

*AGREEMENT BETWEEN*

*THE*

*GROTON BOARD OF EDUCATION*

*AND*

*CSEA, SEIU LOCAL 2001*

*GROTON PARAPROFESSIONALS CHAPTER*

For the Period  
July 1, 2016 - June 30, 2019

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## **AGREEMENT**

This Agreement is made and entered into by and between the Groton Board of Education (hereinafter referred to as the "Board") and the CSEA, SEIU Local 2001, Groton Paraprofessionals Chapter (hereinafter referred to as the "Union").

### **ARTICLE I RECOGNITION**

The Board recognizes CSEA, SEIU Local 2001 as the exclusive representative for all regular full-time employees of the Groton Board of Education who are classified as a Paraprofessional I, Paraprofessional II, Library Technical Assistant (LTA), ELL, and Tutor employees in the Groton public schools for twenty (20) hours or more per week for the purposes of collective bargaining under the Municipal Employee Relations Act.

### **ARTICLE II RIGHTS AND RESPONSIBILITIES OF THE BOARD OF EDUCATION**

- 2.1 Unless expressly and specifically limited, modified, abridged or relinquished by a specific provision of this Agreement, and whether exercised or not, the rights, powers and authority heretofore held by the Board of Education, pursuant to any charter, general or special statute, ordinance, regulation or other lawful provision, over the complete operation, practices, procedures and regulations with respect to employees covered by this Agreement shall remain solely and exclusively in the Board, including, but not limited to, the following: to determine the standards of services to be offered by Board employees; to determine the standards of selection for Board employment; to direct its employees; to take disciplinary action; to relieve its employees from duty because of lack of work or for other legitimate reasons; to issue reasonable rules, policies and regulations, including those affecting working conditions and, from time to time, to change those rules and policies and enforce said policies and rules; to maintain the efficiency of governmental operations; to determine work schedules; to determine the methods, means and personnel by which the Board's operations are to be conducted; to determine the content of job classifications; to exercise complete control and discretion over its organization and technology of performing its work; and to fulfill all of its legal responsibilities. Except where another specific provision of this Agreement is involved, the exercise of the above-listed rights shall not be subject to the grievance and arbitration procedure.
- 2.2 The Groton Board of Education may hire part-time classroom assistants for fewer than twenty (20) hours per week to perform the work presently being performed by full-time bargaining unit members under the following conditions:
- a. When a bargaining unit vacancy occurs as the result of attrition, and

- b. When educational goals dictate a change in school programs, schedules and/or curriculum, and
- c. When such a change makes the use of part-time rather than full-time classroom assistants appropriate.

The Board shall notify the Union prior to any such hiring. If the Union and the Board disagree as to whether a hiring decision is allowed pursuant to this Section, the parties agree to arbitrate the matter under the jurisdiction of the American Arbitration Association, in accordance with its expedited arbitration rules. The Union must state its objection and demand for arbitration within fifteen (15) calendar days from receipt of the notice of the Board's intention to hire. The parties agree that no hiring pursuant to this Section will take place until a decision has been rendered by the arbitrator.

### **ARTICLE III AGENCY SHOP AND DUES CHECKOFF**

- 3.1 All employees in the unit who are Union members on the effective date of this Agreement, or who afterward join, must remain members to the extent of paying monthly dues uniformly required of all members for the duration of this Agreement as a condition of continued employment.
- 3.2 All employees in the unit who are not Union members on the effective date of this Agreement shall, as a condition of continued employment, commencing sixty (60) days after the effective date of this Agreement, join the Union or pay to the Union each month a service charge as a contribution toward the cost of administration of this Agreement; provided, however, that no employee shall be required to comply with this section before the completion of his or her first thirty (30) work days of employment. The amount of such service charge shall be equivalent to the proportionate costs of collective bargaining, grievance adjustment and contract administration. The Union shall give two (2) months' notice prior to any change in the service charge amount.
- 3.3 Dues Check off. Upon receipt of individual written authorization from bargaining unit members, the Board agrees to deduct Union dues or service charges monthly from earned wages and remit these amounts promptly to CSEA, SEIU Local 2001 not later than the last day of each month.
- 3.4 The Union agrees to indemnify and to hold the Board harmless against any and all claims, demands, suits or other forms of liability that shall, or may, arise out of, or by reason of, action taken by the Board for the purpose of complying with the provisions of this Article.
- 3.5 The provisions of sections 3.1, 3.2, 3.3 and 3.4 above shall be in effect only if CSEA, SEIU Local 2001 is the sole and exclusive bargaining representative for the employees covered by this Agreement.

## **ARTICLE IV SELECTION AND APPOINTMENT**

- 4.1 The Superintendent or his/her designee shall be responsible for the selection, employment, assignment, transfer and dismissal of all persons covered by this Agreement. It is expected that the school principal and/or unit supervisor will aid in the selection of applicants for positions within their schools or units.
- 4.2 Newly hired employees shall be considered probationary and shall obtain no rights under Article XV (Grievance Procedure) or Article XIX (Seniority, Reduction in Staff, Recall) of this Agreement until they have been continuously on the payroll of the Board for a period of ninety (90) days while schools are in session. During this probationary period, employees shall be paid at Step 1, and may be discharged or disciplined at the will of the Board, and neither the employee nor the Union shall have recourse to the grievance procedure contained in this Agreement. Upon successful completion of probation, employees may, in the discretion of the Employer, be granted credit on the step schedule for previous experience.
- 4.3 Notice of vacancies and/or new positions shall be posted electronically on the district's website for four (4) working days. When notice is posted, the name of the position and school location shall be included. Any person interested in the position must apply, in writing, to the Human Resource Office within three (3) working days. Appointments to positions will be made by the Superintendent or his/her designee on the basis of the applicant's qualifications.
- 4.4 A written notice of resignation should be filed at least two (2) weeks in advance of the effective date of resignation.
- 4.5 Classroom assistants wishing to be transferred to another school or assignment must file such request with the Human Resource Office prior to April 30 of each year.
- 4.6 The employer shall state in external job postings that wages shall be in accordance with the collective bargaining agreement with SEIU Local 2001.

## **ARTICLE V SALARY**

- 5.1 The salary schedules of all positions covered by this Agreement are set forth in Appendix A, which is attached hereto and made a part of this Agreement.
- 5.2 Overtime will be paid at one and one-half (1-1/2) times the regular rate for all full-time persons who work beyond forty (40) hours in a work week, as per State law. Prior approval to work overtime must be obtained from the Superintendent or his/her designee by the school principal or unit supervisor.

## **ARTICLE VI WORK SCHEDULES**

- 6.1 The workweek shall coincide with the school calendar. The workday for full-time employees will be six (6) to eight (8) hours per day, and the work year will be one hundred eighty-one (181) days unless otherwise authorized, plus one (1) mandatory in-service training day per year. Employees must be present for the entire in-service in order to be eligible for pay. Any revisions in employee work schedules for the ensuing school year shall be posted no later than August 15.
- 6.2 Classroom assistants will be permitted to leave upon conclusion of the all day mandatory in-service training program, but shall be paid for all hours which their attendance is required but a minimum of six (6) hours for attendance at any such program.
- 6.3 The Board may schedule mandatory professional development training on Election Day and Employees will be paid for all hours for which their attendance is required.
- 6.4 If the Board requires attendance of a classroom assistant at a workshop or seminar, payment shall be made at the regular hourly rate, in addition to reimbursement of fees for attendance.
- 6.5 The Board shall designate mandatory in service training days when the school calendar is released.
- 6.6 The work year will consist of the days in the student school year plus an additional half day within three days of the first day of school as scheduled by the administration.

## **ARTICLE VII [RESERVED]**

## **ARTICLE VIII SALARY PAYMENTS**

Wage payments to all persons covered by this Agreement shall be made bi-weekly (once every two weeks) by direct deposit during the work year for hours worked based on time records.

## **ARTICLE IX TRAVEL**

All assigned travel for school business will be reimbursed at the IRS published reimbursement rate.

## ARTICLE X HOLIDAYS

10.1 All persons covered by this Agreement will observe school closings, as indicated in the school calendar, without compensation.

10.2 The following days shall be considered paid holidays:

<u>Classification</u>	<u>Paid Holidays</u>
Paraprofessional I	New Years Day Labor Day Martin Luther King Day Columbus Day Presidents' Day Veterans' Day Good Friday Thanksgiving day Day After Thanksgiving Memorial day Christmas
Paraprofessional II	<b><u>No paid holidays</u></b> (Effective 2014-15, Thanksgiving, Day after Thanksgiving, Christmas and New Year's Day)
Library Technical Asst.	New Year's Day Labor Day Martin Luther King Day Columbus Day Presidents' Day Veterans' Day Good Friday Thanksgiving day Day After Thanksgiving Memorial day Christmas *Pay for an additional day (to recognize both Lincoln's and Washington's birthdays), will be made in the second paycheck of February
Tutor	Thanksgiving, Day after Thanksgiving, Christmas and New Years Day
ELL	Thanksgiving, Day after Thanksgiving, Christmas and New Years Day

If the holiday falls on a weekend, the holiday shall be observed on the weekday nearest the holiday, provided that it is not a scheduled school day. If school is in session on a

scheduled paid holiday, another date when school is not in session shall be established by the Superintendent.

- 10.3 To qualify for holiday pay, the employee must work the full scheduled workday immediately preceding and following the holiday, except in extraordinary circumstances approved in advance. Failure to meet this requirement will result in forfeiture of holiday pay.
- 10.4 Employees will be paid a regular full days' pay for the following days, regardless of whether such days are early dismissal days provided they work that day until the time of dismissal: (1) the day before Thanksgiving; (2) the day before the Christmas break; and (3) the last day of school.
- 10.5 When the Superintendent announces that the normal school day will be modified due to either a delayed opening or early release because of inclement weather, all paraprofessionals, tutors, LTA, and ELL employees will be paid for their normal work hours for the first six incidents in the school year for either delayed openings or early dismissals. Beginning the 7th modified day, all paraprofessionals, LTA, tutors, and ELL employees will not be paid for the time lost due to a delayed opening or early dismissal.

#### **ARTICLE XI ABSENCE**

- 11.1 Employees per classification shall accrue the following amount of paid time off to be used as 'sick days.'

		<b><u>Total Accumulation Allowance</u></b>
Paraprofessional I	15	125
Paraprofessional II	9	60
LTA	15	150
Tutor	9	60
ELL	9	60

Upon completion of the probationary period outlined in Article IV Selection and Appointment 4.2, newly hired members will receive prorated sick days based upon the number of months of service in the contract year from the hire date to the end of the current contract year.

- 11.2 Upon completion of the probationary period of employment, Paraprofessional I and Library Asst. will be entitled to a total of seven (7) personal leave-of-absence days annually with full pay. Such days, which shall not accumulate from year to year, will be permitted for the following reasons:



- a. observance of religious holidays by members of faiths that require absence from work on such holidays;
- b. critical situations resulting from illnesses or death in the immediate family (father, mother, brother, sister, spouse, child, grandmother, grandfather, grandchild, in-laws or persons residing in the same household as the employee);
- c. involuntary legal involvements;
- d. emergencies of a personal nature (not to exceed two (2) days annually). No personal leave-of-absence day shall be permitted unless a written request is approved by the Superintendent or his/her designee, after recommendation by the employee's school principal or unit supervisor. All requests shall be made as far in advance as possible, but no later than 48 hours in advance. Any such request will not be recognized unless the reason for requesting the personal day is stated in sufficient detail to apprise the Superintendent or his/her designee of the reasons for the request. In cases of emergency, such written statement, stating the reasons and circumstances surrounding the emergency shall be submitted no later than 24 hours after the employee's return to work. Failure to comply with this paragraph shall result in denial of personal leave, loss of pay for any day taken off and any other disciplinary measures deemed appropriate by the administration.

Paraprofessional II, Tutor, and ELL employees shall be entitled to three (3) paid days off for bereavement in the event of a death of a father, mother, brother, sister, spouse, child, grandmother, grandfather, grandchild, in-laws to attend a funeral or similar service. Verification of death shall be provided on request.

- 11.3 If a full-time employee covered by this Agreement, is called to jury duty, full salary, less an amount equal to that received as a juror, shall be paid.
- 11.4 Whenever an employee included in this Agreement is entitled to receive Workers' Compensation benefits, the Board shall pay the difference between the employee's normal weekly take home pay (after mandatory payroll deductions) and the amount of weekly Workers' Compensation benefits. The entitlement under this provision shall not exceed 60 calendar days and such absence shall not be charged to that person's accumulated sick leave.
- 11.5 A deduction equal to one day's pay shall be charged for each day of unauthorized absence. However, nothing contained herein shall limit the authority of the employer to take disciplinary action, up to and including termination of employment, for any unauthorized absence.

- 11.6 Maternity leave shall be granted in accordance with applicable state and federal law.
- 11.7 Unpaid leaves of absence may be granted at the sole discretion of the Superintendent or his/her designee under conditions described by the Superintendent or his/her designee, to include:
- a. No step advancement;
  - b. No sick leave, personal leave, holidays or insurance benefits;
  - c. No accumulation of seniority, but no break in service;
  - d. No unemployment compensation;
  - e. No employment elsewhere;
  - f. Date of return to employment shall be stated at time of leave request;
  - g. Failure to return on scheduled date of return shall constitute resignation;
  - h. Upon return from leave, an effort shall be made to place the employee in the same, or a comparable position.
- 11.8 Short term unpaid leaves of absence may be granted at the discretion of the Superintendent of Schools, not to exceed ten (10) days. If granted, such leave shall be without pay, but without loss of benefits.

## ARTICLE XII INSURANCE

- 12.1 Upon application, each full-time employee in the classification listed below may participate in the following insurance programs or equivalent plans. Coverage shall be as set forth below or the equivalent. Failure to submit a properly executed payroll withholding authorization card for this purpose shall result in a waiver of health insurance coverage.

Employee Insurance Cost Share Percents (Medical, Rx, Dental)				
Year	2016-17		2017-18	2018-19
Classification	Individual	Family	Individual/ Family	Individual/ Family
Paraprofessional I	19%	19%	17%	18%
LTA	19%	19%		

- a. For year 2016-2017 only: Blue Cross/Blue Shield Century Preferred Plan (PPO) with Managed Benefits (or equivalent), with the following co-payments:

- Office Visits/Primary Care - \$25
- Office Visits/Specialist - \$30
- Emergency Room - \$150
- Urgent Care - \$50
- Walk-In Clinic \$25
- Outpatient Surgery or procedure - \$100

- Inpatient hospitalization - \$300
- High Cost Diagnostic - \$75 (\$375 annual maximum)

Prescriptions (Commercial Version): co-payment: \$10 generic; \$25 brand-formulary; \$40 brand-nonformulary; unlimited annual maximum; mail order two times retail co-pay for 90 day supply.

b. Effective July 1, 2017: Anthem Luminos High Deductible Health Plan (HDHP) with Managed Benefits (or equivalent), shall be the health plan offered to employees with the following copayments:

Deductibles \$2,000/\$4,000 (funded 50% by Board)  
 Coinsurance 100%: \$2,000/\$4,000 OOP Max  
 Out of Network 30% coinsurance; \$4,000/\$8,000 OOP Max

Notwithstanding the foregoing, former Paraprofessional II's who regularly work 30 hours or more, who heretofore have not been eligible for insurance coverage shall be eligible for the following plan only:

Deductibles \$5,000/\$10,000  
 Coinsurance 100%  
 Prescription Co-pays After deductibles are met  
 Out of Pocket Maximums \$5,800/\$11,600

- c. Basic dental insurance, including Riders A and C - individual only.
- d. The employer shall purchase life insurance at no cost to the employee in the classifications listed below for the following benefit amounts:

	Life Insurance Benefit Amount
Paraprofessional, Tutor, ELL	\$10,000.00
LTA	\$30,000.00

12.2 Upon application, all new full-time employees shall become eligible for the benefits listed in "a" above on the first day of the month following thirty (30) days of full time employment.

12.3 The Board may substitute carriers, administrators or plans, provided that the substitute plan is equal to or better, on an overall basis, to the above –referred plans in terms of coverage, benefits and administration.

### **ARTICLE XIII SEVERANCE PAY**

- 13.1 Upon the death or retirement of an employee with at least twenty (20) years of service as a Paraprofessional I for the Groton Board of Education, a lump sum payment shall be made to such retiring employee (or to the estate of a deceased employee) in lieu of a pension benefit, equal to \$500 times the number of full years of continuous service as a classroom assistant in Groton; Paraprofessional II's/Tutor and ELL shall be eligible for \$250 times the number of years of continuous service.
- 13.2 Unless specifically excluded by the Town Retirement Plan, full time Library Technical Assistant employees are required to participate in the Town of Groton Retirement System as it may be amended from time to time. A copy of the current retirement plan may be obtained at the Town Business Office.

### **ARTICLE XIV DISCIPLINE**

Employees are subject to disciplinary action, up to and including dismissal for just cause. Just cause shall include, by way of example, but shall not be limited to, the following: dishonesty, violation of rules and policies of the Board, excessive unexcused absenteeism or tardiness, sick leave abuse, insubordination, falsification of employment applications or Board records, violation of Article XVII of this Agreement, intentional injury to person or property, a third documented warning for incompetence or inefficiency, or other due and sufficient cause.

### **ARTICLE XV GRIEVANCE PROCEDURE**

- 15.1 A grievance is limited to and defined as a claimed misinterpretation or application of a specific section or article of this Agreement to an individual employee. A grievance must be in writing and must set forth the specific section(s) of this Agreement alleged to have been misinterpreted or misapplied, and the specific relief requested.
- 15.2 Within ten (10) working days of the occurrence which gives rise to the grievance, an employee must present a written statement of the grievance to the Superintendent. Within ten (10) working days of receipt of the grievance, the Superintendent shall hold a conference with the employee. The Superintendent will express his/her findings, in writing, within ten (10) working days. **FAILURE TO FILE A WRITTEN GRIEVANCE WITH THE OFFICE OF THE SUPERINTENDENT OF SCHOOLS WITHIN THE PRESCRIBED TIME LIMITATION WILL RESULT IN A WAIVER OF THE GRIEVANCE.**
- 15.3 If the Union is not satisfied with the Superintendent's decision, he or she may file a written request for a hearing before the Board with the Superintendent within ten (10) working days of receipt of the Superintendent's decision. The Board or

its designated committee shall hold a hearing on the grievance within fifteen (15) working days of receipt of the written request, and shall render a decision within three (3) weeks of the hearing. This Board level hearing shall not be delegable by the Board to an administrator.

- 15.4 If the Union is not satisfied with the disposition of the grievance by the Board, a request for arbitration may be made before the American Arbitration Association. A request for arbitration shall be in writing and must be filed with the AAA no later than ten (10) working days from the date of the Board's decision. A copy of the request shall be immediately sent to the Board.
- 15.5 The arbitrator designated shall hear and decide only one (1) grievance at a time, unless mutually agreed to the contrary. The arbitrator's award shall be final and binding as provided by law. The arbitrator shall be bound by and must comply with all the terms of this Agreement and shall have no power to add to, subtract from or in any way modify the provisions of this Agreement.
- 15.6 Any grievance not taken to a higher level in the grievance procedure in accordance with the above time limitations shall be deemed settled on the basis of the last decision rendered by the Board's representative, and shall not be subject to further processing.
- 15.7 No rights of an employee shall be abridged as the result of an appeal.
- 15.8 For purposes of this Article, and for purposes of this Agreement, the term "Board" shall mean either the Board or any Central Office administrator designated by the Board and the term "Superintendent" shall mean either the Superintendent or any administrator designated by the Superintendent.

#### **ARTICLE XVI EMPLOYEE PROTECTION**

The Board agrees to protect the employees as provided for in § 10-235, Connecticut General Statutes.

#### **ARTICLE XVII NO STRIKE**

Pursuant to the Municipal Employee Relations Act, Connecticut General Statutes §7-467, et seq., no employees covered by this Agreement shall hinder the Board's operation by strike, work stoppage, slowdown, sympathy strikes or other unlawful activity, and the Board shall not pursue lockout tactics in any part of its operation.

#### **ARTICLE XVIII SCOPE OF AGREEMENT**

- 18.1 It is understood by both parties to this Agreement that this Agreement is an expression of policies and procedures which will continue the good relations established between the Board and the Union. This Agreement does not limit or

restrict in any way the Board, or bind the administration of the schools or any duly authorized representative of the Board in the discharge of duties and responsibilities as prescribed by the Board.

- 18.2 Any benefits enjoyed by Union members prior to this Agreement which have not been superseded by the provisions of this Agreement shall continue in effect.
- 18.3 Any reference to the "Board" or to any administrators in this contract shall be construed as references to the Groton Board of Education or its designees on whatever administrative level the Board so chooses.

#### **ARTICLE XIX SENIORITY, REDUCTION IN STAFF AND RECALL**

- 19.1 a. Effective July 1, 2014, the existing classifications of Paraprofessional I and Paraprofessional II, and any similar prior distinctions other than salary and for fringe benefits shall be eliminated and replaced with a single classification of Paraprofessional. The classifications of LTA, ELL and Tutor shall continue to exist.
- b. Effective July 1, 2013, all Paraprofessionals shall have either a high school diploma or General Education Development (GED) diploma, and:
- (1) completed at least two years of college; or
  - (2) obtained an associate's degree or higher; or
  - (3) passed a State of Connecticut Board of Education adopted paraprofessional, assessment, such as ParaPro, that assesses content knowledge in mathematics, reading and writing and an understanding of how to assist in the instruction of these topics.
- 19.2 a. Seniority shall be defined as an employee's continuous length of service within their classification, e.g. Paraprofessional, Tutor, LTA or ELL; however, that if an employee is reduced and subsequently recalled or rehired, such period shall not be considered a break in service if the period of layoff does not exceed eighteen (18) months.
- b. The District's personnel officer shall provide a seniority list by classification each October 15 to CSEA, SEIU Local 2001 and the Chapter President(s) including home addresses of each employee. The seniority list shall include all bargaining unit members employed by the District. The personnel office shall update the list any time a bargaining unit member is employed or resigns or retires.
- 19.3 a. The decision to reduce the number or the hours of staff shall be at the sole discretion of the Board. The Board shall, however, give at least two

(2) weeks' notification of layoffs, unless such layoffs are due to a change in a student's special education program.

- b. In the event that the Board determines that there shall be a reduction in number or hours of employees the reduction shall occur in inverse order of seniority.
- 19.4
- a. Laid off employees or employees whose hours are reduced shall have the right of recall for eighteen (18) months.
  - b. Employees shall be recalled to their classification in order of seniority.
  - c. If an employee refuses an offer of recall, he/she shall have his/her name removed from the recall list.
  - d. Employees on the recall list shall provide the District's personnel office with their up-to-date home addresses and phone numbers.
  - e. Employees must respond in writing to an offer of recall within seven (7) working days of posting of the job offer (ten (10) days during summer break), or his/her right of recall under this article shall terminate immediately. The employer shall send recall notices via certified and regular mail.
  - f. Any Paraprofessional recalled shall have the same benefits held prior to being laid off restored, subject to any applicable contractual changes which may have occurred during the layoff, and provided in no event shall an employee who was laid off enjoy any benefit which is greater than that of an employee who was not laid off.
  - g. Any recalled Paraprofessional must meet the eligibility requirements in 19.1(b) above in order to be recalled.

#### **ARTICLE XX NO DISCRIMINATION**

There shall be no unlawful discrimination against any employee covered by this Agreement based upon marital status, age, sex, race, creed, national origin, ancestry, religious belief or physical disability by either the Board or the Union. As used herein, the words "she" and "her" apply fully to all employees covered by this Agreement, regardless of gender.

#### **ARTICLE XXI SAVINGS CLAUSE**

If any portion of this Agreement is determined to be unlawful by a court or a legal agency of competent jurisdiction or by legislative enactment, the remaining portions of

the Agreement shall remain in full force and effect, consistent with prevailing principles of contract interpretation.

### ARTICLE XXII MISCELLANEOUS

#### 22.1 Labor Management Committee

Upon the request of the Union, the employer and the Union shall meet a minimum of twice a year to discuss workplace concerns. The employer committee shall consist of at least one designee from the board of education and the Superintendent. The Union committee shall be limited to five members. This committee shall not replace the grievance procedure.

#### 22.2 Health and Safety Committee

Upon the request of the Union, the employer and the Union shall meet at least once a year to discuss items of health and safety. The employer committee shall consist of at least one designee from the board of education and the Superintendent. The Union committee shall be limited to five members. This committee shall not replace the grievance procedure.

### ARTICLE XXIII DURATION

Except as otherwise stated herein, the provisions of this Agreement shall be in effect from July 1, 2016 through June 30, 2019.

Dated 10/28/2016

Michael J. Coogan  
CSEA, SEIU LOCAL 2001, GROTON  
PARAPROFESSIONALS CHAPTER

Dated NOV 7 2016

Heidi Hulseberg

Dated Nov. 7, 2016

Susan Plummer Shindler

Dated 11/01/2016

Kim Shepard West  
GROTON BOARD OF EDUCATION



## APPENDIX A CLASSROOM ASSISTANT WAGE SCHEDULE

### Hourly Wage Rates

#### Hourly Wage Rates for Paraprofessional<sup>1</sup>

Step		2016-17	2017-18	2018-19
1		--	--	--
2		--	--	--
3		12.28	--	--
4		12.52	12.77	--
5		12.78	13.04	13.35
6		13.03	13.29	13.61
7		13.29	13.56	13.89
8		13.56	13.83	14.16
9		13.83	14.11	14.45
10		14.10	14.38	14.73
11		14.39	14.68	15.03
12		14.67	14.96	15.32
13		14.97	15.27	15.64
14		15.26	15.57	15.94
15		15.58	15.89	16.27

<sup>1</sup> Former Paraprofessional II's and all new hires shall be paid according to the above salary schedule, and shall advance a step for each of years 2016-17, 2017-2018 and 2018-19. Effective July 1, 2016, former Paraprofessional IIs shall receive a GWI of 1.4%; effective July 1, 2017 a GWI of 2.0%; and effective July 1, 2018 a GWI of 2.4%.

Step		2016-17	2017-18	2018-19
16		15.88	16.20	16.59
17		16.20	16.52	16.92
18		16.53	16.86	17.26

**Hourly Wage Rates for Paraprofessional I<sup>2</sup>**

2016-17	2017-18	2018-19
18.13	18.40	18.70

<sup>2</sup> Effective July 1, 2016, Paraprofessional Is shall receive a GWI of 1.4%; effective July 1, 2017 a GWI of 2.0%; and effective July 1, 2018 a GWI of 2.4%.

**Salary Schedule for Tutor/LTA/ELL:**

Classification / Hourly Wage	2016-17	2017-18	2018-19
Tutor	27.17	27.58	28.03
LTA	20.35	20.66	20.99
ELL	27.17	27.58	28.03

Effective July 1, 2016, Tutor/LTA/ELL shall receive a GWI of 1.4%; effective July 1, 2017 a GWI of 1.5%; and effective July 1, 2018 a GWI of 1.62%.

## MEMORANDUM OF AGREEMENT

This MEMORANDUM OF AGREEMENT is made by and between the Groton Board of Education ("Board") and the CSEA, SEIU Local 2001 Groton Paraprofessional Chapter ("Union"). The Board and the Union are sometimes referred to herein collectively as the "Parties" or individually as a "Party."

WHEREAS, the Board and Union are parties to a collective bargaining agreement ("CBA") in effect until June 30, 2016; and

WHEREAS, the parties wish to allow the district to offer tuition assistance to paraprofessionals to enroll in a CDA (Early Childhood Development Credential) program for the purpose of staffing the needs of the Preschool and PreK programs in the district.

WHEREAS, for the purpose of coming to an agreement in this matter, and in consideration of the mutual promises and covenants contained herein, the Parties acting of their own free will, hereby agree as follows:

### NOW THEREFORE:

1. The Parties agree it would be beneficial to offer tuition assistance to paraprofessionals to assist with staffing the accredited Preschool and Pre K programs.
2. The district will provide 100% tuition reimbursement for a 12 credit CDA program at Three Rivers College or through an accredited online college or university.
3. Courses will be taken voluntarily, outside of work hours, on the employees own time and employees will not be paid by the district for time spent in class or conducting studies.
4. The employee will be placed on assignment in the program either during the period in which they are completing courses and/or after the completion of CDA program as need arises.
5. The paraprofessional must complete the program within two years of enrollment date.
6. The district will be allowed to hire paraprofessionals who meet the HQ requirements and willing to immediately enroll in a CDA program.
7. The district will be allowed to let paraprofessionals work in the Preschool and PreK programs while they are completing the necessary coursework for the CDA program.
8. Tuition assistance will be limited to a specific number of positions per year. An application process will be provided to consider interest in the program.

9. Availability of funds in the annual operating budget will dictate the number of positions per year in which tuition will be offered.

10. Current paraprofessionals and currently working substitute paraprofessionals will be given consideration prior to opening to external hires.

11. Selection of candidates for tuition assistance programs is at the sole discretion of the district and administration based upon the best interest of the program and its students.

12. Plan of study and proof of enrollment is required. The district will reimburse passing grade courses upon completion with proof of expenses and validated receipts for courses completed within two years of program enrollment date.

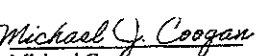
13. This Agreement shall not constitute a precedent for any future disputes or negotiations between the Parties.

Dated this 18<sup>th</sup> day of March 2016.

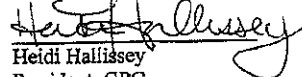
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