
F	52,956	54,666	56,372	58,075	59,794	61,494	63,209	64,058	65,783	66,644
G	54,757	56,525	58,288	60,049	61,827	63,585	65,358	66,236	68,019	68,910
H	56,618	58,446	60,270	62,091	63,929	65,747	67,580	68,489	70,332	71,253
I	58,543	60,434	62,319	64,202	66,103	67,982	69,878	70,817	72,723	73,675
J	60,534	62,488	64,438	66,385	68,350	70,293	72,254	73,225	75,196	76,180
K	62,592	64,613	66,629	68,642	70,674	72,683	74,710	75,715	77,753	78,770
L	64,720	66,810	68,895	70,976	73,077	75,155	77,251	78,289	80,396	81,448

M	66,921	69,081	71,237	73,389	75,562	77,710	79,877	80,951	83,130	84,218
N	69,196	71,430	73,659	75,884	78,131	80,352	82,593	83,703	85,956	87,081
O	70,234	72,501	74,764	77,022	79,303	81,557	83,832	84,959	87,245	88,387
P	71,639	73,951	76,259	78,563	80,889	83,188	85,509	86,658	88,990	90,155
Q	73,071	75,431	77,784	80,134	82,507	84,852	87,219	88,391	90,770	91,958
R	74,533	76,939	79,340	81,737	84,157	86,549	88,963	90,159	92,585	93,797
S	76,023	78,478	80,927	83,371	85,840	88,280	90,742	91,962	94,437	95,673
T	77,544	80,047	82,545	85,039	87,557	90,046	92,557	93,801	96,326	97,587

A. SALARY SCHEDULE (New:)

CONVERSION GRID ONTO FISCAL YEAR 2019-2020 SALARY SCHEDULE										
Step	B	B+15	B+30	M	M+15	M+30	M+45	M+60	M+75	DOC
E 5	1	1	1	1	1	1	1	1	1	1
F 6	2	2	2	2	2	2	2	2	2	2
G 7	3	3	3	3	3	3	3	3	3	3
H 8	4	4	4	4	4	4	4	4	4	4
I 9	5	5	5	5	5	5	5	5	5	5
J 10	5	5	5	5	5	5	5	5	5	5
K 11	6	6	6	6	6	6	6	6	6	6
L 12	7	7	7	7	7	7	7	7	7	7
M 13	8	8	8	8	8	8	8	8	8	8
N 14	9	9	9	9	9	9	9	9	9	9
O 15	9	9	9	9	9	9	9	9	9	9
P 16	10	10	10	10	10	10	10	10	10	10
Q 17	11	11	11	11	11	11	11	11	11	11
R 18	11	11	11	11	11	11	11	11	11	11
S 19	12	12	12	12	12	12	12	12	12	12
T 20	12	12	12	12	12	12	12	12	12	12

Normalized Grid for 19-20 (for Reference)										
Step	B	B+15	B+30	M	M+15	M+30	M+45	M+60	M+75	DOC
1	51,215	52,868	54,518	56,165	57,828	59,472	61,131	61,952	63,620	64,452
2	53,609	55,339	57,066	58,790	60,531	62,251	63,988	64,847	66,593	67,464
3	56,003	57,810	59,614	61,415	63,234	65,030	66,845	67,742	69,566	70,476
4	58,397	60,281	62,162	64,040	65,937	67,809	69,702	70,637	72,539	73,488
5	60,791	62,752	64,710	66,665	68,640	70,588	72,559	73,532	75,512	76,500
6	63,185	65,223	67,258	69,290	71,343	73,367	75,416	76,427	78,485	79,512
7	65,579	67,694	69,806	71,915	74,046	76,146	78,273	79,322	81,458	82,524

8	67,973	70,165	72,354	74,540	76,749	78,925	81,130	82,217	84,431	85,536
9	70,367	72,636	74,902	77,165	79,452	81,704	83,987	85,112	87,404	88,548
10	72,761	75,107	77,450	79,790	82,155	84,483	86,844	88,007	90,377	91,560
11	75,155	77,578	79,998	82,415	84,858	87,262	89,701	90,902	93,350	94,572
12	77,544	80,047	82,545	85,039	87,557	90,046	92,557	93,801	96,326	97,587

TEACHER SALARY SCHEDULE										
FISCAL YEAR 2020 - 2021										
STEP AFTER CONVERSION. COLA 2%										1.02
Step	B	B+15	B+30	M	M+15	M+30	M+45	M+60	M+75	DOC
1	52,239	53,925	55,608	57,288	58,985	60,661	62,354	63,191	64,892	65,741
2	54,247	55,998	57,745	59,490	61,251	62,993	64,750	65,619	67,386	68,267
3	56,332	58,150	59,965	61,776	63,605	65,413	67,238	68,141	69,976	70,891
4	58,496	60,384	62,269	64,150	66,050	67,927	69,822	70,760	72,665	73,615
5	60,744	62,705	64,662	66,615	68,588	70,538	72,505	73,479	75,458	76,444
6	63,079	65,115	67,147	69,175	71,224	73,249	75,292	76,303	78,357	79,382
7	65,503	67,617	69,727	71,834	73,961	76,063	78,185	79,235	81,369	82,433
8	68,020	70,216	72,407	74,594	76,803	78,987	81,190	82,280	84,496	85,601
9	70,634	72,914	75,190	77,461	79,755	82,022	84,310	85,442	87,743	88,890
10	73,349	75,716	78,079	80,438	82,820	85,174	87,550	88,726	91,115	92,306
11	76,167	78,626	81,080	83,529	86,002	88,447	90,915	92,136	94,616	95,854
12	79,095	81,647	84,196	86,739	89,307	91,846	94,409	95,676	98,252	99,537

TEACHER SALARY SCHEDULE										
FISCAL YEAR 2021 - 2022										
COLA 2.5%										1.025
Step	B	B+15	B+30	M	M+15	M+30	M+45	M+60	M+75	DOC
1	53,545	55,273	56,999	58,721	60,459	62,178	63,912	64,771	66,515	67,385
2	55,603	57,398	59,189	60,977	62,783	64,567	66,369	67,260	69,071	69,974
3	57,740	59,603	61,464	63,320	65,195	67,049	68,919	69,845	71,725	72,663
4	59,959	61,894	63,826	65,754	67,701	69,625	71,568	72,529	74,482	75,456
5	62,263	64,273	66,279	68,281	70,303	72,301	74,318	75,316	77,344	78,355
6	64,656	66,743	68,826	70,905	73,004	75,080	77,174	78,211	80,316	81,367
7	67,141	69,308	71,471	73,630	75,810	77,965	80,140	81,216	83,403	84,494
8	69,721	71,971	74,217	76,459	78,723	80,961	83,220	84,337	86,608	87,741
9	72,400	74,737	77,069	79,398	81,749	84,073	86,418	87,578	89,936	91,113

10	75,182	77,609	80,031	82,449	84,890	87,303	89,739	90,944	93,393	94,614
11	78,072	80,591	83,107	85,617	88,152	90,659	93,188	94,439	96,982	98,250
12	81,072	83,689	86,301	88,908	91,540	94,143	96,769	98,068	100,709	102,026

TEACHER SALARY SCHEDULE										
FISCAL YEAR 2021 - 2022										
COLA .5% ON LAST DAY OF SCHOOL										1.005
Step	B	B+15	B+30	M	M+15	M+30	M+45	M+60	M+75	DOC
1	53,813	55,550	57,284	59,014	60,761	62,489	64,232	65,095	66,847	67,721
2	55,881	57,685	59,485	61,282	63,097	64,890	66,700	67,596	69,416	70,324
3	58,029	59,901	61,771	63,637	65,521	67,384	69,264	70,194	72,084	73,027
4	60,259	62,203	64,145	66,083	68,039	69,974	71,926	72,892	74,854	75,833
5	62,574	64,594	66,610	68,622	70,654	72,663	74,690	75,693	77,731	78,747
6	64,979	67,076	69,170	71,259	73,369	75,455	77,560	78,602	80,718	81,774
7	67,476	69,654	71,828	73,998	76,189	78,355	80,541	81,622	83,820	84,916
8	70,069	72,331	74,588	76,842	79,117	81,366	83,636	84,759	87,041	88,179
9	72,762	75,111	77,455	79,795	82,157	84,493	86,850	88,016	90,386	91,568
10	75,558	77,997	80,431	82,861	85,315	87,740	90,188	91,399	93,860	95,087
11	78,462	80,994	83,522	86,045	88,593	91,112	93,653	94,911	97,467	98,741
12	81,477	84,107	86,732	89,352	91,998	94,613	97,253	98,559	101,212	102,536

TEACHER SALARY SCHEDULE										
FISCAL YEAR 2022 - 2023										
COLA 3.5%										1.035
Step	B	B+15	B+30	M	M+15	M+30	M+45	M+60	M+75	DOC
1	55,696	57,494	59,288	61,080	62,888	64,676	66,480	67,373	69,187	70,092
2	57,837	59,704	61,567	63,427	65,305	67,161	69,035	69,962	71,846	72,785
3	60,060	61,998	63,933	65,864	67,815	69,742	71,688	72,651	74,607	75,583
4	62,368	64,381	66,390	68,396	70,421	72,423	74,443	75,443	77,474	78,487
5	64,764	66,855	68,941	71,024	73,127	75,206	77,304	78,342	80,451	81,503
6	67,253	69,424	71,591	73,753	75,937	78,096	80,275	81,353	83,543	84,636
7	69,838	72,092	74,342	76,588	78,855	81,097	83,360	84,479	86,754	87,888
8	72,522	74,862	77,199	79,531	81,886	84,214	86,563	87,726	90,088	91,266
9	75,309	77,739	80,166	82,587	85,033	87,450	89,890	91,097	93,550	94,773
10	78,203	80,727	83,246	85,761	88,301	90,811	93,344	94,598	97,145	98,415
11	81,208	83,829	86,446	89,057	91,694	94,301	96,931	98,233	100,878	102,197
12	84,329	87,051	89,768	92,480	95,218	97,925	100,656	102,008	104,755	106,125

FUTURE CONTRACT NEGOTIATIONS

Parties agree to reopen contract negotiations in December of 2021 for the purposes of negotiating a new three-year contract.

SCHOOL NURSES

School nurses shall progress on the teachers' salary schedule and be assigned steps/grades in the same manner as other teachers in the bargaining unit, except that school nurses shall not proceed beyond the Masters' Degree pay grade.

LONGEVITY

For the school year 2020-2021:

Effective the first day of the teacher work year as explained below. Teachers will be eligible to receive the following longevity payments based upon years of continuous service in the Teacher Unit in Westborough. Payments will be made in the first pay period in October; the teacher must be on the payroll in October to receive the payment.

\$ 800	AFTER 14 COMPLETED - 19 COMPLETED YEARS, effective on the first day of years 15 - 20
\$ 1000	AFTER 20 COMPLETED - 25 COMPLETED YEARS, effective on the first day of years 21-26
\$ 1500	AFTER 26 OR GREATER COMPLETED YEARS, effective on the first day of years 27 and greater

Beginning with school year 2021-2022:

Effective the first day of the teacher work year as explained below. Teachers will be eligible to receive the following longevity payments based upon years of continuous service in Westborough. Payments will be made in the first pay period in October; the teacher must be on the payroll in October to receive the payment.

\$ 1000	AFTER 14 COMPLETED YEARS - 19 COMPLETED YEARS, effective on the first day of years 15 - 20
\$ 1250	AFTER 20 COMPLETED YEARS - 25 COMPLETED YEARS, effective on the first day of years 21-26
\$ 1750	AFTER 26 OR GREATER COMPLETED YEARS, effective on the first day of years 27 or greater

SUPER LONGEVITY

Teachers may choose one of the following options:

During the fifteenth year of continuous service in the Westborough Public Schools, a teacher will be eligible to apply for an additional longevity payment in the sum of \$2000 annually over any three (3) year period OR during the twentieth year of continuous service in the Westborough Public Schools, a teacher will be eligible to apply for a longevity payment in the sum of \$3000 annually over any three (3) year period provided that:

- (1) The teacher shall request such payment in writing to the Superintendent no later than January 15th prior to the school year that the payment is to commence.
- (2) The amount shall be payable during the applicable three (3) years as part of the teacher's salary.
- (3) In the event that a teacher enrolled in this program retires before the three-year sums are paid, the remaining monies will be dispersed as scheduled.
- (4) No unpaid monies will be paid to anyone who resigns or is terminated.
- (5) In the event of the death of a teacher who is enrolled in this longevity plan, any monies of the three (3) year total not dispersed will be paid to the teacher's estate.
- (6) The School Committee will allow at least 25 individuals to be in the program during any three year cycle.
- (7) If more people apply than the School Committee is willing to accept, seniority will be the determining factor.
- (8) Anyone who is not accepted into the program during the year that they apply, will be given first preference for acceptance the following year, regardless of seniority.

B. CO-CURRICULAR AND EXTRA CURRICULAR ACTIVITIES

Any proposed co-curricular or extra curricular activity must be negotiated by the Committee and the Association prior to its implementation. A stipend committee consisting of 3 Association members and 3 members of the Administration/School Committee shall continue to exist and shall meet as required.

Longevity Clause: The following amounts will be added for coaches or advisors who have served continuously in the same sport or activity:

After 5 years: + \$100 beginning in the 6th year of continuous service
After 10 years: + \$200 beginning in the 11th year of continuous service
After 15 years: + \$300 beginning in the 16th year of continuous service
After 20 years: + \$400 beginning in the 21st year of continuous service
After 25 years: + \$500 beginning in the 26th year of continuous service

The Extra-Curricular and Co-Curricular Stipends will appear in a separate agreement which shall include changes recommended by the Stipend Committee to the Association and the School Committee provided that such recommended change(s) has/have been approved by the Association and the School Committee.

C. SUPERVISORY POSITIONS

Department Heads and Team Leaders are appointed on an annual basis. The annual compensation of \$3230.00 for Department Heads, PreK-6 Team Leaders, Nurse Leader, and Curriculum Coordinators will be earned ratably throughout the work year and will be included in the teachers' bi-weekly paychecks.

Each Department Head, PreK-6 Team Leader, Nurse Leader, and Curriculum Coordinator, will receive additional compensation of \$284 for each professional status teacher assigned to such teacher's department/team and \$379 for each teacher without professional teacher status assigned to such teacher's department/team in a work year. Such pay will be earned ratably throughout the work year, and will be included in the teacher's bi-weekly paychecks, and is prorated for work of less than a full work year.

D. SALARY CONDITIONS

1.
 - a. Teachers will progress on the first day of subsequent work years from step to step on the salary schedule for successful performance. The Committee reserves the right to withhold a step increment for cause.
 - b. Effective July 1, 2014, Column 3 "B +30" shall be closed and no teacher may enter column 3 B + 30. Teachers who were in Column "B +30" in the 2013-2014 work year shall be grandfathered in and can continue to progress through the steps in Column 3 "B +30". When there are no remaining teachers in Column 3 "B +30", such column shall be removed from the Salary Schedule.
2. All courses for credit must receive prior approval by the Superintendent or a representative appointed by him/her.
3. Payroll payments: Teachers shall have two (2) options regarding payroll payments:
 - a. **Option A: The default payroll option is twenty-six (26) installments.** Total pay is divided into twenty-six (26) installments. Teachers will receive twenty-one (21) bi-weekly payments September - June, and an additional lump sum payment of five (5) installments with the last pay of the regular school year. Teachers who have overdrawn their sick leave during the last pay period shall have their lump sum check withheld. The amount due the teacher will be re-computed and paid at the next regular pay period.
 - b. **Option B: Twenty-one (21) equal payments (bi-weekly September-June). There is no lump sum and no summer pay with Option B.**
 - c. Teachers who desire to change their payment option must notify the Superintendent by August 1.
 - i. If no option is selected, payment shall be made under Option A as stated above.
4. Payroll deductions: Association dues may be deducted from regular pay. It is stipulated that deduction can be twice per month and that the same type of deduction plan apply to all who intend to utilize this service. Deductions are paid to the Association in a mutually agreed upon manner.
5. A teacher resigning before the end of the school year will receive the balance due of 1/184 of the annual salary for each school day taught since the beginning of the school year.
6. Teachers who begin their services under contract after the opening of the school year will be paid 1/184 of the annual salary for each school day left until the end of the school year.

7. The Committee shall determine the annual increment to be paid for special services over and above the base salary.
8. Effective July 2, 2010, all teachers regardless of date of hire will have their salaries directly deposited into a bank account of their choosing.
9. The Committee will provide teachers with detailed pay advisories.
10. All coaches and advisors will be paid in full at the conclusion of the activity except advisors with full year assignments.
11. Within the first week of school, all teachers shall receive written notification of their position, step, lane, total yearly salary, and position percentage. Any changes to the above will result in a written notice to the teacher within two weeks of said change. Teachers are required to notify administration of any discrepancies in the written notice within thirty (30) calendar days.

E. PART-TIME TEACHERS

1. Teachers who teach less than a full-time teaching schedule, as such schedules are established in Article VI, Sections G and H of this Contract, will receive all contractual benefits on a prorated basis based on the percentage of full-time teaching for which they are regularly scheduled except as provided for below.
2. Teachers who have a daily part-time assignment will earn sick and personal leave as stipulated in Article V., but a "day" will be understood to mean the teacher's regular scheduled part-time hours.
3. Teachers who are scheduled for fewer than 184 days will have annual sick and personal leave determined by dividing the number of days scheduled by 184 and multiplying the result times the appropriate number of days earned by full-time teachers.
4. Part-time teachers will attend a specific number of curriculum and professional development days (i.e. half-day and after school curriculum and professional development meetings) based on the percentage of their employment. The principal will determine which sessions they will attend.
5. New teachers in their first three years of employment who are part-time teachers will attend a specific number of after-school Mentor meetings, Year One Pre-PTS meetings, and Year 2 Pre-PTS meetings, based on the percentage of their employment. The principal and/or Director of the department will determine which sessions they will attend.
6. Job share teachers will equally share all the responsibilities required of the single position.
7. All job share and part time teachers will attend open house, orientation and evening conferences.

F. COUNSELORS

Counselors may be required to work up to a maximum of ten (10) additional days. Up to five (5) of these days may be at the beginning of the school year and up to five (5) of these days may be at the end of the

school year. Under ordinary circumstances, counselors will be notified on/or before April 15, if they are required to work at the end of the year and on/or before June 1, if they are required to work prior to the school year.

Each Counselor who is required to work additional days will be paid at his/her/their per diem rate.

G. TRAVEL

Teachers who are responsible for working with students at more than one site and are required to use his/her/their own vehicle for such travel will be reimbursed at the Town's current mileage reimbursement rate.

H. CAFETERIA PLAN

Flexible spending accounts and their administration shall be by the Town of Westborough and governed by the rules and regulations as established by it for its Employee Flexible spending programs. Such plans shall be in accordance with the federal tax code and related regulations for healthcare, childcare, and other expenses authorized by law.

I. WEA PRESIDENT

The WEA President shall receive five paid days of leave to conduct Association business and will be released from the following formally assigned non-teaching duties: hall duty, bus duty, recess duty, student dismissal duty, and detention duty. In lieu of the President's five designated days, three days may be used by other officers of the Association at the President's discretion and such days will be deducted from the five days allotted to the President. The President will notify pertinent school administrators if another officer needs a paid leave day to conduct Association business.

J. NURSES

Nurses will be given up to a maximum of three (3) floating days per building to fulfill duties and obligations necessary for the successful opening of school. Under ordinary circumstances, nurses will be notified on/or before April 15th, if they are required to work at the end of the school year and on/or before June 1st, if they are required to work prior to the start of the school year. Each Nurse who is required to work such day(s) will be paid at his/her/their per diem rate. Additional days may be added at the sole discretion of the Superintendent.

V. LEAVE

A. SICK LEAVE

1. All regularly employed teachers shall be granted sick leave with full pay cumulative to the number of teacher work days (184 days), for reasons of personal illness or for illness in their immediate family (immediate family means spouse/domestic partner, dependent children), or at the discretion of the Superintendent of Schools. Teachers earn sick leave at a rate of ten (10) days for the first year of service in Westborough, eleven (11) days for the second year and twelve (12) days for the third year. Teachers earn sick leave at a rate of fifteen (15) days a contract year for their fourth and successive years of

continuous service. Medical and dental appointments may be considered as sick leave at the teacher's option.

2. Teachers will have the sick leave to be earned in an academic year posted to their account as of the first day of the academic year. Beginning teachers must complete twenty (20) school days of service before being eligible to use posted sick leave. Teachers will earn sick leave at the rate of one day per month for the first year; 1.1 days per month for the second year; 1.2 days per month for the third year; 1.5 days per month for the fourth and successive years.

3. In the event that a teacher terminates his/her/their service during the academic year, the sick leave will be recomputed according to the days of sick leave used in excess of the days earned. The excess sick leave days used will be deducted at the rate of 1/184 per day from the final pay.

4. In the event that a teacher is granted a leave of absence during the year, the teacher's sick leave will be recomputed and correctly posted to indicate only sick leave actually earned as of the date of the leave. If leave is overdrawn, the teacher will have 1/184 per day deducted from the final paycheck.

5. In the case of absence due to an industrial accident, the employer agrees to make up the difference between the teacher's regular wages and the amount received from Workers' Compensation. Such difference shall be deducted from sick leave. If the question exists as to whether a teacher is entitled to compensation under the Workers' Compensation Act, it is agreed that, pending resolution of said question, the teacher may draw sick leave benefits. The teacher shall reimburse the town for the amount received from Workers' Compensation benefits for said period. Upon such payment to the town, sick leave credits equal to the amount of compensation shall be re-credited to the teacher's sick leave accumulation.

6. SICK LEAVE BANK

- a. The Committee agrees to establish a sick leave bank for the use of bargaining unit members who have exhausted their accumulated and annual sick leave days because of unplanned, extended and serious illness (and require additional leave to make recovery from illness and return to work unless retirement or death occurs) and would otherwise lose pay through such continued illness.
- b. Teachers not on professional status who are covered by this collective bargaining Agreement will be eligible to receive a maximum benefit of thirty (30) days from the bank.
- c. At the beginning of the school year, each member of the bargaining unit whose total sick days exceeds the maximum accrual amount, shall donate his/her/their excess sick days that would be "lost" to the Sick Bank.
 - i. The total accumulated sick leave in the leave bank shall not exceed 500 days at any one time.
 - ii. Professional Status Teachers who have accumulated sick leave shall be assessed one (1) day each above and beyond any days given under Section c. in the event

that the number of days in the sick leave bank falls below 50 during the school year.

- e. These days set aside in the above bank will be used to provide those teachers who have exhausted their sick leave because of the unplanned, extended and serious illness, with extended sick leave at full pay. Teachers may draw from the bank as many additional sick leave days with full pay, up to 110 days as may be necessary to make recovery from extended illness and return to work unless retirement or death occur.
- f. Teachers may receive benefits of the sick leave bank subject to the following rules:
 - (1) Application for benefits shall be in writing to the Superintendent of Schools on the Application For Sick Bank Leave form, accompanied by a doctor's certificate as to the need for extended recovery time from the illness. The doctor's certificate must also indicate the date by which the doctor anticipates the teacher will be able to return to work.
 - (2) Application for benefits may be made prior to the teacher's exhaustion of his/her/their own personal sick leave to expedite benefits, but drawing upon the bank will not actually commence until the teacher's own sick leave benefits are exhausted and adequate medical certification has been provided.
 - (3) Sick days drawn from the bank shall be actual work days in which school was in session excluding weekend, holiday, school closings and vacation periods.
 - (4) Access to the bank may be barred because of the history of prior usage of annual and accumulated sick leave.
 - (5) No teacher shall begin to draw on the sick leave bank until absent without sick leave for five (5) days, after which time the teacher may apply for use of the sick leave bank and, if approved, the sick leave will be retroactive to the first day of this absence.
- In the case of a teacher who has been absent for more than five days, who applied to the Sick Leave Bank prior to the exhaustion of his/her/their own sick leave days, and whose request for Sick Leave Bank days was approved prior to the exhaustion of his/her/their personal sick days, there will be no waiting period for the use of the Sick Leave Bank days.
- (6) In the event of disability, the sick leave bank benefits shall cease after 110 consecutive school days have been exhausted. Upon exhaustion of the 110 days, the teacher may reapply to the Sick Leave Bank up to an additional 30 days. The teacher may reapply for additional 30-day increments, not to exceed 180 school days total.
- g. A four (4) member committee composed of two (2) members of the Association and two (2) members of the School Committee, or their designees, will administer the sick leave bank. In the event of a tie vote, the Sick Leave Bank Committee will agree upon a fifth person to break the tie. If the parties cannot agree, the Association and the Committee will draw lots to determine which party will select the tie breaker.

(1) The Sick Leave Committee will make every effort to convene within twenty (20) school days from the date of a received application.

(2) The Sick Leave Bank Committee will have the power to validate the applicant's request, determine the sufficiency of the medical verification and request additional documentation if deemed necessary, and the need for a specific number of days.

(a) The Sick Leave Bank Committee may require a second opinion from a qualified physician if the initial documentation is deemed inadequate.

(b) In the event that the two opinions conflict with one another, then the Sick Leave Bank Committee will select a third whose opinion will be final.

(c) The cost of the second and third opinions, if any, will be shared equally by the Association and the School Committee.

(3) Should the Sick Leave Bank Committee reject an application for benefits under subsection (1) without seeking a second opinion, the applicant may, at his/her/their own expense, appeal the decision by presenting a second opinion within sixty (60) days from a qualified physician from a list of physicians provided by the Sick Leave Bank Committee, subject to health plan constraints. This opinion will be binding on both the Sick Leave Bank Committee and the applicant.

(4) The Sick Leave Bank Committee will have the power to deny access to the bank because of prior use of accumulated sick leave. If a member's application is denied in whole or in part because of prior sick leave usage, he/she/they will have a right to appeal said denial directly to the Sick Leave Bank Committee. The individual will have the right to be accompanied by an Association representative of his/her/their choosing, and to meet with the Sick Leave Bank Committee to present his/her/their position, express his/her/their concerns, and/or present additional data.

(5) A grievance under this section may be processed and arbitrated only on the question of whether the Sick Leave Bank Committee followed the procedures.

- h. Upon return from extended sick leave for which benefits were received through the sick leave bank, the teacher will be entitled to and will accumulate individual sick leave on the same basis as all other teachers per sick leave provisions elsewhere in the Contract.**
- i. Teachers may not utilize the sick leave bank for illness in their immediate family.**
- j. Teachers will NOT continue to earn annual sick leave while on sick leave through the sick leave bank.**
- k. Sick Leave Bank Benefits and Worker's Compensation**

If a member receiving Sick Leave Bank benefits applies for Workers' Compensation and receives days which are later determined to have a portion thereof covered by Workers' Compensation, the proportionate amount of each day the Sick Leave Bank has provided

to cover time determined to be covered by the Workers' Compensation payment shall be restored to the Sick Leave Bank. Repayment to the Town will not exceed the Workers' Compensation settlement or award or the total amount paid from the Sick Leave Bank.

7. SICK LEAVE BUY-BACK

- a. A unit member who voluntarily retires under the superannuation provisions of the Massachusetts General Laws after 15 years of service as a teacher in the Westborough Public Schools may request that the Westborough Public Schools pay him/her/them at the rate of 25% of the daily rate for a substitute teacher in the Westborough Public Schools for each of his/her/their unused accumulated sick leave days up to a maximum of \$3,000. Such payment shall be referred to as the "Voluntary Retirement Payment" and shall be subject to withholdings for state and federal taxes and other withholdings required by law or authorized by the teacher.
- b. To be eligible for such Voluntary Retirement Payment, such teacher must file a written request with the Superintendent of the Westborough Public Schools on or before December 1st of the fiscal year in which the teacher intends to retire and must accompany such request with an irrevocable letter of resignation signed by the teacher with the date of resignation the same as the date of anticipated retirement. If unforeseen circumstances exist which create a hardship for a teacher who has given such notice under this subsection, the Superintendent may, at his or her sole discretion and on a non-precedent setting basis, waive the irrevocability of the resignation. In the event a teacher retires without having given the written request for Voluntary Retirement Payment to the Superintendent on or before December 1st, a teacher may request a waiver of the December 1st requirement from the Superintendent of Schools. The Superintendent's decision on whether or not to grant the waiver and the Superintendent's decision on whether the sick leave buyback payment will occur in the fiscal year in which the teacher retires or the following fiscal year is final and not subject to the grievance and arbitration provisions of the collective bargaining agreement.
- c. On the date of resignation and anticipated retirement of such teacher, the Director of Finance and Administration for the Westborough Public Schools or his/her/their designee shall certify the number of unused sick leave days the teacher has accumulated and the then current daily rate for substitute teachers in the Westborough Public Schools.
- d. No Voluntary Retirement Payment shall be made or be due to any teacher who does not retire on a voluntary superannuation retirement at the time of his/her/their separation from employment with the Westborough Public Schools. Such teacher shall provide the Director of Finance and Administration with documentation substantiating such superannuation retirement. Teachers who are terminated for just cause or who are otherwise involuntarily separated from the Westborough Public Schools shall not be eligible for the Voluntary Retirement Payment.
- e. The Voluntary Retirement Payment shall be in the form of a bonus and paid by a separate check at the next regular payroll of the Westborough Public Schools after the date of the teacher's separation from employment provided that the teacher has provided the documentation required in subparagraph d. of this section 6 substantiating his/her/their superannuation retirement.

- f. Any Voluntary Retirement Payment made pursuant to this section 6 shall be in the form of a bonus and shall not be considered to be part of a teacher's base salary for any purpose, including retirement pay.

B. BEREAVEMENT LEAVE

In the event of each case of death in the immediate family of a teacher, he/she/they will be granted, at his/her/their request, reasonable necessary time off, on the days prior to the bereavement event, on the day of the bereavement event, or on the days after the bereavement event. Such leave will be without loss of pay to the extent set forth in the following schedules:

1. Death of a spouse, child, parent, brother or sister, relative living in the same household, grandparent, grandchild, parent-in-law, or individual who serves in the capacity of parent, spouse or child:

Five (5) days without loss of pay.

2. Death of a brother-in-law, sister-in-law, aunt, uncle or cousin:

Two (2) days without loss of pay.

Additional funeral leave may be granted at the discretion of the Superintendent. A teacher may elect to take one (1) additional day in a non-pay status or chargeable to available personal day leave (3 maximum) at the teacher's discretion.

Subject to necessary staffing, every reasonable effort will be made to facilitate faculty representation for the funeral of a colleague or the immediate family of a colleague without the loss of personal or sick time.

C. PERSONAL DAY LEAVE

1. Personal business is defined as essential personal matters that cannot be cared for during non-working hours.

2. Teachers who are absent for personal business will be entitled to a maximum of three (3) days' leave per year. These three (3) days per year will not be accumulated from year to year. Part-time teachers who begin after the start of the school year will earn a prorated number of personal days.

- a. A percentage of a teacher's personal days are considered to be "earned" each month as the year progresses. In the event that a teacher terminates his/her/their service during the academic year, personal days will be recomputed according to the personal days used in excess of the days earned. The excess personal days used will be deducted at the rate of 1/184 per day from the final pay.

3. Notification for personal day leave must be submitted to the building principal five (5) full school days in advance of the date requested, unless the emergency nature of such leave precludes this action.

- a. Personal days in May and June must be requested in writing to the principal with a reason for the request provided. Such requests may be denied.

- b. Personal day requests for dates/days for which more than five percent of a building's teachers will be out on a personal day, may be denied by the principal. The Principal and Teacher may agree upon an alternate date, if possible.

4. Personal day leave may not be taken to extend a vacation on days immediately preceding or following regular school vacations, Thanksgiving break, or summer break.

5. Prior to the start of the school year, unused personal days from the previous school year will be transferred to sick days, not to exceed existing limits on accumulation.

D. RELIGIOUS HOLY DAYS

Leave for the observance of religious holy days up to a maximum of two (2) days per school year will be allowed upon application to the Superintendent, said leave not to be deducted from personal days leave or sick leave pay.

E. EDUCATIONAL LEAVE

Upon recommendation of the Superintendent of Schools, educational leaves may be granted for study to a teacher by the Committee subject to the following conditions:

1. The request for educational leave must be received by the Superintendent by 1 November of the school year preceding the school year for which the educational leave is requested and action must be taken by 1 December of the same year.

2. The applicant shall have completed at least seven (7) years of full time service in Westborough by the time the leave is to begin.

3. Education leaves for professional teachers with fewer than seven (7) years of service in Westborough may be granted when it is the opinion of the Committee and the administration that great benefit to the Westborough School System will accrue if such leave is granted.

4. All decisions regarding the award of educational leave will be made upon thorough evaluation of the application considering:

- (a) Educational value of the proposed study to the school system.
- (b) The distribution of available educational leaves to the various areas of the Westborough School System.

5. Educational leave may be granted for a period up to one (1) academic year.

6. Teachers on educational leave will be paid at full salary for leave up to and including one-half year, and not less than one-half of their regular salary for leave of more than one-half year.

7. Prior to being granted educational leave, the teacher must sign an agreement with the Committee stating that he/she/they will return to his/her/their position in Westborough for two (2) academic years

upon termination of such leave and that, in default of completing such service, he/she/they will refund to the Town of Westborough a sum equal to such proportion of salary received while on leave as the amount of service not actually rendered as agreed bears to the total amount of service agreed to be rendered.

F. MATERNITY LEAVE

1. Pursuant to the Massachusetts General Laws Chapter 149, Section 105D, every female teacher who has completed the initial probationary period of three (3) consecutive months is entitled to up to eight (8) weeks' leave for the purpose of giving birth, or for adopting a child, provided she gives at least two (2) weeks' notice of her expected departure and return dates. Such teacher is encouraged to provide the administration with as much prior notice as possible of her expected departure and return dates.

Teachers who have completed one year of service may request a twelve (12) week Leave consistent with the Family and Medical Leave Act ("FMLA").

2. A teacher intending to take a Maternity Leave of Absence and who wishes to be eligible for a Child Rearing Leave will notify the Superintendent of her approximate date of leave commencement and whether or not she anticipates taking a Child Rearing Leave at least four (4) weeks prior to the anticipated commencement of the leave. Teachers are urged to give earlier notification, thus providing the Administration with additional time to secure a replacement and ensure continuity of instruction.

3. The pregnant teacher may continue in her assigned position as long as her physical condition and ability to perform her assigned duties allow. The Committee may require medical evidence of the teacher's ability to continue to work in the same manner that it may require medical evidence when questioning the health of a teacher in a non-maternity related situation.

4. During the disability periods due to pregnancy or childbirth, a teacher, upon a timely request for sick leave, is eligible to use sick leave to the extent of actual disability with documentation of a disability.

5. The teacher, upon completion of maternity leave, will be restored to the position she held when her leave commenced or to a substantially equivalent position, or will be granted a Child Rearing Leave of Absence in accordance with section G.

G. PRIMARY CAREGIVER LEAVE OF ABSENCE

For the adoption of a child, a primary caregiver may access the same rights as those provided in Section F (1). Such a leave must be requested in writing to the Superintendent.

H. CHILDREARING LEAVE OF ABSENCE

A teacher will be granted a childrearing leave of absence without pay upon application. A teacher may return to his/her/their teaching duties at the start of the following school year in September or the subsequent September if he/she/they notifies the Superintendent in writing on or before February 1 of the school year in which the childrearing leave commenced. The Superintendent will send the teacher a reminder letter by January 1. Such leaves cannot be consecutive except as required by law. If both

parents teach in the Westborough Public Schools, only one at a time may take leave under the terms of this Article.

A domestic partner or spouse will be entitled to use up to 12 consecutive days of accrued sick time for a childrearing leave of absence for the birth or adoption of their own child. The sick leave bank may not be accessed for this leave.

Such leaves cannot be consecutive except as required by law. If both parents teach in the Westborough Public Schools, only one at a time may take leave under the terms of this Article.

H. FAMILY AND MEDICAL LEAVE ACT

A teacher who has been employed for one complete year shall be entitled to a leave of absence without pay for up to 12 consecutive weeks for birth, adoption, foster care placement of a child or if a serious health condition affects the teacher or the teacher's spouse, child or parent in accordance with the Family and Medical Leave Act. Upon return, the teacher will return to the same or similar job.

I. OTHER LEAVES

1. Leaves of absence with pay may be granted by the Committee, and leaves without pay may be granted by the Superintendent

2. Leaves of absence without pay for a period of up to two (2) years may be granted to pursue other interests or to pursue alternative careers.

3. All requests for such leaves must be submitted in writing to the Superintendent thirty (30) school days in advance of taking said leave. Leaves must commence at the beginning of the school year or at a natural academic break. Notification of intent to return must be in writing to the Superintendent by the previous February 1st for leaves that commenced before the start of the school year, and May 15th for leaves that commenced during the school year. The Superintendent will send the teacher on such leave a reminder by January 1st or April 15th, respectively.

VI. HOURS AND OTHER CONDITIONS OF EMPLOYMENT

A. TIME ON LEARNING

The superintendent will set time on learning as required by state law.

B. (i) BEFORE SCHOOL DUTY

Teachers will report to school to assigned places fifteen (15) minutes prior to the start of the official school day. A reasonable number of teachers will be assigned early morning duty to supervise pupils on school premises (no earlier than twenty-five (25) minutes prior to the teacher's normal reporting time).

B. (ii) AFTER SCHOOL DUTY

1. To fulfill professional duties, a reasonable amount of time in school is necessary after the pupils leave at the normal close of the school day. Consider forty-five (45) minutes as a guideline for the period of time a teacher remains after the regular close of the school day. Failure to meet professional responsibilities will be addressed in Article 8 (Supervision/Evaluation).
2. Coordination of meetings will be arranged by building principals and department heads or team leaders.

C. PROFESSIONAL TIME

1. During the academic year Professional Time will be provided by administration to allow teachers time to engage in professional development, training, common planning, cross curriculum planning, special education consultations, team meetings, and conferences. A portion of this time can be used for mandatory trainings and trainings on district-wide initiatives.

- a. There will be five (5) half days for all grades for professional development. There will be two additional half days for grades K-6 for parent conferences, which will be scheduled in October.
 - b. Every Monday there will be after school meetings that begin 15 minutes after the close of the school day and last for 45 minutes.
 - a. 1st Working Monday: Faculty Meeting
 - b. 2nd Working Monday: Department Meetings for grade 7-12 teachers & Team/Grade Level Meetings for PreK-6 teachers. As necessary and determined by department heads, release time will be provided for PK-12 cross school department meetings (Wellness, Fine Arts, ELL, Media Specialists)
 - c. 3rd Working Monday: Consult and Co-teaching Planning collaboration
 - d. 4th Working Monday: Curriculum Work and Professional duties and responsibilities
 - e. Two of the Monday meetings will be set aside to work on supervision and evaluation goals. One meeting will take place before October 15th and the second meeting will take place in April or May. Where possible these meetings will take place on a 2nd and/or 4th Monday. These days will be delineated in the calendar at the start of the year.
2. The Superintendent shall supply a tentative schedule of all PT sessions for the academic year to all teachers by the first full week of school and an agenda will be provided to all teachers fourteen (14) days before each PT session. At the end of the academic year, building principals will consult with their faculty for the professional development needs of their schools for the following year.
3. For K-6 grade level teams, there will be one (1) 30 minute team meeting block once a week. This block will not occur during lunch, but may precede or follow the end of the 22-minute lunch. The block may occur anytime throughout the day, and may, if necessary, abut the end of the school day. A portion of the meeting may occur after student dismissal.

D. EVENING MEETINGS

1. Teachers are to be at schools for a maximum of three (3) evening meetings during the academic year. At the building principal's discretion, if evening conferences are not needed at the building level, the time may be used for additional Professional Time, scheduled after the normal school day.
2. Released time may be provided for elementary teachers during regular hours to allow for evening parent conferences. Said evening conferences in no way will exceed the three (3) evening meetings as stated in Paragraph #1 above.

(Understood to mean school-wide, not system-wide.)

E. TEACHER WORK YEAR

1. The work year for teachers is 184 days. All days will be scheduled between the Monday preceding Labor Day and June 30. The breakdown is as follows:
 - 181 instructional days and one (1) professional development day OR 180 instructional days and two (2) professional development days;
 - one (1) orientation day;
 - one (1) PreK-6 day at the start of the teacher work year for classroom preparation
 - one (1) 7-12 day for classroom preparation/meetings at the start of the teacher work year
2. A one (1) day orientation for new teachers, department heads, and team leaders will be held during the week preceding the opening of school.
 - New Teachers will attend a two-day orientation during the week preceding the opening of school. These days are full days and may include: Orientation with district administrators and curriculum leaders, orientation with department and/or building administrators, technology orientation, and mentor meetings.

All new hires will participate in a two-year teacher intake/mentoring program.

1. The first year of the program shall be dictated by State regulations.
2. The second year of the program will consist of 8 sessions/12 contact hours of coursework with a reasonable amount of homework.
3. If a teacher is unable to attend one or more of the scheduled sessions, they must contact the Assistant Superintendent or their designee to arrange for make-up work as soon as they are made aware of the conflict.
4. Part-time teachers will be responsible for the number of sessions equivalent to their FTE. They must, at the start of their second school year, confer with the Assistant Superintendent, or their designee, to determine which sessions they must attend.
5. Upon completion of the second year of the program, teachers will receive 3 salary credits (pro-rated for teachers who do not attend all meetings or do not complete make-up assignments).

6. All new teachers will receive written notification of the obligations for the second year prior to employment.

F. DUTY FREE LUNCH

Teachers will have a duty-free lunch period of at least twenty two (22) minutes daily. All PK-6 teachers will be free from lunch duty except for the period of ten (10) days at the beginning of the school year and except in emergency situations.

G. ASSIGNMENTS FOR SECONDARY TEACHERS

1. Middle School - Teachers will be assigned a maximum of five (5) teaching periods per day, a minimum of one (1) preparation period per day and one (1) home base class per week. Teachers who are members of academic teams may be assigned up to five (5) team planning periods per week. Other assigned duties may include, but not be limited to, study/lunch duty, team meeting, study duty, skill center duty, and student related conferences.

Lunch supervision will be on a voluntary basis. Teachers who apply for said duty will receive \$8.00 per lunch period. Teachers may be assigned cafeteria duty in extraordinary situations.

2. High School

- a. Senior High School teachers will be assigned a maximum of five (5) teaching periods and a minimum of one (1) preparation period each day. Teachers will not be required to perform lunch and study duty, except in extraordinary situations. Teachers who cover this duty will receive \$8.00 per lunch period.
- b. When a substitute cannot be obtained, teachers who are normally assigned four (4) periods each day may be assigned to substitute for one (1) additional period.
- c. Teachers will announce and distribute to their students the posted hours during which they will be available for extra help.

3. Secondary specialists, such as art, music, physical education teachers, and special education teachers will be scheduled so that their average weekly schedule will be comparable with sub-paragraphs 1 and 2 above.

4. Secondary teachers who teach classes which do not meet every day may, on occasion, be scheduled to teach six (6) classes on a given day, but their weekly average will be comparable with sub-paragraphs 1 and 2 above.

5. Teachers of advanced placement classes and department heads may be assigned five (5) classes. In making any assignment of a fifth class to a High School department head, the principal shall consider the size and scope of the department.

H. ASSIGNMENTS FOR ELEMENTARY TEACHERS

1. Elementary teachers will not be expected to teach art, music or physical education (replacing teachers who are certified in these areas) or cover classes in these areas, but may use these four (4) periods as their preparation periods.
2. Elementary specialists, such as art, music, physical education and special needs teachers will be scheduled so that they will have the equivalent of four (4) preparation periods a week.
3. Every effort will be made to continue to provide five (5) preparation periods per week for all PK-6 teachers and to continue to consolidate time blocks for preparation time for the elementary specialists. In the event that a specialist is not available and a substitute teacher is not available, a comparable preparation period will be provided to the classroom teacher within the next ten school days.
4. Lunch supervision will be on a voluntary basis. Teachers who apply for said duty will receive \$8.00 per lunch period. Teachers may be assigned cafeteria duty in extraordinary situations.
5. On half-days of school, teachers who are assigned to half-day kindergarten will have their classes released on the same schedule as full-day kindergarten and other elementary teachers.

I. ASSIGNMENTS FOR SUPPORT TEACHING STAFF

1. At the request of the principal, Support Teaching Staff such as Counselors, Occupational Therapists, Physical Therapists, Speech Language Pathologists, BCBAs, and Psychologists may occasionally need to meet during times in which school is not in session. The scheduling of time will not exceed the number of contractual hours required to work on a typical day. Ample notice and compensatory time will be given to the teacher prior to the scheduled meeting request.
2. At the initiation of the support teacher (Counselors, Occupational Therapists, Physical Therapists, Speech Language Pathologists, BCBAs, and Psychologists) and agreed upon with the principal, support teachers may volunteer to provide student support services during times in which school is not in session. The scheduling of time will not exceed the number of contractual hours required to work on a typical day. Ample notice and compensatory time will be given to the support teacher prior to the scheduled service delivery request.

J. VACANCIES

1. The Superintendent shall post on the district's website and electronically notify teachers and shall send to the Association President by email at least two days in advance of such posting notices of all vacancies in the Teachers' Unit which the School District intends to fill.
2. Such notices will include a job description, salary range, and the closing date of applications.
3. Except in emergency cases, no vacancy will be filled until such vacancy shall has been posted for seven (7) school days. Vacancies during the summer vacation period will be posted for seven (7) business days, after notice has been electronically sent to the Association president.

4. Any teacher certified in the area of a vacancy who applies in writing shall be given consideration and interviewed by the appropriate supervisor or administrator designated by the Superintendent of Schools.

5. When the Committee creates a new bargaining unit position, it will fulfill its bargaining obligation in accordance with M.G.L. Chapter 150E.

K. EXISTING GENERAL WORKING CONDITIONS

1. All other existing general working conditions will be considered a part of this Contract.

2. No substantial changes will be made without involvement with the Association.

L. TUITION FOR DEPENDENTS

Any child of a teacher employed by the Westborough school system may attend the Westborough Public Schools at no cost to the teacher provided that the cost to Westborough does not exceed the average per pupil cost per grade. In the event that the Committee accepts the "School Choice Law" or the "School Choice Law" is modified in a way that negatively impacts this provision, the parties agree to renegotiate this provision. In the event that this provision is determined to conflict with any state or federal statute or regulation, this Section will automatically be removed from the collective bargaining agreement. Once a child is accepted, the child and future siblings shall be allowed to attend school through grade 12 subject to exclusions provided by the student handbook, and provided the child's parent remains a teacher employed by the Westborough Public Schools.

Beginning with the 2014-2015 school year the following criteria applies:

1. The teacher must be a full time teacher.
2. Availability of space is determined by the superintendent.
3. If more students apply than there are available spaces a lottery will take place.

M. TUITION REIMBURSEMENT

All teachers will be entitled to be reimbursed an amount not to exceed \$625 for approved graduate courses, professional development conferences/workshops, or continuing education units needed for a professional license. If the amount requested exceeds \$70,000, reimbursement shall be pro-rated on the basis of credits or CEUs so the cap is not exceeded. If the total requested does not exceed \$70,000, the balance shall be prorated among those who have applied for reimbursement for a second course or program.

Members may submit multiple receipts from approved courses/conferences/workshops. These receipts, in total, will be considered the same as one graduate course and will be reimbursed in accordance with the terms of the above paragraph.

Members holding additional professional licenses will be permitted to apply for tuition reimbursement in order to maintain the additional licenses.

The district shall attempt to provide in-service classes necessary for re-certification for all teachers, including new mandates from DESE. Those members whose areas of certification are not provided for in the district's professional development offerings shall be allowed to pursue PDPs at conferences in the same manner as those who require CEs/CEUs.

N. SCHOOL HEALTH AND SAFETY

The District's Employee Handbook will contain the School Committee's policies on Staff Protection, Staff Health and Safety, and Safety Program. Members of the Administration, staff and School Committee will meet at least once each year to review the policies and make recommendations for any changes.

O. JOINT LABOR MANAGEMENT COMMITTEE

A joint labor management committee shall be established. The committee shall consist of (8) members, four (4) selected by the president of the Association and four (4) selected by the chair of the School Committee. The committee will meet monthly during the school year to discuss matters of mutual concern.

P. SCHOOL ASSIGNMENT

Prior to June 1, teachers will be notified of their tentative program for the following year, including the school assignment and grade level.

Q. TRANSFERS

1. Voluntary Transfers

- a. Teachers who desire a change in grade and/or subject assignments or who wish to transfer to another building shall file a written statement of such desire with the Superintendent not later than March 1, unless the position in which the teacher is interested becomes vacant subsequent to March 1. In the latter case, the statement must be filed within ten (10) school days of the vacancy.
- b. If the statement is filed by March 1, the Superintendent shall notify the teacher as to the disposition of the request no later than June 1. If the statement is filed after March 1, the Superintendent shall notify the teacher as soon thereafter as practicable.
- c. If a change in teaching assignments is anticipated in a particular building due to enrollment variations for the upcoming school year, the Superintendent or his/her/their designee will make a good faith effort to inform teachers in that school throughout the process to allow teachers to consider a change in assignment.
- d. Voluntary transfer opportunities shall be posted as stated in Section J.1.

2. Involuntary Transfers

When the Superintendent determines that an involuntary transfer is necessary, and that it is in the best interest of the students, the Superintendent will meet with the teacher and the

WEA/MTA representative to explain the reason(s) at least 10 school days prior to said transfer if an emergency situation arises during the school year, or before June 1st if the transfer is effective for the following school year.

VII. REDUCTION IN FORCE

A. GENERAL PROCEDURE

1. If for any reason the Committee deems it necessary to reduce teaching staff in accordance with a decline in enrollment, reorganization, budget limitations, or as other circumstances may warrant, the following procedures will be followed:
 - a. In the event a reduction in the number of professional status teachers is deemed warranted by the Committee and such reduction cannot be effected through the normal attrition process, the provisions in this Article will be applied to determine which professional status teachers are to be laid off.
 - b. In the event of a reduction in force, the rights of teachers not on professional status will be limited to those provided by statute unless specifically and expressly provided by this Article.
2. Professional status teachers will be laid off according to the procedure below:
 - a. The least senior teacher in the affected discipline will be laid off first.
 - b. Additional layoffs within the same discipline will be in inverse order of seniority.
 - c. Exceptions to the above may be made when it can be demonstrated that the performance of a senior teacher in the affected discipline is less than satisfactory and/or that the junior teacher must be retained to preserve an existing program.
 - d. Once it is determined by the Committee to reduce a full-time position to part-time position, a job description will be posted and volunteers will be sought to transfer into the part-time position.
 - i. If no qualified volunteer is transferred to the newly created part-time position, the Reduction-In-Force procedure outlined in this section will be implemented.
 - ii. A teacher so reduced, or done so voluntarily, to part-time status will retain all professional status and seniority rights and will continue to earn seniority in accordance with this Article.
 - iii. A teacher whose hours are reduced, whether voluntarily or through a Reduction-in-Force, will have the option to be restored to full-time status whenever a position becomes available.
3. For the purpose of this Article, the discipline is defined as the current certificate held under which the teacher is currently working. Certificate categories are defined by the Department of Education.

4. Seniority

- a. Seniority in discipline will mean length of continuous service in a professional capacity in the Teachers' Unit in the Westborough Public Schools, such service computed in years, months, and days. Service is deemed to start on the first day professional duties are performed in the Westborough Public Schools. A teacher will be listed on the seniority list of the discipline in which he/she/they is currently teaching a majority of the time if it becomes necessary to reduce the force of professional status teachers in a particular discipline. Ties in length of service shall be resolved by the date of hire letters. In the event that the dates of hire letters are identical, the tie shall be resolved by comparing the teachers' Social Security numbers. The teacher whose Social Security number has the higher numerical value shall be deemed to be more senior.**
- b. A professional status teacher who is to be laid off in a particular discipline and is qualified to teach in another discipline will be placed in the second discipline for the purpose of determining if he/she/they or another teacher from the discipline is to be laid off. In making a determination of "qualified" pursuant to this Article, the Committee shall consider:
 - i. certification;**
 - ii. major and minor fields of concentration;**
 - iii. teaching experience in Westborough in the discipline;**
 - iv. teaching experience outside the system in the discipline;**
 - v. related experience in business and industry;**
 - vi. professional development experience in the discipline within the past five years.****
- c. An unpaid leave of absence approved by the Committee for a teacher will not be deemed to constitute a break in service; however, time spent in such status will not be included in the computations of the total length of service if it exceeds twenty (20) school days in any school year.**

B. SENIORITY LIST

A list specifying the seniority of each teacher shall be prepared by the Superintendent, and 6 copies will be forwarded to the President of the Association by October 15. If no challenge to the list is made by the Association within thirty (30) calendar days of receipt of the list, the list will stand as written. Final copies will be sent to each school.

C. NOTIFICATION

Teachers to be dismissed under the provision of this article will be notified of such in writing no later than May 15 of the school year preceding the school year in which the reduction is to be effective.

D. RECALL

- 1. A professional status teacher laid off under this Article shall have recall rights for a two (2) year period commencing on 1 July following the last school year he/she/they taught before being laid off.**

During the recall period, the laid off teacher will have preference for any vacancy or new position for which he/she/they is eligible in accordance with the experience criteria established in paragraph A.4. above.

- a. A laid off teacher will be given priority on the substitute list during said recall period if the teacher has so requested in writing to the Superintendent.
2. A teacher to be recalled shall be so notified at the last address on file with the Superintendent by registered or certified mail and a copy of such notice will be forwarded to the president of the Association. If the teacher fails to respond affirmatively to the recall within two (2) weeks of the date of mailing of the notice, the teacher will forfeit all recall rights under this Article.
3. A teacher recalled under this Article will be given full credit for prior service in the Westborough Public School where length of service in the discipline is being computed. However, time spent awaiting recall while not employed by the Committee will not be included in the computation. Placement on the salary schedule shall be done in a manner consistent with the conditions of the previous sentence. Sick leave benefits and professional status to which a teacher was entitled at the time of layoff will be restored in full upon recall.
4. During the first year of the recall period, teachers will be entitled to retain membership in group life and medical insurance plans of the Town of Westborough provided that the teacher pays 100% of the premium cost (no part of the premiums to be paid by the Committee or the Town of Westborough) and providing that the applicable carrier allows such inclusion. If the teacher forfeits recall rights as specified in Section D.2. of this Article, then the insurance coverage under this paragraph is also forfeited.
5. In recognition of the fact that a layoff is treated as an involuntary leave of absence without pay with recall rights under this Article, a teacher who accepts such leave in lieu of dismissal agrees, in writing, not to exercise any present rights that they may have pursuant to General Laws, Chapter 71, Section 42.

E. ADMINISTRATIVE RIGHTS

Administrators will be credited in seniority computations with all service in a teaching capacity in the Westborough Public Schools.

F. GRIEVANCE AND ARBITRATION

Dismissal of a professional status teacher under A.1. and 2. and determination of qualifications under A.4.b.(1) of this Article will not be subject to the grievance and arbitration provisions of this Agreement except as to the questions of (1) whether the Committee considered the criteria of Section A.2. and/or A.4.b. of this Article and (2) whether the decision of the Committee was predicated upon the aforementioned criteria. In the event the arbitrator finds that the Committee considered the aforementioned criteria and that the decision of the Committee was predicated upon said criteria, the grievance will be dismissed. In the event the arbitrator finds that the Committee did not look at the aforementioned criteria or that the decision of the Committee was not predicated upon said criteria, the sole remedy available to the arbitrator will be to refer the case back to the Committee for consideration

in accordance with this Article. The arbitrator will not under any circumstances substitute his/her judgment for that of the Committee.

VIII. TEACHER EVALUATION

The teachers under this contract shall be evaluated in accordance with the procedures in the most current agreement between Westborough Education Association and Westborough School Committee on teacher evaluation, with procedures dated July 1, 2018-June 30, 2021 as such may be amended from time to time in writing by the parties.

A. EVALUATION REVIEW COMMITTEE

An Evaluation Review Committee consisting of 12 members (one teacher from each school appointed by the WEA President; 3 principals and 3 administrators appointed by the Superintendent and co-chaired by a WEA and administration appointee) will meet at least once a year to review and make recommendations for revising our procedures to the WEA and School Committee. Both bodies must approve any changes in the procedures.

B. REOPENER FOR DESE REGULATIONS

Parties agree to reopen Article VIII: Teacher Evaluation to address any changes necessary or desirable as a result of new evaluation regulations from the DESE.

IX. SMOKE-FREE SCHOOLS

Effective September 1, 1994, the Westborough Schools will be smoke-free.

X. DURATION

A. This contract shall remain in force until 30 June 2023 and the signature of the current President of the Association and the current Chairman of the Committee will appear on said contract, with the date that the contract is signed. It may be amended by the agreement of the same parties who have been identified in the RECOGNITION CLAUSE of this contract. It will be renewed automatically for a period of one year from the expiration date each year unless one of the parties will have notified the other at least sixty (60) days before the expiration date that it will not accept renewal.

B. This contract is a complete contract between the parties covering all subjects of bargaining for the term hereof. The Committee shall not be under any obligation to negotiate with the Association any modifications or additions to this contract which are to become effective during the term hereof.

C. In the event that agreements are mutually reached on a voluntary basis between the Committee and the Association, they will be reduced to writing, will be signed by the Committee and the Association and will become an addendum to this contract.

XII. SAVINGS CLAUSE

If any provisions of this Agreement or any application of the Agreement to any teacher or group of teachers will be found to be contrary to law or regulations, then such provision or application will not be

deemed valid and subsisting, except to the extent permitted by law or regulations, but all other provisions or applications will continue in full force and effect.

Agreed to this 5th day of February 2020.

**WESTBOROUGH EDUCATION
ASSOCIATION**



William G. Parsons, President




Matthew Huse

**WESTBOROUGH SCHOOL
COMMITTEE**



Sara Dullea, Chairperson



Stephen Doret

CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES STIPEND LISTING

The Co-Curricular and Extra-Curricular Stipends will appear in a separate agreement which shall include changes recommended by the Stipend Committee to the Association and the School Committee provided that such recommended change(s) has/have been approved by the Association and the School Committee.