

AGREEMENT

between

TOWN OF WESTPORT SCHOOL COMMITTEE

and

AMERICAN FEDERATION OF STATE, COUNTY AND
MUNICIPAL EMPLOYEES
AFL-CIO, STATE COUNCIL 93, LOCAL #2667

UNIT C

This agreement, entered into by the Town of Westport School Committee, hereinafter referred to as the Employer, and Local 2667, State Council 93, American Federation of State, County and Municipal Employees, AFL-CIO, hereinafter referred to as the Union, has as its purpose the promotion of harmonious relations between the Employer and the Union, the establishment of an equitable and peaceful procedure for the resolution of differences, and the establishment of conditions of employment.

July 1, 2023 to June 30, 2026

TABLE OF CONTENTS

		PAGE
	PRINCIPLES OF AGREEMENT	4
ARTICLE I	RECOGNITION	4
ARTICLE II	MANAGEMENT RIGHTS	4
ARTICLE III	UNION DUES	5
ARTICLE IV	DISCRIMINATION AND COERCION	6
ARTICLE V	GRIEVANCE AND ARBITRATION PROCEDURE	6
ARTICLE VI	JOB SECURITY	7
ARTICLE VII	UNIFORM ALLOWANCE AND LICENSE FEES	7
ARTICLE VIII	JURY DUTY	8
ARTICLE IX	BEREAVEMENT LEAVE	8
ARTICLE X	HOLIDAYS – Full Time Personnel	8
ARTICLE XI	SENIORITY	9
ARTICLE XII	JOB POSTING AND BIDDING	10
ARTICLE XIII	SICK LEAVE	10
ARTICLE XIV	ATTENDANCE	12
ARTICLE XV	PERSONAL DAYS	13
ARTICLE XVI	PARENTAL LEAVE - FAMILY MEDICAL LEAVE	14
ARTICLE XVII	MILITARY LEAVE	14
ARTICLE XVIII	VACATION LEAVE	14
ARTICLE XIX	EMERGENCY CLOSING	15
ARTICLE XX	HOURS OF WORK	16
ARTICLE XXI	REST PERIOD	17
ARTICLE XXII	LEAVE OF ABSENCE	17
ARTICLE XXIII	WORKERS' COMPENSATION	17

ARTICLE XXIV	OVERTIME	18
ARTICLE XXV	UNION REPRESENTATIVE	18
ARTICLE XXVI	MISCELLANEOUS PROVISIONS	19
ARTICLE XXVII	WAGES	20
ARTICLE XXVIII	NEW EMPLOYEES AND SUBSTITUTES	24
ARTICLE XXIX	STABILITY OF AGREEMENT	24
ARTICLE XXX	SCOPE OF AGREEMENT	25
ARTICLE XXXI	NOTICE	25
ARTICLE XXXII	DURATION	25
ARTICLE XXXIII	NEGOTIATION AND TERMINATION PROCEDURE	25
ARTICLE XXXIV	EMPLOYEE EVALUATION	26
ARTICLE XXXV	ASSISTANCE IN ASSAULT CASES	26

Principles of Agreement

The Committee and the Union agree that the prime purpose of the Committee, the Administration, and all of the employees of the Committee is to provide education of the highest possible quality for the children of Westport. Every action taken and decision made by the Committee, the Administration, the teaching staff and all of the other employees shall adhere to this overriding principle. The parties recognize that this goal must be and can be accomplished within the limited financial resources available to the Committee.

Under the law of Massachusetts, the Committee has final responsibility for establishing the educational policies of the public schools of Westport. The Superintendent of Schools of Westport has responsibility for carrying out the policies so established. The employees of the Committee have the responsibility for providing education of the highest possible quality and this includes not only teaching but also all of the other services necessary to provide this education.

ARTICLE I

RECOGNITION

The employer recognizes the Union as the sole exclusive bargaining agent for the purpose of establishing conditions of employment of all Custodians, Maintenance Helpers, Maintenance Assistants, Food Service Managers, Food Service Staff, Clerical Staff, Teaching Assistants, Campus Supervisor/Lock-Restroom Monitors, and Specialized Providers (LPN, SLPA, COTA, PTA, Behavior Teacher Assistants). Teaching Assistants will be further subdivided into "Teaching Assistants" OR "Teaching Assistants Assigned to Work with Teachers in Self-Contained Special Education Classrooms".

The word "employees" as used in the agreement refers only to full time employees, whether said employees are employed on a full year basis or a school year basis.

The employer will not aid, promote, or finance any labor group or organization which purports to engage in collective bargaining, or make any agreement with any such group or individual for the purpose of undermining the Union or changing any condition contained in this agreement. All part-time employees shall receive all benefits on a pro-rated basis based on a full-time equivalency (FTE) of a forty-hour work week. All part-time employees shall accrue seniority and step increases based on the ratio of their hours of work to a FTE. The parties understand and agree that eligibility for health insurance shall continue to be governed by the statutory requirements and shall not otherwise be affected by pro-ration.

ARTICLE II

MANAGEMENT RIGHTS

1. The Committee is a public body established under and with powers provided by the laws of the Commonwealth of Massachusetts, and nothing in this Agreement shall be construed to derogate from or impair any power, right or duty conferred upon the Committee by law or any rule or regulation of any agency of the Commonwealth. Except where such rights, powers and authority are specifically relinquished, abridged or limited by the provisions of this Agreement, the Committee has and will continue to retain, whether exercised or not, all of the rights, powers and authority hereby reserved to it. Except when it can be clearly shown that conduct or action by the Committee is in violation of a specific provision of this Agreement, the right to

manage the business and affairs of the Committee, to operate the schools and to direct the working forces shall not be the subject of a grievance or arbitration proceeding hereunder.

2. The listing of the following specific rights of management in this Article is not intended to be a waiver or limitation of any of the rights of the Committee not listed herein. Such inherent management rights shall remain exclusively with the Committee, except as they may be shared with the Union by a specific provision or provisions of this Agreement.
3. Among those management rights are the following:
 - a. The right to hire, promote, train, transfer, discharge, suspend or otherwise discipline employees; to demote, layoff and to relieve employees from duty because of lack of work, insufficient funds or other legitimate reasons. Any demotions, suspensions or other discipline, or discharge resulting from disciplinary reasons shall be for just cause.
 - b. To determine: the methods, means and personnel for all operations, the scheduling of operations and the extent to which its own or other facilities and/or personnel shall be used; to abolish any service; to require reasonable overtime; to take whatever action is necessary to carry out its work in emergency situations. During emergencies all employees are to be available for overtime work.
 - c. To select and determine the number and types of employees required, to evaluate employees, to determine the standards of productivity and performance for their work; to determine their duties and assignments; to determine the content of job classifications; to promulgate reasonable rules and regulations; to establish and change work schedules; to establish or change any service; to maintain order and efficiency; to determine the starting and quitting time of all employees; to maintain order and efficiency in the work place and to fix standards for quality and quantity of work to be done.

ARTICLE III

UNION DUES

Dues Deduction

During the term of this agreement, the Employer shall deduct from the employee's pay an amount set by the union for union dues and/or agency fee, COPE contributions from each member of the union who voluntarily executes an authorization form and upon request, any additional dues amounts specified by the Union and authorized by the employee.

When filed with the employer, the authorization form will be honored in accordance with its terms, Deductions will be promptly transmitted to the Union by electronic transfer (ACH). Along with the ACH payment, an employee payroll roster will be submitted within two business days via electronic means utilizing a CSV or Excel format, including any employee in a bargaining unit that is not having dues deducted.

This electronic employee payroll roster must include: employee ID numbers, legal name, bargaining unit, deduction amount, deduction type, base pay amount (excluding overtime, shift differentials, bonuses, and longevity), pay ending date and check date.

Employee Rosters

Upon signing of this agreement, and monthly thereafter, the Employer shall supply to the Union a list of all employees covered by this agreement. The list shall include the employee's legal name, home address, phone number, personal email, employee ID number, date of hire, annual salary,

bargaining unit, department, job title, work site, work email address and work phone number. Each month, the Employer shall also electronically transmit a list of all new hires, any terminated, or transferred employees during the month.

ARTICLE IV

DISCRIMINATION AND COERCION

The employer and Union agree that they will not discriminate against any employee for exercising her/his rights under the provisions of Chapter 150E or this agreement.

ARTICLE V

GRIEVANCE AND ARBITRATION PROCEDURE

A grievance is a dispute between the parties which specifically relates to the application or meaning or interpretation of a specific provision(s) of this agreement. Any grievance which may arise between the parties shall be settled in the following manner:

Step 1: The Union steward and/or representative, with or without the aggrieved employee, shall file the grievance or dispute in writing with the employee's immediate supervisor within ten (10) calendar days of the date of the grievance or the Union's knowledge of its occurrence. The supervisor shall attempt to adjust the matter and shall respond to the steward within ten (10) calendar days.

Step 2: If the grievance has not been settled by the immediate supervisor within ten (10) calendar days it may be presented in writing to the Superintendent or his/her designee within ten (10) calendar days after the immediate supervisor's response is due. The superintendent or her/his designee shall respond to the steward in writing within ten (10) working days.

Step 3:

- a. The School Committee will not hear disciplinary matters.
- b. The Union alone shall have the right of appeal to the School Committee within ten (10) school days after the decision of the Superintendent of Schools has been received. The appeal shall be in writing, shall set forth specifically the reasons for the appeal, and shall be accompanied by a copy of the appeal and the decision at Level 2.
- c. The School Committee shall meet with the aggrieved employee and the appropriate Federation representative. The School Committee shall communicate its decision in writing, together with the supporting reasons, to the Federation within ten (10) working days after the Step 3 meeting.
- d. Except during the months of July and August, grievances will be heard by the School Committee within thirty days or at the next regularly scheduled School Committee meeting, whichever is sooner.

Step 4: If the grievance is still unresolved, either party may, within thirty (30) days after the reply of the last party is due, by written notice to the other, request arbitration.

- a. If the School Committee and the Union are unable to agree on the selection of an arbitrator within ten (10) days after receipt by the other of such written request for arbitration, either party may promptly refer the grievance for selection of an arbitrator through the Labor

Relations Connection, and in accordance with the respective rules of the LRC applicable to labor arbitration.

b. The function of the arbitrator is to determine the interpretation and application of express and specific provisions of this Agreement. There shall be no right of arbitration to obtain, and no arbitrator shall have any authority or power to award or determine any change in, modification or alteration of, addition to, or detracting from, any of the provisions of this Agreement. The decision of the arbitrator shall be final and binding upon the parties.

c. The arbitrator shall hold a hearing on the grievance, giving the parties a full opportunity to be heard, as soon as is practicable after her/his selection and shall endeavor to render her/his decision in writing, within thirty (30) calendar days after the close of the hearing or after the filing of post-hearing briefs, if such briefs are filed. The expenses of the arbitration proceedings, including the fees and expenses of the arbitrator, shall be borne equally by the Town and the Union. Each party shall bear the cost of preparing and presenting its own case.

d. Specifically excluded from arbitration procedure is any alleged grievance for which the employee and/or her/his union representative has instituted proceedings in any other tribunal or forum.

ARTICLE VI

JOB SECURITY

No employee in the unit shall have any disciplinary action taken against her/him until she/he has been given a written statement of the specific reason(s) for such contemplated action.

No employee shall be disciplined or discharged unless there is just cause. As a result of budget restraints, layoff notification will be given one month after the final date of Town Meeting.

ARTICLE VII

UNIFORM ALLOWANCE AND LICENSE FEES

Costs of uniforms and/or license fees will be paid by the Committee, if uniforms and/or license fees are required by the Committee as a condition of employment.

Foul Weather Gear - The Superintendent will continue to provide foul weather gear for appropriate employees.

The Committee will reimburse custodians and cafeteria employees up to \$150.00 per year for approved work shoes with submission of receipts by May 1st, in accordance with the District's reimbursement procedure. Approved work shoes must meet the following requirements: oil resistant and non-skid soles, impact resistance rating of 75, and a compression resistance of 75. Cafeteria employees will be reimbursed up to \$100.00 per school year for approved pants (black).

ARTICLE VIII

JURY PAY

The employer agrees to make up the difference in an employee's wages between a normal week's wages and compensation received for jury duty. Employees shall turn over to the Committee all court payment or reimbursement in return for their regular payment.

ARTICLE IX

BEREAVEMENT LEAVE

A. Days not charged to Personal and/or Sick Leave:

1. An employee shall be allowed up to four (4) workdays immediately following the day of death for each death in the immediate family during any fiscal year. This allowance is not cumulative. It is not charged to sick leave. Immediate family means: life partner, children, father, mother, sister, brother, grandparents, grandchildren or any other member of the same household. Upon proof of a ceremony or service to be attended at a later date, the Superintendent may, in his/her sole discretion, permit the use of bereavement leave days which do not immediately follow the immediate family member's death.

2. In the event of the death of a mother-in-law or father-in-law, brother-in-law or sister-in-law, an employee shall be allowed up to four (4) days calendar days off during any fiscal year.

B. Days charged to personal and/or Sick Leave:

1. In the event of the death of a significant other, either one (1) day of sick leave or one (1) day of personal leave time may be used.

ARTICLE X

HOLIDAYS - FULL TIME PERSONNEL

In addition to days actually worked, all full year personnel shall be entitled to the following paid holidays and days off:

1/2 day before New Year's Day	Juneteenth
New Year's Day	Labor Day
Martin Luther King Day	Columbus Day
Presidents' Day	Veteran's Day
Good Friday	Thanksgiving Day
Patriot's Day	Day after Thanksgiving
Memorial Day	1/2 day before Christmas Day
Independence Day	Christmas Day

However, in order for an employee to be entitled to be paid for said holiday, s/he will be required to be on pay status the day before and the day after said holiday. Pay status remains in effect even though school vacations may intervene before the holiday unless said employee is on 1) illness or on the job injury which occurred after the employee reported to work, 2) sick leave or 3) bereavement leave as defined in Article IX.

NOTE: Cafeteria workers shall not be required to work the day before Thanksgiving, provided it's a half school day.

However, in order for an employee to be entitled to be paid for said holiday, s/he shall be required to be on pay status the day before and the day after said holiday. Pay status remains in effect even though school vacations may intervene before the holiday unless said employee is on 1) illness or on the job injury which occurred after the employee reported to work, or 2) sick leave 3) bereavement leave as defined in Article IX.

ARTICLE XI

SENIORITY

The length of continuous service of an employee within her/his job classification in a bargaining unit shall determine the seniority of the employee. Part-time employees will accrue seniority on a pro-rated basis, based on their full-time equivalency (FTE). The job classifications are: Custodians, Maintenance Helpers, Maintenance Assistants, Food Service Managers, Food Service Staff, Clerical Staff, Teaching Assistants, Teaching Assistants Self-Contained Special Education Classrooms, Campus Supervisor/Locker-Restroom Monitors, and Specialized Service Providers (LPN, SLPA, COTA, PTA) and Behavior Teaching Assistant.

LAYOFFS

In the event there is a layoff of one or more employees in the bargaining unit, the person(s) chosen for layoff will be the least senior employee(s) in the classification in which the layoff occurs. Laid off employees may "bump" back into another classification and displace the least senior employee if the laid off employee(s) has worked in that other classification for the School Committee for at least one school year within the past fifteen (15) years.

If at the time of her/his layoff, an employee has been employed continuously for three full school years, the following will apply:

1. If the employee desires to be considered for openings that occur within her/his classification within twenty-four (24) months of the effective date of layoff, the employee must inform the Superintendent's office of that fact and supply a current mailing address and phone number.
2. If an opening occurs within the employee's classification within this 24 month period, the Superintendent's office will use reasonable efforts to notify the employees who have conveyed interest consistent with Paragraph 1 that she/he may apply.
3. If an employee who has rights under this section is rehired within the 24 month period, she/he will be credited with the unused sick leave, accrued seniority, and step placement that she/he had at the time of layoff.
4. There is no guarantee that the employee with rights under this section will be appointed to an open position. Decisions made in the filling of open positions, either under this section or otherwise, will not be grievable or arbitrable.
5. Any former employee on layoff who refuses an offer of re-employment within the 24-month period loses all seniority rights and all benefits held at the time the layoff became effective.

ARTICLE XII

JOB POSTING AND BIDDING

When a position covered by this agreement is created or becomes vacant and when the Superintendent or her/his designee decides to fill the vacancy shall be posted in a conspicuous place listing the job description and the Superintendent shall provide email notice of such vacancy to the Union president. This notice shall be posted in-house for a five (5) day period before being advertised outside the unit. Employees interested shall apply within that five (5) day period through the District designated applicant tracking system. The successful applicant shall be given up to a forty-five (45) day trial period in the position at the applicable rate of pay. If the candidate was previously employed in the bargaining unit and fails to satisfy the qualifications of the new position, she/he shall be returned to her/his old position and rate of pay. When more than one internal candidate applies for a position, the principal or the superintendent, whichever is appropriate, will award the position to the candidate that is deemed to be most qualified by reason of experience, training, capacity and general ability to execute proficiently all the demands of the position. When those factors are the same among the candidates, seniority in the Westport Community Schools should be given consideration. The employee who is appointed to the vacant position is required to remain in that position for one calendar year following the effective date of the appointment, except that s/he may bid for a promotion to a different position.

ARTICLE XIII

SICK LEAVE

1. Sick leave will mean authorized absences from work because of personal illness, a medical condition that requires a visit to the doctor, or a family medical condition that prevents the employee from performing her/his normal duties. Medical appointments should be scheduled, when possible, outside of the employee's work day.

Each employee shall be credited with one and one-half (1 ½) days of sick leave on the last day of each month worked, for any employee hired after the first day of the work year.

Each employee shall be credited with Eighteen (18) days for full year employees at the beginning of the fiscal year. School year employees shall be allotted Fifteen (15) days at the beginning of the school year. Sick leave may be accumulated but only to a limit of two hundred and fifteen 215 days. If an employee leaves the District mid-year and has utilized more than their pro-rata share of sick leave based on 1.5 days/month, the employee's final paycheck shall be deducted for any unearned sick leave advanced.

2. An employee may be required to submit a medical report from his/her physician after using sick leave for four (4) consecutive work days, or where a pattern of sick leave abuse is suspected. An employee who uses twelve (12) or more sick days in any school year may be required to undergo a job-related physical, fitness-for-duty examination. Reasonable expenses of said medical reports or examinations required by the employer be paid by the employer.

3. Each employee shall be allowed to use not more than seven (7) days of said days credited per year for family sick leave to be deducted from accrued sick leave, with the understanding that the superintendent or superintendent's designee can grant additional family emergency time in extraordinary circumstances if the employee submits a written request. Family sick leave will be granted when:
 - a. An emergency illness or injury in the family that requires an employee to make arrangements for necessary medical and nursing care.
 - b. A serious or critical illness in the immediate family, or of any person for whose welfare the employee is solely responsible.
 - c. The taking care of either 1) a member of the immediate family or 2) a person for whose welfare the employee is solely responsible.

Employees shall be permitted to use up to three (3) of these seven (7) "family sick days" annually for medical appointments for such individuals which cannot be scheduled outside of work hours. Employees using family sick days for a medical appointment may be required to submit a doctor's note explaining the inability to schedule the appointment outside work hours. The exception to this requirement shall be for family sick days taken for care of children younger than high school age, for which no doctor's note will be required.

The Superintendent may grant employees up to five (5) additional unpaid days each year for the care of a family member, upon written request of the employee.

4. The District will pay any employee covered by the agreement who has ten or more years of service in the School Department, who retires or voluntarily terminates her/his service, for all unused sick leave at the rate of twenty-five dollars (\$25.00) per day up to a maximum of two hundred (200) days. Employees with twenty five (25) years or more of service in the Westport Community Schools will receive thirty dollars (\$30.00) for each accumulated sick day not used up to a maximum of two hundred (200) days as of the date of retirement or voluntary termination of her/his service. Staff must notify the superintendent of schools in writing by November 1 of the school year in which they intend to cease working if they are to receive payment for these days before September of the year following their exit from the system, otherwise the payment will be made in the following fiscal year.
5. Sick leave shall not be earned for any month in which the employee does not work, Except for vacations.
6. In cases where the supervisor or other appropriate administrator has reason to suspect That the employee is abusing the sick leave provided for in this Article, or in cases of excessive or high absenteeism, or an unusual pattern of absence (including absences prior to or following a holiday, vacation period, weekend or leave) the Principal and/or Superintendent may impose disciplinary action, subject to grievance and arbitration.
7. Sick Leave Bank.
 - a. A sick leave bank shall be established for the purpose of making additional sick leave days available to employees who have been employed by the Committee for at least six (6) months, who have exhausted their entire sick leave, vacation, and personal day accumulation, and who have a serious illness or injury. A serious illness or injury shall be one which requires the employee's absence from work for more than ten (10) consecutive work days. Participation in the sick leave bank shall be mandatory in order to apply for days from sick bank.

b. The sick leave bank shall be administered by a Sick Leave Bank Committee ("SLBC") comprised of four (4) persons, two (2) appointed by the Union and two (2) appointed by the Superintendent or Designees. Decisions of the SLBC shall be final and shall not be subject to the grievance procedure.

c. In administering the sick leave bank, determining eligibility and determining the amount of leave to be provided, the following general criteria shall be applied by the SLBC:

- (1) medical evidence of serious extended illness;
- (2) prior utilization of eligible sick, vacation, and personal leave; and,
- (3) other factors as a majority of the SLBC may deem appropriate.

d. No days may be withdrawn from the sick leave bank for any reason other than serious illness or injury. All requests for sick leave bank days shall be submitted in writing to the SLBC and shall include a written statement from the employee's doctor indicating the nature and extent of the illness or injury and the estimated time that the employee will be absent from work.

e. The sick leave bank will be funded by deducting one (1) sick leave day from the accumulated sick leave days of each employee who is qualified to participate in the bank. When the sick leave bank is depleted to thirty (30) days, an additional assessment of one (1) day of sick leave shall be made against the sick leave account of each employee eligible to participate in the bank.

f. A grant of sick leave days from the sick leave bank shall not exceed thirty (30) days per request, after which the employee may re-apply for additional days.

ARTICLE XIV

ATTENDANCE

The maintenance of good attendance is important and necessary to the successful performance of all the duties and functions of every employee. Employees may be required to complete a medical examination at the request of the Superintendent. The School Committee will pay any cost which is not covered by insurance.

All employees, regardless of any available sick leave, are required to work on a regular, continuing and consistent basis. Any excessive or unusual amount of absence from work, for whatever reason, is contrary to the Committee's attendance requirements.

Notwithstanding any other provisions of this Article, and in addition to the rights established therein to determine attendance policies, it is agreed that any employee who, for any reason of absence, excluding family emergency days as well as doctor's excused absences, exceeds four (4) absences per year may be deemed excessively absent. Employees may be notified, in writing, when they have been absent for four (4) times. In determining whether or not an employee is excessively absent, exceptions will be made for hospitalizations and serious illnesses.

The Superintendent reserves the right to review and record employee absenteeism from the work place and impose disciplinary action, for violations of its attendance policies, for excessive absenteeism or for a pattern of absenteeism, subject to grievance and arbitration.

The supervisor and/or the Superintendent, or her/his designee, may meet with, talk to or otherwise be in contact with employees concerning their attendance performance.

Attendance sheets will be forwarded to the appropriate supervisor and/or the Superintendent twice yearly, with a copy to the employee. Quarterly attendance sheets will be forwarded to the appropriate supervisor and/or Superintendent. Upon receipt, the supervisor and/or Superintendent will speak with the employees on attendance. Employees who are not regular in attendance must be conferred with. Written reports of these meetings may be processed by the supervisor and/or Superintendent and placed in the employees' personnel files.

When an employee is not in regular attendance, the Superintendent or his/her designee, will be notified. The supervisor and/or Superintendent will meet with the employee and explain that regular attendance is a clear expectation of overall job responsibilities, and the procedure that will be followed if the employee continues not being in regular attendance. Written reports of any meeting with employees shall be placed in the employee's personnel file.

In addition to any other rights the Committee may have, the following procedure will be used for employees not in regular attendance:

- 1) Five (5) unexcused absences may result in written reprimand issued by appropriate supervisor and/or Superintendent.
- 2) Next absence - Employee is subject to additional discipline up to and including discharge.

ARTICLE XV

PERSONAL DAY OFF

Each employee shall be entitled to two (2) days off per year for personal leave after having served a probationary period of three (3) consecutive months. The employee desiring to use such personal leave shall give a minimum of two (2) days' written notice of her/his desire to use such leave except in the case of an emergency, and said designation shall require the approval of the superior of the employee desiring such personal leave as to the day on which it is taken. This leave shall not be deducted from sick leave or vacation time (if applicable).

Employees may carry over two (2) unused personal days from one year to the next, but at no time may an employee accumulate a balance of more than four (4) unused personal days.

Personal day benefits will be prorated for employees who work less than a full school year.

UNPAID LEAVE DAYS

Unpaid leave days may only be used after all vacation and personal days are utilized.

RELIGIOUS OBSERVANCES

Employees shall be entitled to two (2) days leave with pay for the purpose of observing religious holy days where the tenets of the member's religion obligate abstention from work and where the formal religious observance of the day conflicts with the school day. All members shall provide written notice to the Superintendent of Schools within two weeks before the date of observance. Employees may use personal days to extend observance beyond two days if it is determined that extenuating circumstances for such personal days to be taken, as determined by the Superintendent's discretion. In the event an employee has exhausted his/her personal days, one additional religious day shall be deducted from the member's sick leave.

ARTICLE XVI

PARENTAL LEAVE - FAMILY MEDICAL LEAVE

Bargaining unit employees will be provided with Parental Leave and/or Family Medical Leave only in accordance with the requirements of the Commonwealth of Massachusetts Parental Leave Act statute (MPLA, MGL c 149, sec. 105D) or the Federal Family & Medical Leave Act of 1993 (FMLA), or both if required by law. The Union acknowledges that the Union and the Committee are subject to the provisions of the Family Medical Leave Act ("FMLA"). The FMLA shall not increase or decrease the length of leave available to eligible employees under this Agreement. Where an employee takes leave for a reason which would entitle an employee to leave under the FMLA, such leave will also be considered FMLA leave and will be deducted from the employee's statutory FMLA leave entitlement. Except in case of emergency, a bargaining unit member must give thirty (30) calendar days notice of his/her intention to take FMLA or parental leave. FMLA leave is not cumulative and is not in addition to leaves currently available to the extent such leaves are for reasons covered by the FMLA.

Employees will make every effort to commence a leave at the beginning of a term or school vacation period.

The employer may require that employees use all available paid leave time concurrent with FMLA or MPLA leave time.

An employee out on paid leave will continue to accrue seniority. Seniority shall not accrue during the period when an employee is on an unpaid leave of absence.

ARTICLE XVII

MILITARY LEAVE

Military leaves of absence without pay may be granted to a permanent employee inducted into the Armed Forces for the required length of service according to the Selective Services and Training Act of 1940, and subsequent amendments by Congress.

Any employee who is a member of a reserve force of the United States or of this State and who is ordered by the appropriate authorities to attend a training program or perform other duties under the supervision of the United States or this State shall be granted a leave of absence without pay during the period of such activity in accordance with Chapter 149, Paragraph 52A.

ARTICLE XVIII

VACATION LEAVE - FULL TIME PERSONNEL

In addition to days actually worked, all full time personnel shall be entitled to the following paid vacations:

- a. Two weeks of vacation after one year of service, accrued at a rate of .83 days of vacation/month.
- b. Three weeks of vacation after five years of service, accrued at a rate of 1.25 days of vacation/month.
- c. Four weeks of vacation after ten years of service, accrued at a rate of 1.66 days of vacation/month.
- d. Five weeks of vacation after twenty years of service, accrued at a rate of 2.08 days of vacation/month.

The time of taking vacation will be at the discretion of the Superintendent of Schools. Vacation time must be requested through AESOP or other current absentee management system at least two weeks in advance of the time being requested. No more than two weeks of vacation time can be taken consecutively. Extended vacation leave requests beyond two weeks may be approved at the discretion of the Superintendent or her/his designee.

The principle of seniority shall govern in the choice of a vacation period provided the vacation period is approved by the Superintendent or appropriate supervisor.

Vacations shall not be accumulated and shall be taken in the year in which they accrue. This policy shall be subject to the following exception: If the Superintendent either directly or through her/his designee requires an employee to defer her/his vacation beyond the fiscal year, the vacation shall be so deferred. No employee in the bargaining unit shall be allowed to schedule vacation during the last five (5) work days prior to the end of the school year. This restriction may be waived at the discretion of the Superintendent, upon an employee's written request submitted no later than five (5) days prior to the first day of the requested leave.

All employees shall be awarded vacation time in their second year of employment with the school department on a prorated basis (see example below) based on the amount of vacation time they earned in their first year prior to July 1st. Employees hired after the 15th of the month will not earn credit for that month. The fiscal year will be July 1 - June 30 for purposes of calculating vacation accrual and use benefits for full time employees.

Pro-Rating Example - A full year employee with a start date of 2/22; in the following fiscal year (July 1st) would be awarded 4 months x 0.83 days/per month = 3 days

ARTICLE XIX

EMERGENCY CLOSING

In the event that any school is closed early due to inclement weather or emergency conditions, any employee working in said school or building who is excused from further work by the Superintendent or her/his designee, shall receive a full day's pay. The Superintendent reserves the right to maintain essential personnel on duty during periods of emergency, civil defense alerts and local/state/national emergencies. Essential personnel are defined as employees required to maintain critical building operations, emergency communications systems, emergency medical services, and emergency food service operations.

The Superintendent or her/his designee shall excuse said employees from further work in her/his sole discretion, which discretion shall not be exercised arbitrarily or capriciously.

Inclement Weather – School In Session – In the event of inclement weather, custodians shall be required to report for duty in advance of their scheduled starting time as required by Head of Maintenance and Facilities. Employees who are directed to report for work early as a result of inclement weather shall be compensated on an overtime basis for any time in advance of their regularly scheduled shift. Early call-ins shall not be considered a shift change and all custodians shall still be required to complete their scheduled shift. In the event of an early dismissal due to inclement weather, staff may be asked to remain at work for a time to ensure the safety of the students. If the period of time exceeds their regularly scheduled shift, the additional time will be paid as the overtime rate.

ARTICLE XX

HOURS OF WORK

In order to ensure that it complies with all applicable laws requiring the maintenance of records concerning hours worked by employees, including overtime hours where applicable, and the use of accrued leave time taken, the Committee requires that all members of the Union record their time worked and absences using approved Committee time record tools. Each employee shall officially record the time that the employee enters and exits his/her building each day. It is the duty of employees to ensure that the actual hours worked and leave time taken are accurately recorded.

For Custodians

1. The work week shall consist of five (5) consecutive eight (8) hour days.
2. Eight consecutive hours of work (plus any unpaid lunch period) within the twenty-four (24) hour period shall continue at various schools and shall constitute the regular work day. The Union will be given notice of any changes in hours of work and reason for the change.
3. Eight (8) consecutive hours of work within the twenty-four (24) hour period shall constitute a work shift.
4. Each eight (8) hour shift shall be exclusive of an unpaid meal period of thirty (30) to sixty (60) minutes. If a custodian is required to work during the meal period at the direction of the supervisor or Superintendent, he or she will be paid for that time.
5. All employees shall be scheduled to work on a regular work shift, and each shift shall have a regular starting and quitting time. Staggered shifts which overlap regular work shifts may be established based on organizational needs.
6. Except for emergencies, work schedules shall not be changed unless the employees affected by the change are given (5) day written notice. Snowstorms, fires, and serious building problems are to be considered emergencies under this section.

During all school vacation periods, all employees may be required to work on the day shift. They will be paid their usual rate of pay, including any differential pay. The regular schedule may be maintained, at the choice of the employer. Employees shall receive one week's notice of any schedule changes for vacation periods.

Other Employees

1. The Superintendent will establish the hours of work for employees who work in more than one location and the building Principals will do the same for the employees in their building(s). Maintenance employees will have their hours of work established by their supervisor. The hours of work of employees at the Administrative Offices shall be 7:30 a.m. to 4:00 p.m.
2. Employees who work 184 or fewer days per year shall not normally be expected to work when teachers are not in school. Employees who work more than 184 days per year shall have any days beyond 184 scheduled by their immediate supervisor.
3. The normal workday shall not exceed eight hours, exclusive of an unpaid lunch period. If it becomes necessary, employees may be required to work a reasonable period of time beyond the normal work day.
4. There will be no "free lunches" provided to any employee.

5. Barring emergencies or unforeseen circumstances, hours of work will be changed no more than annually. It is agreed that the Committee can change the starting and quitting times annually by not more than a half hour (30 minutes) one way or the other from the previous year's schedule. If the Committee desires to change the hours of work by more than a half hour, the parties agree to negotiate about that matter.
6. The Committee may establish staggered shifts so that employees may not all start or finish at the same time.
7. Full year employees are expected to work 5 consecutive days per week for the entire year except for accrued vacations and holidays. School year employees are expected to work all teacher school days.
8. Cafeteria Managers with enrollment under 300 should work a 6.5 hour day or 32 1/2 hours per week. All other Cafeteria Managers shall work a seven (7) hour day or thirty-five (35) hours per week.

ARTICLE XXI

REST PERIODS

All employees' work schedules shall provide for a ten (10) minute coffee break during each one-half (1/2) shift.

If an employee is requested to work beyond her/his usual shift and it is projected that she/he will work two (2) hours into the shift, she/he will be entitled to receive a paid meal break of one-half (1/2) hour before she/he starts to work on such next shift. In addition, she/he shall be granted the regular coffee break that occurs during the shift.

ARTICLE XXII

LEAVE OF ABSENCE:

A leave of absence of up to two (2) weeks without pay may be granted at the discretion of the Superintendent or their designee for the purpose of extending vacation or other personal leave of an employee. An employee will not accrue seniority during an unpaid leave of absence; upon return to work from an unpaid leave of absence, the employee's seniority date will be adjusted accordingly.

ARTICLE XXIII

WORKERS' COMPENSATION

Employees who are receiving Workers' Compensation pay may supplement that amount up to their regular week's pay. Deductions will be made from the employee's sick leave and vacation leave until those benefits are exhausted. After that, there will be no supplemental pay beyond what is received as Worker's Compensation pay.

No additional donated sick days from other employees may be used as supplementary income for an employee on workers' compensation.

Light duty may be provided to employees when possible in the sole discretion of the Superintendent or designee. An employee on worker's compensation and/or light duty is not eligible for "extra duty" jobs outside of their classification.

ARTICLE XXIV

OVERTIME

All employees covered by this Agreement shall be paid overtime at the rate of one and one-half (1 1/2) times his regular rate of pay for work in excess of forty (40) hours in one week.

An employee called back to work after having completed her/his assigned work and having left her/his place of employment, shall be guaranteed a minimum of two (2) hours' pay at time and one half. Any employee called into work early shall work those hours plus her/his regular work day but the guarantee of a minimum of two (2) hours shall not apply. In no event shall overtime be paid twice for the same hours of work.

Overtime of more than one hour per day shall be equally and impartially distributed among personnel by seniority, in each school or other building who ordinarily perform such related work in the normal course of their work week. When, in case of extreme emergencies, it is necessary to call in personnel from other areas to aid and assist, the personnel from areas other than the area which normally performs such related work shall be released from their duties first when the work load lessens except for work in progress.

Overtime opportunities will be sent to employees and the Union President as soon as possible.

At the beginning of the school year a notice will be distributed to AFSME members, who are not custodians, who will have the opportunity to work custodial shifts if there is a need. These members would be called in to cover shifts if custodians were unavailable to cover said shifts.

Maintenance employees shall be added to the rotating overtime list at schools once all custodians at the respective schools have been afforded the opportunity for overtime.

There shall be no discrimination against any employee who refuses to work overtime, except for a refusal to work overtime in the case of any emergency.

An employee who is not a full year employee may be asked to work on days beyond the school year. Such employee will be paid their regular per-diem rate-not overtime-if they volunteer to work such days,

ARTICLE XXV

UNION REPRESENTATIVE

A written list of union stewards and other representatives shall be furnished to the employer immediately after their designation, and the Union shall notify the employer of any changes. The Union President or designee shall be granted reasonable time off without pay during work hours to investigate grievances. If the Union President or designee is required to confer with management due to the provisions of the grievance procedure, she/he shall do so without loss of pay.

When the employer hires new employees who are members of the bargaining unit one-half hour shall be allotted to the Union to meet with such employees. The Employer shall notify the Union Stewards upon the hiring of a new employee.

ARTICLE XXVI

MISCELLANEOUS PROVISIONS

1. Should any provision of this Agreement be held unlawful by a court, all other provisions of this Agreement shall remain in force for the duration of the Agreement.
2. The employer agrees to permit representatives of the American Federation of State, County and Municipal Employees, AFL-CIO, and/or the local to enter the premises but only upon reasonable prior notice to, and express permission from the Superintendent or her/his designee, which permission shall not be unreasonably withheld, provided there is no interference with the performance of duties assigned to the employees. Permission shall be upon such reasonable terms and conditions as the Superintendent or her/his designee shall impose. The Union shall also provide a list of the names and addresses of all representatives who may seek such permission during the contract period.
3. Bulletin Board - Announcements shall be posted in conspicuous places where employees enter or leave the premises. Parties to this Agreement, both of whom may use the bulletin boards for notices of routine nature, agree that it would be improper to post denunciatory or inflammatory written material on such bulletin boards.
4. The Westport Community Schools will adhere to Chapter 73 of the Acts of 2019, in regards to union activity in the workplace.
5. The School Committee reserves the right to explore the feasibility of contracting out bargaining unit work during the term of this contract. The School Committee acknowledges its bargaining obligations in accordance with MGL c.150E.

The District agrees to negotiate in good faith concerning the possibility of retaining existing employee in good standing.
6. Travel via private vehicles, if required of an employee by the Superintendent or her/his designee, will be reimbursed at the state approved rate for mileage.
7. For purposes of salary payment, staff serving more than one-half (1/2) school year, (93 days for school year employees), will advance a step on the salary schedule in September.

ARTICLE XXVII

		FY 23-24	HRLY	FY 24-25	HRLY	FY 25-26	HRLY
Food Service Staff	Step 1	\$ 18,813	\$17.13	\$ 19,189	\$17.48	\$19,573	\$17.83
6 HR/DAY	Step 2	\$ 20,897	\$19.03	\$ 21,315	\$19.41	\$21,741	\$19.80
183 WORK DAYS	Step 3	\$ 22,249	\$20.26	\$ 22,694	\$20.67	\$23,148	\$21.08
(NOT REQUIRED TO WORK DAY	Step 4	\$ 22,783	\$20.75	\$ 23,239	\$21.16	\$23,704	\$21.59
BEFORE THANKSGIVING)	Step 3A/4A (6th year)	\$ 23,330	\$21.25	\$ 23,797	\$21.67	\$24,273	\$22.11
	Step 3B/4B (11th year)	\$ 23,890	\$21.76	\$ 24,368	\$22.19	\$24,855	\$22.64
	Step 3C/4C	\$ 24,464	\$22.28	\$ 24,953	\$22.73	\$25,452	\$23.18
	(21st year - hired before Sept. 2010)						
Food Service Manager	Step 1	\$26,163	\$20.42	\$ 26,687	\$20.83	\$27,220	\$21.25
7 HR/DAY	Step 2	\$29,231	\$22.82	\$29,815	\$23.28	\$30,412	\$23.74
183 WORK DAYS	Step 3	\$31,088	\$24.27	\$ 31,710	\$24.75	\$32,344	\$25.25
(NOT REQUIRED TO WORK DAY	Step 4	\$31,835	\$24.85	\$ 32,471	\$25.35	\$33,121	\$25.86
BEFORE THANKSGIVING)	Step 3A/4A (6th year)	\$32,599	\$25.45	\$33,251	\$25.96	\$33,916	\$26.48
	Step 3B/4B (11th year)	\$33,381	\$26.06	\$34,049	\$26.58	\$34,730	\$27.11
	Step 3C/4C	\$34,182	\$26.68	\$34,866	\$27.22	\$35,563	\$27.76
	(21st year - hired before Sept. 2010)						
Clerical Staff - School Year	Step 1	\$ 25,767	\$20.01	\$ 26,282	\$20.41	\$26,808	\$20.81
7 HR/DAY	Step 2	\$ 29,016	\$22.53	\$29,596	\$22.98	\$30,188	\$23.44
184 WORK DAYS	Step 3	\$ 31,261	\$24.27	\$ 31,886	\$24.76	\$32,523	\$25.25
	Step 4	\$ 32,185	\$24.99	\$ 32,829	\$25.49	\$33,485	\$26.00
	Step 4A (6th year)	\$ 32,968	\$25.60	\$33,627	\$26.11	\$34,300	\$26.63
	Step 4B (11th year)	\$ 33,751	\$26.20	\$34,426	\$26.73	\$35,115	\$27.26
	Step 4C	\$ 34,534	\$26.81	\$35,225	\$27.35	\$35,929	\$27.90
	(21st year - hired before Sept. 2010)						
Campus Supervisor	Step 1	\$ 11,530	\$15.67	\$ 11,760	\$15.98	\$11,995	\$16.30
4 HR/DAY	Step 2	\$ 12,959	\$17.61	\$ 13,218	\$17.96	\$13,482	\$18.32
184 WORK DAYS	Step 3	\$ 13,940	\$18.94	\$ 14,218	\$19.32	\$14,503	\$19.70
	Step 4	\$ 14,364	\$19.52	\$ 14,651	\$19.91	\$14,944	\$20.30
	Step 4A (6th year)	\$ 14,714	\$19.99	\$ 15,008	\$20.39	\$15,308	\$20.80
	Step 4B (11th year)	\$ 15,325	\$20.82	\$ 15,632	\$21.24	\$15,944	\$21.66
	Step 4C	\$ 15,937	\$21.65	\$ 16,256	\$22.09	\$16,581	\$22.53
	(21st year - hired before Sept. 2010)						
Specialized Service	Step 1	\$ 31,210	\$26.10	\$ 31,834	\$26.62	\$32,471	\$27.15
(LPN, SLPA, COTA, Behavior TA Specialized Service)	Step 2	\$ 34,383	\$28.75	\$ 35,070	\$29.32	\$35,772	\$29.91
6.5 HR/DAY	Step 3	\$ 35,973	\$30.08	\$ 36,692	\$30.68	\$37,426	\$31.29
184 WORK DAYS	Step 4	\$ 38,836	\$32.47	\$ 39,612	\$33.12	\$40,405	\$33.78
	Step 4A (6th year)	\$ 39,781	\$33.26	\$ 40,576	\$33.93	\$41,388	\$34.61
	Step 4B (11th year)	\$ 40,798	\$34.11	\$ 41,614	\$34.79	\$42,447	\$35.49
	Step 4C	\$ 41,816	\$34.96	\$ 42,652	\$35.66	\$43,505	\$36.38
	(21st year - hired before Sept. 2010)						
Teacher's Assistant							
HIRED 7/1/23 AND AFTER	Step 1	\$ 28,000	\$23.41	\$ 28,560	\$23.88	\$29,131	\$24.36
(Para Pro, Associates, Bachelors or Greater)	Step 2	\$ 28,840	\$24.11	\$ 29,417	\$24.60	\$30,005	\$25.09
6.5 HR/DAY	Step 3	\$ 29,705	\$24.84	\$ 30,299	\$25.33	\$30,905	\$25.84
184 WORK DAYS	Step 4	\$ 30,596	\$25.58	\$ 31,208	\$26.09	\$31,832	\$26.62
Teacher's Assistant - Associates	Step 1	\$ 26,954	\$22.54	\$ 27,493	\$22.99	\$28,043	\$23.45
HIRED PRIOR TO 7/1/2023	Step 2	\$ 30,380	\$25.40	\$ 30,988	\$25.91	\$31,608	\$26.43
6.5 HR/DAY	Step 3	\$ 32,757	\$27.39	\$ 33,412	\$27.94	\$34,080	\$28.50
184 WORK DAYS	Step 4	\$ 33,730	\$28.20	\$ 34,405	\$28.77	\$35,093	\$29.34
	Step 4A (6th year)	\$ 34,551	\$28.89	\$ 35,242	\$29.47	\$35,947	\$30.06
	Step 4B (11th year)	\$ 35,435	\$29.63	\$ 36,144	\$30.22	\$36,867	\$30.82
	Step 4C	\$ 36,319	\$30.37	\$ 37,045	\$30.97	\$37,786	\$31.59
	(21st year - hired before Sept. 2010)						

		FY 23-24	HRLY	FY 24-25	HRLY	FY 25-26	HRLY
Teacher's Assistant - Bachelors	Step 1	\$ 29,256	\$24.46	\$ 29,841	\$24.95	\$30,438	\$25.45
HIRED PRIOR TO 7/1/2023	Step 2	\$ 32,972	\$27.57	\$ 33,631	\$28.12	\$34,304	\$28.68
6.5 HR/DAY	Step 3	\$ 35,549	\$29.72	\$ 36,260	\$30.32	\$36,985	\$30.92
184 WORK DAYS	Step 4	\$ 36,622	\$30.62	\$ 37,355	\$31.23	\$38,102	\$31.86
	Step 4A (6th year)	\$ 37,514	\$31.37	\$ 38,264	\$31.99	\$39,029	\$32.63
	Step 4B (11th year)	\$ 38,473	\$32.17	\$ 39,243	\$32.81	\$40,027	\$33.47
	Step 4C	\$ 39,433	\$32.97	\$ 40,221	\$33.63	\$41,026	\$34.30
	(21st year - hired before Sept. 2010)						
Teacher's Assistant - Associates	Step 1	\$ 27,513	\$23.00	\$ 28,063	\$23.46	\$28,624	\$23.93
Self-Contained	Step 2	\$ 30,967	\$25.89	\$ 31,587	\$26.41	\$32,218	\$26.94
HIRED PRIOR TO 9/1/2017	Step 3	\$ 33,287	\$27.83	\$ 33,952	\$28.39	\$34,631	\$28.96
6.5 HR/DAY	Step 4	\$ 34,289	\$28.67	\$ 34,975	\$29.24	\$35,674	\$29.83
184 WORK DAYS	Step 4A (6th year)	\$ 35,123	\$29.37	\$ 35,826	\$29.95	\$36,542	\$30.55
	Step 4B (11th year)	\$ 36,022	\$30.12	\$ 36,742	\$30.72	\$37,477	\$31.34
	Step 4C	\$ 36,920	\$30.87	\$ 37,658	\$31.49	\$38,412	\$32.12
	(21st year - hired before Sept. 2010)						
Teacher's Assistant - Bachelors	Step 1	\$ 29,815	\$24.93	\$ 30,411	\$25.43	\$31,019	\$25.94
Self-Contained	Step 2	\$ 33,559	\$28.06	\$ 34,230	\$28.62	\$34,914	\$29.19
HIRED PRIOR TO 9/1/2017	Step 3	\$ 36,136	\$30.21	\$ 36,858	\$30.82	\$37,596	\$31.43
6.5 HR/DAY	Step 4	\$ 37,224	\$31.12	\$ 37,968	\$31.75	\$38,728	\$32.38
184 WORK DAYS	Step 4A (6th year)	\$ 38,129	\$31.88	\$ 38,892	\$32.52	\$39,670	\$33.17
	Step 4B (11th year)	\$ 39,105	\$32.70	\$ 39,887	\$33.35	\$40,685	\$34.02
	Step 4C	\$ 40,080	\$33.51	\$ 40,882	\$34.18	\$41,699	\$34.87
	(21st year - hired before Sept. 2010)						
FY 23-24 EXISTING TA HIRE ONLY (BEFORE 7/1/23) 1% STIPENDS							
APPLIES TO FY 23-24 ONLY - TO BE PAID JULY 2024 (Any separations prior to 6/30/2024 will be prorated)							
Teacher's Assistant - Associates	Step 1	\$ 267					
HIRED PRIOR TO 7/1/2023	Step 2	\$ 301					
6.5 HR/DAY	Step 3	\$ 324					
184 WORK DAYS	Step 4	\$ 334					
	Step 4A (6th year)	\$ 342					
	Step 4B (11th year)	\$ 351					
	Step 4C	\$ 360					
	(21st year - hired before Sept. 2010)						
Teacher's Assistant - Bachelors	Step 1	\$ 290					
HIRED PRIOR TO 7/1/2023	Step 2	\$ 326					
6.5 HR/DAY	Step 3	\$ 352					
184 WORK DAYS	Step 4	\$ 363					
	Step 4A (6th year)	\$ 371					
	Step 4B (11th year)	\$ 381					
	Step 4C	\$ 390					
	(21st year - hired before Sept. 2010)						
Teacher's Assistant - Associates	Step 1	\$ 272					
Self-Contained	Step 2	\$ 307					
HIRED PRIOR TO 9/1/2017	Step 3	\$ 330					
6.5 HR/DAY	Step 4	\$ 339					
184 WORK DAYS	Step 4A (6th year)	\$ 348					
	Step 4B (11th year)	\$ 357					
	Step 4C	\$ 366					
	(21st year - hired before Sept. 2010)						
Teacher's Assistant - Bachelors	Step 1	\$ 295					
Self-Contained	Step 2	\$ 332					
HIRED PRIOR TO 9/1/2017	Step 3	\$ 358					
6.5 HR/DAY	Step 4	\$ 369					
184 WORK DAYS	Step 4A (6th year)	\$ 378					
	Step 4B (11th year)	\$ 387					
	Step 4C	\$ 397					
	(21st year - hired before Sept. 2010)						

FULL YEAR STAFF					
		FY23-24	FY 24-25	FY 25-26	
		HRLY	HRLY	HRLY	
Custodian & Maintenance Helper	Step 1	\$17.13	\$17.48	\$17.83	
8 HR/DAY	Step 2	\$19.03	\$19.41	\$19.80	
FULL YEAR	Step 3	\$20.26	\$20.67	\$21.08	
	Step 4	\$20.75	\$21.16	\$21.59	
Maintenance Assistant	Step 1	\$21.87	\$22.31	\$22.75	
8 HR/DAY	Step 2	\$23.42	\$23.89	\$24.36	
FULL YEAR	Step 3	\$25.24	\$25.75	\$26.26	
	Step 4	\$26.00	\$26.52	\$27.05	
Clerical Staff - Full Year	Step 1	\$18.83	\$19.21	\$19.59	
7 HR/DAY	Step 2	\$20.17	\$20.57	\$20.99	
FULL YEAR	Step 3	\$21.73	\$22.17	\$22.61	
	Step 4	\$22.37	\$22.82	\$23.28	
Admin/Reception Clerical full year (8/hr day)	Admin/Reception Clerical full year (8/hr day)				
Admin/Reception Clerical	Step 1	\$19.13	\$19.51	\$19.90	
FULL YEAR	Step 2	\$20.47	\$20.88	\$21.30	
8 HR/DAY	Step 3	\$22.03	\$22.47	\$22.92	
FULL YEAR	Step 4	\$22.68	\$23.14	\$23.60	

1. Teaching Assistants hired after September 1, 2017, shall be hired into the position of "Teaching Assistant." A Teaching Assistant may be assigned to a specialized services student. Qualified employees may volunteer for assignment to a specialized services student, with the final decision on assignment in the discretion of the Superintendent. If a Teaching Assistant is assigned or reassigned to a non-specialized services student or classroom, he or she will not receive the stipend. This section shall not limit the authority of the Superintendent to take action for cause against an employee that may result in assignment to a different position with a lower wage.

Teaching Assistant who work with students on ADL's (Assistive Daily Living Skills) as defined by support written into a student's IEP, will receive an annual stipend of six hundred dollars \$600.00. This stipend is for a full school year. Should the student not need services any longer or should the employee no longer work with a student needing ADL services, the stipend will stop and be prorated. The stipend will be prorated depending on when the employee begins and ends the services during the school year. The stipend shall be paid at the end of the school year or at the end of the assignment.

Teacher Assistants working during the summer session in a classroom for ADL duties (e.g. toileting, feeding) will receive a stipend of seventy-five (\$75.00) dollars.

2. A Teaching Assistant who is assigned by the building principal to substitute for a classroom teacher for at least half a school day shall be paid the following stipend, in addition to her/his regular daily pay:

\$25.00 for a half day
\$50.00 for a full day

A clerical employee assigned to work in a higher job classification within the bargaining unit for the full day shall receive the higher rate of pay.

3. In the event any vacancy occurs in a position covered by this agreement, and the Superintendent decides to fill that vacancy; any employee hired shall start on the first salary step except that at the superintendent's discretion, he/she may place an employee on a higher step based on the employee's prior work experience in the Westport School System or comparable employment.

4. The Committee agrees to reimburse any member of this unit for one-half of the tuition paid by such individual for any course taken subject to its approval, in advance, by the Superintendent of Schools.

5. Night Shift Differential Custodians assigned to the evening shifts, (those beginning after 2:30 p.m.) shall be paid a shift differential of fifty cents (\$0.50) per hour for all hours worked. This does not include the Head Custodians.

6. Longevity:

Effective July 1, 2023, the following longevity increments shall apply:

After 10 years	\$400
After 15 years	\$500
After 20 years	\$600
After 25 years	\$800

Effective July 1, 2024, the following longevity increments shall apply:

After 10 years	\$ 500
After 15 years	\$ 700
After 20 years	\$ 1000
After 25 years	\$ 1100

7. The Union agrees that direct deposit will be mandatory for all employees, and the Committee agrees to delay implementation of this requirement until all other unions representing school department employees have agreed to mandatory direct deposit, and employees have been given 90 days notice of the Committee's intent to implement this requirement.

8. When substitute workers are not available and employees in the Food Service department are required to perform additional duties, said employees will receive one dollar (\$1.00) per hour more for all hours engaged in additional duties, as assigned by the Food Service Director or designee.

9. Any maintenance assistant who is on-call shall receive a stipend in the amount of one-thousand (\$1,000.00) dollars per year for being on call.

10. Employees who are required to work beyond their regularly scheduled work day/hours will be paid at an hourly rate determined based on their salary.

11. Salaries of all staff shall be paid in twenty-six (26) installments on Friday of every second (2nd) week. School Year Staff shall be required to complete and submit a Notice of Election for Annualized Salary Form prior to the first payroll period and shall remain in effect for all following years unless a new Election Form is submitted prior to the first day of work in any given school year. All bargaining unit members will have their pay direct deposited into a financial institution of their choosing.

12. Salaries for school year employees shall be deemed fully earned at the end of the school year and proportionately earned during the school year. If a member of this bargaining unit leaves or dies during the school year, his/her estate shall be entitled to a prorated share based on his/her period of service in relation to the number of school days worked.

ARTICLE XXVIII

A. NEW EMPLOYEES:

All new employees shall be employed at the discretion of the Superintendent and shall be on a probationary period for three (3) consecutive months from the date of most recent employment and will not be subject to the provisions of this Agreement except as to rates of compensation, workmen's compensation and Blue Cross-Blue Shield.

All former employees, who have been rehired after a voluntary termination or a layoff of over two years shall be considered new employees for all purposes under the contract, (including seniority, step on the hourly wage schedule, loss of previously accumulated sick leave and other benefits); with the sole exception that a former employee who is laid off and who is offered and accepts re-employment with the Employer within two years after a layoff, shall retain seniority and all benefits held at the time when the layoff became effective.

B. SUBSTITUTES:

The Committee continues to reserve the right to hire substitutes for employees on leave or otherwise absent at such rates of compensation as the Committee shall from time to time determine in their sole discretion. There will be one exception to this reservation as follows. If an employee subject to this agreement is laid off without fault on her/his part, and is called back as substitute within two years of the date of layoff, she/he shall be compensated at the last salary step she/he was on prior to the layoff, rather than the substitute rate, for every day of substitute work after the fifth day of substitute work in each work year. However, any employee on layoff who refuses an offer of re-employment within two years of the date of layoff shall no longer be eligible for this increased rate of substitute pay, and shall be paid at the regular substitute rate for all substitute work.

ARTICLE XXIX

STABILITY OF AGREEMENT

Section 1. The parties agree that during the negotiations of the terms of this Agreement, they were afforded the unrestricted right to negotiate all matters covered by Chapter 150E; that they shall be governed exclusively by and limited to the terms and provisions of this Agreement and that neither shall have any other obligation or be obligated to negotiate with respect to any matter pertaining to wages, hours, or other terms and conditions of employment whether or not specifically included in this Agreement or discussed during the negotiations preceding the execution of this Agreement.

Section 2. No addition to, alteration, modification, or waiver of any term, provision, covenant or condition or restriction in this Agreement shall be valid, binding or of any force or effect unless mutually agreed to, in writing, by the parties to this Agreement.

Section 3. The failure of the Committee or the Union to insist, in any one or more situations, upon performance of any of the terms or provisions of this agreement, shall not be considered a waiver or relinquishment of the right of the Committee or the Union to future performance of any such term or provision, and the performance shall continue.

Section 4. All agreements, policies, precedents, employment and work practices are existent and effective only to the extent they are expressly set forth in this Agreement.

ARTICLE XXX

SCOPE OF AGREEMENT

Any prior agreements covering employees covered by this Agreement shall be terminated and of no effect, upon the effective date of this Agreement except for those benefits that are specifically continued into the new Agreement by mutual consent.

ARTICLE XXXI

NOTICE

An employee must give two working weeks' notice before resigning from his/her position. An employee must give three (3) months written notice for retirement. For school year employees, notice of resignation must be given at least two weeks prior to the scheduled school year for the employee.

ARTICLE XXXII

DURATION

This agreement shall take effect on July 1, 2023 and shall continue in force to and including 12 midnight on June 30, 2026.

ARTICLE XXXIII

NEGOTIATION AND TERMINATION PROCEDURE

On or before, but no later than November 1, 2025, either party shall submit to the other written notice of the intention to negotiate for a successor agreement. Upon receipt of such notice, the parties shall arrange for meetings for the purpose of collective bargaining relative to proposed changes.

In the event that the parties are unable to reach agreement on terms and conditions in a successor contract, then the terms and agreements contained in this Agreement shall continue until such time as a new agreement is reached.

TERMINATION

This Agreement will remain in effect for three (3) years. At the end of this period, either party may terminate this agreement provided such termination is transmitted by Certified Mail to the Responsible signatories to this Agreement at least thirty (3) days before the termination date.

RENEWAL

Should neither party to this agreement send a notice of termination as described in this Agreement will be considered to have been automatically renewed for one year.

ARTICLE XXXIV

EMPLOYEE EVALUATION

A committee will be established with representation from the AFSCME membership and the school administration to review and revise the current evaluation instrument and process. Any revisions to the evaluation instrument or process shall be agreed upon by the Union and the Superintendent.

Employees will be evaluated at least one time annually, and such evaluation shall be conducted openly with the full knowledge of the employee.

The employee will be given a copy of the evaluation and will have the right to discuss the evaluation with the supervisor. The employee shall sign each evaluation prior to its placement in the personnel file. It is understood that such signature in no way indicates agreement with the contents. Within ten (10) calendar days after signing, an employee shall have the right to submit a written comment to any evaluation, and any such statement will be affixed to the evaluation.

ARTICLE XXXV

ASSISTANCE IN ASSAULT CASES

The Principal shall report cases of assault suffered by a member of the AFSCME Union in connection with their employment to the Superintendent.

The AFSCME member shall provide a written statement of the incident by the next work day.

The School Committee agrees to indemnify all bargaining unit members consistent with the provision of M.G.L. c. 258

Any damage or loss of personal property shall be reported in writing to the Principal immediately upon becoming aware of such loss, damage, or destruction.

Signed this 24th day of August 2023

WESTPORT SCHOOL COMMITTEE


School Committee Chair

AFSCME, COUNCIL 93, LOCAL 2667


AFSCME President