

AGREEMENT BETWEEN
CONCORD-CARLISLE REGIONAL SCHOOL
COMMITTEE
AND THE
AMERICAN FEDERATION OF STATE, COUNTY
AND MUNICIPAL EMPLOYEES
AFL-CIO, STATE COUNCIL 93, LOCAL 1703

CCHS BUILDING SERVICE WORKERS
2021-2024

TABLE OF CONTENTS

ARTICLE		PAGE
1	RECOGNITION	3
2	RETAINED RIGHTS OF THE DISTRICT	3
3	RECYCLING	4
4	UNION SECURITY	4
5	NO DISCRIMINATION	4
6	NO STRIKES; NO LOCKOUT	5
7	JOB CLASSIFICATIONS AND WAGE RATES	5
8	WORK WEEK AND OVERTIME	12
9	HOLIDAYS	14
10	VACATION LEAVE	15
11	FUNERAL LEAVE	16
12	JURY DUTY	16
13	LEAVE OF ABSENCE	17
14	GRIEVANCE PROCEDURE	17
15	SENIORITY AND QUALIFICATIONS.....	18
16	DISCIPLINE AND DISCHARGE	20
17	SICK LEAVE.....	20
18	PERSONAL LEAVE AND LEAVE FOR RELIGIOUS OBSERVANCE	21
19	PROFESSIONAL LEAVE	22
20	CHILD-BEARING AND CHILD-REARING LEAVE	22
21	LONGEVITY PAY	23
22	EMPLOYEE RECORDS	23
23	MISCELLANEOUS	24
24	MILEAGE EXPENSE REIMBURSEMENT	25
25	CLOTHING ALLOTMENT	25
26	GROUP INSURANCE	25
27	EMPLOYEE COURSE BENEFIT	26
28	EFFECTIVE DATE AND TERM OF AGREEMENT	27
APP. A	AMERICAN FERERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES. AFL-CIO, STATE COUNCIL 93	28
APP. B	WAGE RATE SCHEDULE	29

THIS AGREEMENT is effective as of July 1, 2021 and is entered into by the CONCORD-CARLISLE REGIONAL SCHOOL DISTRICT (hereinafter referred to as the “District”), and LOCAL 1703, STATE COUNCIL 93, AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES, AFL-CIO, (hereinafter referred to as the “Union”). The Agreement has as its purpose the promotion of harmonious relations between the District and the Union, the establishment of an equitable and peaceful procedure for the resolution of differences with respect to the meaning and application of this Agreement, and the establishment of wages, hours and other conditions of employment.

ARTICLE 1

RECOGNITION

The District recognizes the Union as the sole and exclusive bargaining agent for the purpose of establishing wages, hours and other conditions of employment for certain employees of the District in the bargaining unit comprising all custodians as certified by the Massachusetts Labor Relations Commission. Excluded from the unit are the Manager of Facilities, the Director of Finance & Operations, and all professional employees and all other employees of the District. The term “employee” or “employees” as used in this Agreement means a person or persons to whom this Agreement applies.

ARTICLE 2

RETAINED RIGHTS OF THE DISTRICT

Except as specifically modified by this Agreement, The District retains the right to select and hire all employees; to promote employees to determine the necessity for filling a vacancy; to transfer employees from one position to another; to suspend discipline, or discharge employees; to subcontract all or any part of the work of the bargaining unit; to assign, supervise or direct all working forces and to maintain discipline and efficiency among them; to lay off employees and to adjust employment when required because of lack of work or curtailment of work; to make reasonable rules and regulations which do not conflict with the provisions of this Agreement; and generally to control and supervise the District’s operations and municipal affairs without hindrance or interference by the Union. No action taken by the District under this Article 2 shall conflict with the express provisions of this Agreement.

ARTICLE 3

RECYCLING

Recycling is a commitment for all members of the school community and it is expected that Building Service Workers will participate in this effort.

The Building Service Supervisor in each building shall develop a schedule to ensure recycling bins are emptied on a regular basis and all recycling materials are put out for curbside pickup weekly.

ARTICLE 4

UNION SECURITY

4.1. CHECKOFF. During the life of this Agreement and in accordance with the terms of the form of authorization attached as Appendix A, the District agrees to deduct, from the payroll each month, Union membership dues levied in accordance with the Constitution of the Union from the pay of each employee who executes such form and remit the aggregate amount to the Treasurer of the Union along with a list of employees who have had said dues deducted. Such remittance shall be made by the tenth (10th) day of the succeeding month.

4.2. BULLETIN BOARD. The District will provide a bulletin board to be placed on the premises at the Regional High School for the posting of notices of a routine nature pertaining to Union business and notices from the District to the employees. Notices shall be furnished in duplicate by the Union and shall be first submitted for approval to the designated representative of the District before posting. No denunciatory or inflammatory material shall be posted on such bulletin board.

4.3. ACCESS TO PREMISES. The District agrees to permit representatives of the American Federation of State, County and Municipal Employees, AFL-CIO and/or Council 93, and/or Local 1703 to enter the Regional High School for the sole purpose of individual discussion or working conditions and/or grievances with employees covered by this Agreement, provided such discussions do not interfere with the performance of duties assigned to such employees.

ARTICLE 5

NO DISCRIMINATION

5.1. Neither the Union nor the District will discriminate against an employee because of his/her membership in or lawful activity in behalf of the Union or because of lack of such membership or activity.

5.2. The parties to this Agreement agree that they shall not discriminate against any employee because of race, sexual orientation, color, sex, age, gender identity, religion, national origin, genetics information, active military status, ancestry, or disability and that such employee shall receive the full protection of this Agreement.

5.3. The parties to this Agreement agree that they shall not discriminate against any employee on the basis of handicap in accordance with Section 504 of the Rehabilitation Act of 1973, and that such employee shall receive the full protection of this Agreement.

ARTICLE 6

NO STRIKES; NO LOCKOUT

It shall be a violation of this Agreement for any employee to engage in, induce, or encourage any strike, work stoppage, slowdown or withholding of services. It is further agreed that there shall be no lockout of employees by the District.

ARTICLE 7

JOB CLASSIFICATIONS AND WAGE RATES

7.1. DEFINITIONS OF EMPLOYEE.

Probationary employees are employees who have had less than nine (9) months of continuous service. They are in a probationary status for that period and may be terminated at any time without recourse under this Agreement.

Permanent employees are employees who have had nine (9) months or more of continuous service.

Full-time employees are employees who are scheduled to work each day of the week and at least twenty-five (25) hours per week.

Part-time employees are employees who are scheduled to work less than twenty-five (25) hours per week and/or employees who are not scheduled to work each day of the week.

Temporary employees are those employees hired for special projects, to fill temporary vacancies, or to replace employees on leaves of absence or vacation, and who are not regularly employed for more than four (4) consecutive months.

7.2. JOB CLASSIFICATIONS. In this Agreement and made part of it as Appendix B is a Wage Rate Schedule. It lists all positions covered by this Agreement by title along with the wage rates for each position. Additional job classifications may be instituted by the District whenever the District's activities require.

7.3. NEW CLASSIFICATIONS AND CHANGES IN DUTIES. If the District establishes a new bargaining unit job or makes a substantial change in the duties of an existing bargaining unit job, the rate for the new or changed job shall be established by the District with due regard for the content of the new or changed job and the rates paid for comparable work to other employees of the District. Following mutual discussion between the District and the Union, if the Union disagrees with the rate as determined by the District then the question of what the new rate should be in accordance with the foregoing shall be subject to the grievance and arbitration procedure hereunder, commencing at Step 3. Any award shall be retroactive to the establishment of the new job or the changes in duties of the existing job.

7.4. SHIFT DIFFERENTIAL. A shift differential shall be paid for work performed on all shifts which commence on or after 2:00 p.m. These differentials are listed in Appendix B: Wage Rate Schedules. Shift differentials shall be included in figuring holiday pay, vacation pay, personal leave, jury duty pay, funeral leave and sick leave pay. During the customary Christmas, February and April school recesses, an employee who has been working a shift which qualifies him/her for a shift differential immediately prior to such recess shall continue to receive the shift differential even though his working hours are rescheduled during such period. However, during the summer vacation period, shift differentials will be paid only when the employee actually works his scheduled shift (if any such shifts are worked).

7.5. LEAD BUILDING SERVICE WORKER. There shall be a classification known as Lead Building Service Worker. The Lead Building Service Worker in addition to the duties of a Building Service Worker will perform such additional duties as might be assigned to a lead man under normal industrial practice. On a shift when the Head Building Service Worker is not working, there shall be a Lead Building Service Worker. The Lead Building Service Worker differentials are listed in Appendix B: Wage Rate Schedule.

7.6 EVALUATION PROCEDURES

The performance evaluation program for building service workers and maintenance employees shall focus on the extent to which each person carries out her/his performance responsibilities as stated in the job descriptions.

The primary purpose of the performance evaluation program is:

- A) To improve the delivery of service
- B) To identify and commend satisfactory and exemplary performance
- C) To identify and remediate unsatisfactory performance

PROCEDURES:

1. The employee shall have the right to identify any constraints which the employee believes may inhibit her/his ability to meet the evaluation criteria and to discuss the removal of such constraints with their supervisor (the evaluator) prior to an evaluation of her/his performance.
2. The Employee shall be evaluated using the evaluation instrument outlined in Appendix C. Evaluations shall be conducted at the conclusion of the nine-month probationary period and thereafter annually or when areas of improvement are noted on an evaluation or at the discretion of the supervisor. The Employee will be evaluated prior to June 30th but not before October 15th. The employee may also provide additional information on his/her evaluation.
3. The evaluation report shall be signed by the supervisor and the employee. The employee's signature indicates that he/she has read the evaluation. The employee's signature does not indicate agreement or disagreement with the contents of the evaluation.
4. The supervisor shall meet with the employee within ten (10) work days to discuss the evaluation.
5. The employee may respond in writing to the evaluation and such response will be attached to the evaluation report.

CATEGORIES

- EXCEEDS EXPECTATIONS - Surpasses the qualities and behaviors described
- MEETS EXPECTATIONS - Meets satisfactory level of performance
- NEEDS IMPROVEMENT - Significant improvement required to meet acceptable level of performance
- UNSATISFACTORY - Not adequately demonstrating the qualities and behaviors described

EVALUATION INSTRUMENT

The evaluation should be thorough, objective and clearly understood by the employee, so as to positively affect future performance.

Each employee shall receive a copy of his/her evaluation prior to a conference with his/her evaluator.

I. KNOWLEDGE OF THE JOB

- A. Demonstrates thorough grasp of the responsibilities of the job
- B. Demonstrates competency in work related skills
- C. Understands and follows directions
- D. Exhibits thorough knowledge of relevant workplace technology

II. PERFORMANCE OF TASKS

- A. Demonstrates organizational skills
- B. Demonstrates accuracy and efficiency
- C. Exhibits good communication skills
- D. Recognizes and implements priorities

III. INITIATIVE

- A. Demonstrates initiative and is resourceful
- B. Performs tasks with minimal supervision
- C. Uses time productively and efficiently

IV. PERSONAL CHARACTERISTICS

- A. Exhibits dependability (including attendance and punctuality)
- B. Displays positive attitude
- C. Demonstrates discretion and tact
- D. Is cooperative and enthusiastic

EVALUATION FORM

NAME: _____

SCHOOL: _____ POSITION: _____

I. WORK EFFECTIVENESS

- A. Knowledge of job _____ Thorough grasp of all essentials
 _____ Well informed
 _____ Sufficient for job
 _____ Improvement needed
 _____ Unsatisfactory
- B. Ability to _____ Exceptionally well organized and accurate
 organize work _____ Good systematic planning and accuracy
 _____ Sufficient for job
 _____ Improvement needed
 _____ Unsatisfactory
- C. Task Performance _____ Exceeds requirements
 _____ Fully meets requirements
 _____ Sufficient for job
 _____ Improvement needed
 _____ Unsatisfactory
- D. Initiative _____ Exceptionally resourceful
 _____ Generally resourceful
 _____ Requires moderate supervision
 _____ Requires close supervision
 _____ Unsatisfactory
- E. Technology _____ Exceeds requirements
 _____ Fully meets requirements
 _____ Sufficient for job
 _____ Improvement needed
 _____ Unsatisfactory
 _____ Not Applicable

COMMENDATIONS AND/OR RECOMMENDATIONS:

II. PUNCTUALITY

Excellent _____

Satisfactory _____

Improvement Needed _____

COMMENDATIONS AND/OR RECOMMENDATIONS:

III. PERSONAL CHARACTERISTICS

- | | | |
|------------------------------|-------|--|
| A. <u>Cooperation,</u> | _____ | Exceptionally cooperative, excellent rapport |
| <u>ability to work</u> | _____ | High degree of cooperation, good relationships |
| <u>with others (i. e</u> | _____ | Adequate |
| <u>colleagues, students,</u> | _____ | Improvement needed |
| <u>community members)</u> | _____ | Unsatisfactory |
|
B. <u>Reliability/</u> | _____ | Outstanding |
| <u>dependability</u> | _____ | Better than average |
| | _____ | Sufficient for job |
| | _____ | Improvement needed |
| | _____ | Unsatisfactory |
|
C. <u>Discretion and</u> | _____ | Outstanding |
| <u>tact - supportive</u> | _____ | Better than average |
| <u>of school and/or</u> | _____ | Acceptable |
| <u>system policies</u> | _____ | Improvement needed |
| | _____ | Unsatisfactory |

COMMENDATIONS AND/OR RECOMMENDATIONS:

IV. COMMENTS ABOUT EMPLOYEE OR EMPLOYEE'S WORK NOT COVERED IN ITEMS I, II OR III

COMMENDATIONS AND/OR RECOMMENDATIONS:

PROFESSIONAL GROWTH: (List all courses, workshops, professional meetings, conferences and other staff development opportunities.)

EVALUATOR'S RECOMMENDATION

_____ Continue employment with normal salary increase

_____ Withhold salary increase in accordance with the appropriate collective bargaining agreement article

Signature of Evaluator: _____ Date: _____

NOTE TO STAFF MEMBER: This report was prepared and discussed with you to keep you informed of your supervisor's appraisal of your work. We ask you to sign this form which indicates that you have read it and, though you may or may not agree with the content, you do understand what it says. The space below is provided for any written comment that you may wish to make. You may respond in more detail if you wish and the response will be attached to this form.

Employee's Signature: _____ Date: _____

Employee's Comments:

cc: Personnel File

ARTICLE 8

WORK WEEK AND OVERTIME

8.1. WORK WEEK. The normal work week shall consist of forty (40) hours being five (5) days of eight (8) hours each, including an unscheduled thirty (30) minutes paid lunch period for personnel who work a continuous work day. Employees are expected to be available for emergencies during their paid lunch period. All Building Service Workers' schedules shall provide for a fifteen (15) minute rest period during each half shift. A half shift shall be defined as four (4) hours. Prior to the implementation of a schedule change, the principal will discuss the change with the union representative. Employees whose work schedule commences at 1:00 p.m. or after will be scheduled for an eight (8) hour period with a lunch break included.

8.2. OVERTIME. Time and one-half shall be paid for all time worked in excess of eight (8) hours in one day or forty (40) hours in one week, and for all time worked on Saturdays and Sundays except that temporary employees called in on Saturdays, Sundays and holidays for snow removal and similar emergency work shall be paid on a straight time basis.

Overtime for Sundays and Holidays. Employees who work on Sundays and holidays as specified in Article 9 will be paid double time. Building checks are excluded.

8.3. When a building service worker is called in by the District to work overtime which is not continuous with other hours worked, his/her pay for the overtime, excluding travel time, shall not be less than his/her overtime rate for four (4) hours, but this provision does not apply to use of the school premises by others where the employee is paid as described in paragraph 8.8.

8.4. Although the District does not expect to invoke mandatory overtime, both parties agree that conditions may arise where overtime is necessary, and therefore under such conditions employees will work reasonable amounts of overtime.

8.5. Overtime shall be equally and impartially distributed among personnel in each area who ordinarily perform such related work in the normal course of their work. An employee may be excused from overtime work but in this event the hours so excused shall be charged as time worked for purposes of equal distribution. In case of a grievance involving overtime distribution, the records shall be subject to examination by the employee and the Union.

8.5.1. The Manager of Facilities shall provide a list of employees who are willing to work overtime outside their building to the President of the Bargaining Unit. This Overtime List shall begin with the employee who has the most seniority. It shall be the responsibility of the employee to notify the manager in writing of their desire to be on the Overtime List or of any status changes to the List.

The Building Service Supervisor in need of overtime coverage shall offer the overtime to all

Building Service Workers assigned to his/her building.

In the event that the Building Service Supervisor is unsuccessful at finding an employee who wants to work the overtime within the building, the Building Service Supervisor will notify the Manager of Facilities. The Manager of Facilities will offer the overtime to all available CCHS Building Service Workers in the order as they appear on the Overtime List.

If no Building Service Worker volunteers to work overtime, the Manager of Facilities will ask the CPS Building Service Workers and the Maintenance Workers prior to invoking mandatory overtime to the most junior CCHS Building Service Worker available.

When filled, the Manager shall notify the Building Service Supervisor of the building requiring overtime with the name of the employee who will cover the building.

8.6. When an employee is working overtime, he/she shall be permitted reasonable paid meal periods.

8.7. Overtime and premium rates shall not be pyramided. Overtime shall be paid for all time worked in excess of the normal scheduled work day or work week, but not both.

8.8. NON-SCHOOL USE OF FACILITIES. As a general rule, when school premises are used by non-school groups as defined by school authorities for meetings and activities, an employee will be detailed to be on the premises, to open and close the buildings and perform other necessary duties. If the building service worker has to come in and open up the building (as opposed to being already on duty) he/she shall receive a minimum of two (2) hours pay. Such time shall be equally and impartially distributed. Work required by the use of facilities by non-school groups will be paid at the rate of one and one-half (1-1/2) times the hourly rate of Step 6 of the Building Service Worker Salary Schedule in effect at the time the work is performed. Such work for non-school groups as defined by school authorities and required on Sundays and holidays will be paid at a rate of double time. Time lost from scheduled hours for such work will be made up at straight time.

Head Building Service Workers who are assigned to work for non-school related groups will receive his/her Head Building Service Workers rate. Lead Building Service Workers assigned to work for non-school related groups will receive their Lead Building Service Workers rates. Second and third shift Building Service Workers will also receive their shift differentials when assigned to work for non-school groups.

8.9 FUNCTION CANCELLATION – A Building Service Worker assigned to work overtime for both school and non-school functions shall be entitled to at least twenty-four (24) hours notification for cancellations of Monday through Friday events and forty-eight (48) hours notification for cancellation of Saturday and Sunday events. Building Service Workers assigned shall be entitled to four (4) hours' pay if cancellation notice does not meet these timelines.

8.10. COMPENSATORY TIME. Building Service Workers who are requested to work when the Superintendent closes the Central Administrative Offices are entitled to straight time, compensatory time for those hours worked when the offices are normally open. The president of the bargaining unit shall be notified when the Central Offices closes. Employees who are not physically at work are not entitled to compensatory time.

ARTICLE 9

HOLIDAYS

9.1. The following paid holidays shall be recognized whenever they occur on or are celebrated on a regular working day, Monday to Friday, inclusive:

Independence Day	New Year's Day
Labor Day	Martin Luther King's Birthday
Columbus Day	Presidents' Day
Veteran's Day	Patriots' Day
Thanksgiving Day	Memorial Day
Day After Thanksgiving	Christmas Day

9.2. To be eligible for holiday pay, an employee must work a minimum of fifteen (15) hours per week. An employee normally scheduled to work five (5) consecutive days per week who works his/her scheduled hours the working day before and the working day after a recognized holiday shall receive a day's pay as holiday pay computed on the basis of his/her scheduled hours for that day. Absence due to approved paid leave on the day before or the day after a holiday shall be considered time worked for purposes of eligibility for holiday pay. Temporary and seasonal employees are not entitled to holiday pay.

9.3. HOLIDAYS OCCURRING DURING VACATION LEAVE. When a paid holiday occurs during an employee's vacation period, he/she will receive holiday pay in lieu of vacation pay for that day. Any unused vacation days may be taken at another time.

9.4. When a paid holiday falls on a Sunday, the following Monday shall be observed. When a paid holiday falls on a Saturday and the schools are not in session on the preceding Friday, that Friday shall be observed. When a paid holiday occurs on Saturday or Sunday and schools are in session on the preceding Friday or succeeding Monday, thus requiring building service workers to work on those days, the holiday will be paid at straight time.

ARTICLE 10

VACATION LEAVE

10.1. A probationary employee will accrue five (5) days of vacation when he/she completes his/her probationary period and becomes a permanent employee. This accrued leave may be taken only after the completion of the probationary period. If the employee terminates service for any reason before the end of the probationary period, he/she is not entitled to any accrued vacation.

10.2. Permanent employees are entitled to accrue vacation leave each fiscal year. This accrued vacation leave will be credited to each employee on July 1 as follows:

End of probationary period to end of 1st fiscal year	1 vacation day for each 5 weeks of service after completion of probationary period to a maximum of 10 additional days
End of 2nd fiscal year to end of 4th fiscal year	10 days
End of 5th fiscal year to end of 9th fiscal year	15 days
End of 10th fiscal year to end of 19th fiscal year	20 days
End of 20th fiscal year and thereafter	25 days

Permanent part-time employees are entitled to prorated vacation according to the above schedule.

Temporary and seasonal employees are not entitled to paid vacation.

No more than ten (10) vacation days may be carried from one fiscal year to the next. All other vacation days earned must be used in the same fiscal year in which they are credited or will be forfeited except in unusual circumstances as requested by supervisors.

One (1) day of vacation will be deducted from the yearly accrual for each month in which the employee is absent without pay for one-half, or more, their regularly scheduled working days.

10.3. COMPUTATION. Vacation leave shall be credited and charged on a whole or half-day basis only. Vacation day pay during a particular year shall be computed at the employee's regular hourly rate times the average number of daily scheduled hours at the time the vacation is taken.

10.4. SCHEDULING OF LEAVE. If a holiday falls during a vacation period, an additional day off will be scheduled by agreement with the principal. When requesting a vacation of five (5) consecutive days it must be requested five (5) business days in advance of the start of the vacation.

10.5. TERMINATION. Upon termination of employment, the employee shall receive payment for all accrued vacation days. This payment shall include any vacation days earned during the fiscal year of termination and shall be prorated monthly to the nearest half day. Such payment shall not exceed forty-five (45) accrued days.

If termination is caused by death, such payment shall be made to the employee's surviving spouse if living; otherwise to the employee's estate.

10.6. RECORDING AN ABSENCE. Employees must immediately record all absence requests in the automated system used by the employer.

ARTICLE 11

FUNERAL LEAVE

An employee normally scheduled to work five (5) consecutive days per week shall be entitled to a maximum of five (5) working days off with pay to be taken within seven (7) days of a death occurring in his/her immediate family. Immediate family shall be defined as mother, father, spouse, children, brother, sister, mother-in-law, father-in-law, sister-in-law, brother-in-law, grandparent, grandchild, niece, nephew or member of employee's immediate household. Employees are also entitled to one (1) day of bereavement leave for the death of other close relatives or friends with the approval of the principal. Compensation for time off under the terms of this article shall be calculated on the basis of the employee's scheduled hours' times his regular hourly rate (including shift differential, if any) times his normal day's work for each day of leave. Funeral leave will not be charged to sick leave or vacation leave. Employees must immediately record all absence requests in the automated system used by the employer.

ARTICLE 12

JURY DUTY

Permanent and probationary employees serving on jury duty will be paid the difference between the money received for jury duty, less travel allowance, and their regular pay calculated on the basis of their scheduled hours times their regular hourly rate. This shall apply only to the time lost by the employee during the regular work week. An employee who is normally scheduled to work in the evenings and nights shall not be required to report to work on any day during which he/she serves on jury duty. Employees must immediately record all absence requests in the automated system used by the employer.

ARTICLE 13

LEAVE OF ABSENCE

13.1. A leave of absence may be granted by the Superintendent after proper written application through the principal. Such leave will be without pay, but an employee so excused will retain length of continuous service in the school system and seniority rights for the period of the leave; however, no seniority shall accumulate during a leave of one year or longer.

13.2. THE FAMILY AND MEDICAL LEAVE ACT OF 1993. Upon receipt of an application, the Superintendent shall approve a maximum of twelve (12) weeks unpaid, job protected leave each year for specified family and medical reasons consistent with the FMLA. For purposes of the FMLA, the year is defined as the twelve (12) consecutive months immediately preceding the requested leave date.

ARTICLE 14

GRIEVANCE PROCEDURE

Any grievance or dispute which may arise between the parties involving the application, meaning or interpretation of this Agreement shall be settled in the following manner.

A grievance that affects or may affect more than one member of the bargaining unit will be submitted as one grievance, in writing to the Human Resource Manager. The processing of such grievance shall commence at level two of the grievance procedure.

Step 1. The union steward and/or representative with the aggrieved employee shall take up the grievance or dispute in writing with the principal within three (3) working days of the date of the grievance or his knowledge of its occurrence. The principal shall attempt to adjust the matter and shall respond in writing to the steward and employee within three (3) working days.

Step 2. If the grievance has not been settled, it shall be presented in writing to the Human Resource Manager within three (3) working days after the supervisor's response is due. The Human Resource Manager or his/her designee shall respond to the steward and employee in writing within seven (7) calendar days of receipt.

Step 3. If not settled at Step 2, the grievance shall be referred to the Superintendent within seven (7) calendar days after receipt of the answer in Step 2 or after the date when the answer should have been received if no written answer is received. Such reference shall include confidential reports in writing by both the Union and the

District. Copies of such reports shall be exchanged between the parties. The Superintendent shall hear the grievance and shall render a decision within thirty (30) calendar days following the hearing.

Step 4. In the event the Superintendent is unable to resolve the grievance, the grievance may be referred to arbitration by giving the Superintendent written notice thereof within fifteen (15) calendar days after receipt of the Superintendent's decision or after the date when the decision should have been received if no written decision is received. The arbitrator shall be selected through the American Arbitration Association, and such arbitration shall proceed in accordance with the Voluntary Labor Arbitration Rules of the American Arbitration Association.

No arbitrator shall have any power to add to or subtract from or modify any of the terms of this Agreement, or to decide any question except the grievance as submitted. No award may be retroactive for more than thirty (30) calendar days prior to the date the grievance was reduced to writing. The arbitrator shall be requested to issue his decision within thirty (30) calendar days following the hearing, and such decision as to all matters shall be final and binding on all parties.

14.2. The expense of the arbitration proceedings (except the individual expense of either party in prosecuting its case) shall be borne equally by the District and the Union. If either party desires a stenographic transcript of the proceedings it may cause such a transcript to be made, providing it pays for the transcript and makes one (1) copy available without charge to the other party and one (1) copy to the arbitrator, provided that for good cause shown the arbitrator may allocate up to one-half of such expense to the other parties.

14.3. Grievances involving disciplinary action shall be processed beginning at Step 2. If the case reaches arbitration, the arbitrator shall have the power to direct a resolution of the grievance up to and including restoration to the job with all compensation, and privileges that would have been due the employee.

ARTICLE 15

SENIORITY AND QUALIFICATIONS

15.1. DEFINITION OF SENIORITY. Seniority is the length of continuous service an employee has in the bargaining unit covered by this Agreement.

15.2. DEFINITION OF QUALIFICATIONS. "Qualifications" means the ability, knowledge and skill of an employee to perform the required duties of a job classification in a workmanlike and efficient manner.

15.3. LOSS OF SENIORITY. Seniority shall be broken for the following reasons:

- A) if the employee quits;
- B) if the employee is discharged for just cause;
- C) if the employee is absent for three (3) consecutive working days without properly notifying the District;
- D) if the employee, having been laid off, fails to return to work within six (6) working days after being notified to report for work, and does not give a satisfactory reason;
- E) if an employee has been laid off for two (2) years.

15.4. POSTING OF VACANCIES. A vacancy in a classification, including a promotional vacancy, will be posted for bid. Closing date for bids shall not be less than five (5) work days from the posting date. Employees wishing to apply for the vacancy shall submit an application not later than 4 p.m. on the fifth work day from the posting date.

Selection of an employee to fill the position shall be based on qualifications and ability. Where qualifications and ability are relatively equal, seniority shall be the determining factor. In cases where no promotion is involved, the Committee shall be the sole judge of qualifications and ability provided that such judgment shall not be exercised arbitrarily, capriciously, or unreasonably. In cases where a promotion is involved, the Committee shall be the sole judge of qualifications with reference to the grievance procedure. Employee applicants not selected for a vacancy will be given written reasons.

The successful applicant shall be given a ninety (90) calendar day trial and training period in the new position at the applicable rate of pay. If at the end of the trial and training period it is determined that the employee is not qualified to perform the work, he/she shall be returned to his/her old position and rate.

15.5. LAYOFF AND RECALL: BUMPING. Layoff in any classification in the bargaining unit shall be by order of seniority. An employee laid off under the preceding sentence may elect, in lieu of layoff, to transfer to any lower classification, provided he/she has the necessary qualifications or has previously worked in such lower classification. Layoff from such lower classification shall then proceed by seniority. Recall shall be made on the basis of seniority. An employee shall retain recall rights for two (2) years from the date of the layoff. The recalled employee must report to work within ten (10) days of notification or shall forfeit all recall rights.

ARTICLE 16

DISCIPLINE AND DISCHARGE

The District shall not discipline, suspend or discharge any employee without just cause. When disciplinary action is taken, the Employer will follow a progressive discipline process. In all cases involving the suspension or discharge of a permanent employee, the District shall notify the employee in writing of his/her suspension or discharge and the reasons therefore. Any dispute arising between the District and the Union concerning the existence of just cause for suspension or discharge may be subject to the grievance and arbitration procedure set forth in this Agreement, except that the suspension or discharge of a probationary employee shall not be subject to the arbitration procedure under this Agreement.

ARTICLE 17

SICK LEAVE

17.1. Each permanent employee shall accrue sick leave at the rate of one and one-fourth (1-1/4) days for each month of service. A day of sick leave shall be computed at the employee's regular hourly rate times the average number of hours per day for which the employee was scheduled during the month. Sick leave shall be accumulated without limit. Any accumulation which present employees have at the effective date of this Agreement shall be retained. Each building service worker who uses two (2) days or less of accrued sick time throughout the school year, will be given \$250 at the end of the school year.

17.2. WORKER'S COMPENSATION. The Worker's Compensation Act has been accepted by the School Committee as applied to all building service worker employees. A building service worker who is entitled to any sick leave allowance may take such of his/her sick leave allowance payment as, when added to the amount of any disability compensation provided by the statute, will result in the payment to him/her of his/her full salary or wages. A building service worker absent because of industrial accident who has exhausted his/her sick leave may use accrued vacation.

17.3. PERSONS COVERED. Sick leave shall be granted for personal illness or injury or for serious sickness of the employee's spouse, child, mother or father. A doctor's statement shall be required for sick leave exceeding five (5) consecutive working days or for repetitive intermittent periods of absence. The doctor's statement shall pertain to the sick person.

17.4. NOTIFICATION. Employees must call in to the principal before their shift begins if they are to receive compensation for sick time. Failure to call in accordance with the following procedure will result in no pay for the period of absence:

- A) First shift - call at least one-half (1/2) hour before shift begins.

B) Second and third shift - call at least three (3) hours before the shift begins.
In the event of sudden sickness or accident which prevents an employee from working, a review of the circumstances shall be made by the Superintendent before sick pay is withheld.

17.5. DEATH OR RETIREMENT. Upon retirement, pursuant to the regulations of the Town of Concord Retirement System, each employee employed prior to September, 1982 who draws a pension from the Town of Concord shall be paid for 50% of his/her accumulated, unused sick leave to a maximum of sixty-two (62) paid days (50% of 124 days of accumulates sick leave). *

This payment for unused sick leave will be made in one (1) payment, unless the employee indicates in writing that payment shall be made in four (4) equal annual payments in January, commencing with the January following retirement.

An employee who voluntarily takes deferred retirement is not eligible for this pay for accumulated sick leave.

Accumulated sick leave shall be converted to equivalent eight (8) hour days and the employee shall be paid on the basis of his/her hourly rate in effect at his/her retirement.

Upon the death or permanent disability of an employee, payment for unused sick leave in accordance with the above formula will be made to the employee or his/her beneficiary. If the employee fails to name a beneficiary who survives his/her payment shall be made to his/her estate.

Employees hired after September 15, 1982 are not entitled to any payment for unused sick leave upon death, permanent disability or retirement.

17.6. RECORDING AN ABSENCE. Employees must immediately record all absence requests in the automated system used by the employer.

ARTICLE 18

PERSONAL LEAVE AND LEAVE FOR RELIGIOUS OBSERVANCE

At the discretion of the principal, and such discretion shall not be unreasonably exercised, an employee who is normally scheduled to work on the basis of twelve (12) months and five (5) consecutive days per week may be granted annually three (3) days' absence from duties with pay (including leave on account of religious holidays). Unused personal leave days will be cumulative to five (5). Probationary employees may be granted only one (1) day of personal leave during the probationary period. One (1) additional personal leave day may be granted for each three (3) month interval employed after successful completion of the probationary period to the end of the first fiscal year of employment. Personal leave covers unusual and imperative matters which cannot be attended to at a time other than during scheduled hours. To be eligible for leave without loss of wages, employees must apply to the principal forty-eight (48) hours in

advance of the beginning of such leave except in cases of emergency.

*Two employees, mutually identified, and so recorded in their personnel files, are grandfathered under the previous Agreement and are entitled to be paid for 50% of a maximum of 200 days of accumulated, unused sick leave subject to all the provisions of this section.

Leave with pay will be granted only with the written permission of the principal and will be charged on a half-day or whole day basis until such time as our software will allow hourly charge.

Employees must immediately record all absence requests in the automated system used by the employer.

ARTICLE 19

PROFESSIONAL LEAVE

Building Service Workers may, after written request and approval of the principal, be granted reasonable one (1) day absences with pay to attend professional activities relating directly to their responsibilities or professional growth.

ARTICLE 20

CHILD-BEARING AND CHILD-REARING LEAVE

An employee who is pregnant may remain in active service until the termination of her pregnancy, provided that, at the end of the fourth month of pregnancy she furnishes an appropriate medical certificate of her fitness to continue in her position. In subsequent months, the employee may be required to furnish further medical certification and, at the end of the seventh month of pregnancy the employee must submit a written statement from her physician indicating how long she may safely continue her active employment prior to the expected date of confinement; and provided further that she may be required to cease active employment under this Article if the Employer determines that she is not adequately performing the duties of her position or there are reasons of personal medical safety warranting cessation of active employment. A physician's certificate of fitness may be required before the employee may return to her position. Employees who are disabled from working because of pregnancy or recovery therefrom may apply unused sick leave, in accordance with ARTICLE 17. SICK LEAVE for those days on which they are unable to work.

CHILD-BEARING LEAVE. Any female employee shall be granted, upon request to the Superintendent, a leave of absence without pay for reasons of child-bearing. Such leave shall not exceed eight (8) weeks. Employees on child-bearing leave may apply unused sick leave for those days on which they are unable to work as a result of pregnancy or recovery therefrom. In cases of use of unused sick leave, ARTICLE 17. SICK LEAVE shall apply.

CHILD-REARING LEAVE. Any employee may be granted a leave of absence without pay for up to one school year for the purpose of child rearing immediately following childbirth or adoption.

RECORDING AN ABSENCE. Employees must immediately record all absence requests in the automated system used by the employer.

ARTICLE 21

LONGEVITY PAY

The purpose of the longevity pay is to reward non-instructional employees for years of continuous service to the Concord-Carlisle Regional School District.

In addition to any other remuneration for services rendered, effective July 1, 2004 there shall be an annual addition in the computation of pay for each permanent employee of \$2000 after twenty (20) years of continuous full-time employment. Effective July 1, 2006 there shall be an annual addition in the computation of pay for each permanent employee of \$1,000 after fifteen (15) years through nineteen (19) years of continuous full-time employment. Effective July 1, 2021, there shall be an annual addition in the computation of pay for each permanent employee of \$500 after ten (10) years through 14 (fourteen) years of continuous full-time employment.

In determining years of continuous service, an employee will be credited with years worked in other departments of the school systems provided that such years were in position(s) which qualified the individual for longevity benefits.

Interruption of such employment due to approved leave, including military service, shall not be deemed to break the continuity of service with the school system in calculating benefits payable under this paragraph, provided that no employment other than military service is entered into by the employee during the period of said interruption. While such approved leave will not constitute a break in employment, no employee shall be eligible for any longevity pay while on leave.

Payment of longevity pay will be made in the first pay period of the month following completion of the anniversary of the required employment period.

ARTICLE 22

EMPLOYEE RECORDS

A copy of any written statement or report which is critical of an employee made by a member of management which is to be retained by the School District in the Personnel File shall be given to

the employee. The employee at the same time shall certify in writing on the Employer's copy to be filed that he/she has read the statement or report.

If the employee refuses to sign any such statement or report, the supervisor or other person in whose presence the employee read the statement or report shall certify that a copy of the statement or report was furnished by the Employer and that the employee refused to sign the Employer's copy.

If the employee is not available (because of illness or other absence) at the time the statement or report is prepared, a copy of the report or statement shall be filed; and as soon as practicable, the employee shall be furnished a copy of the statement or report and requested to sign the District's file copy.

The employee shall have the right to submit a response to any such statement or report and his/her written answer shall be reviewed by the Human Resource Manager and attached to the file copy of the statement or report.

ARTICLE 23

MISCELLANEOUS

23.1. DOCTOR'S CERTIFICATE. An employee returning to work following absence for more than five (5) consecutive working days will, if requested by the District, be required to furnish a doctor's certificate as to the employee's ability to perform his normal duties.

23.2. LEGAL CONFLICT. Should any provisions of this Agreement be found to be in violation of any applicable Federal or State law or Civil Service rule by a court of competent jurisdiction, all other provisions of this Agreement shall remain in full force and effect for the duration of this Agreement.

23.3. NO GRATUITIES, Etc. Except as may be expressly authorized by the Superintendent, no employee shall:

- A) accept any gratuities of money or goods in excess of \$50.00 value from any person dealing with the Concord School System in furnishing supplies, equipment, or services.
- B) participate as an official representative of the District in charity drives, special observances or promotional activities.

ARTICLE 24

MILEAGE EXPENSE REIMBURSEMENT

The School District will reimburse an employee for the use of his or her private automobile, for authorized district business, at the current rate set by the School Committee.

ARTICLE 25

CLOTHING ALLOTMENT

25.1. The District agrees to select and to provide work clothing and appropriate footwear annually on an as needed basis. The maximum annual allowance for each employee is \$500. This includes foul weather gear and embroidery costs. Such clothing is to be worn by each employee when he/she is on duty.

25.2. A committee consisting of one (1) member of the following Departments: Concord Building Services, Concord-Carlisle Building Services and Maintenance Department and two (2) members from Management. The main charge of this committee is to establish shirt colors and shirt styles for the different units. The committee will meet any time before May 1st for the next fiscal year.

25.3. One (1) set of foul weather gear for each building service worker employee will be provided by the Employer. This foul weather gear will be replaced as needed upon proof of need.

ARTICLE 26

GROUP INSURANCE

26.1. MEDICAL INSURANCE

The School Districts will provide to employees who regularly work at least twenty (20) hours per week a group insurance plan on the same basis as the group insurance plan available to other employees of the School Districts. It is understood that the School Districts will not itself operate the plan but the insurance company or companies will administer the benefits, which will be subject to such conditions and limitations as are provided by law and in the application. The premiums for such plan will be shared in the same proportion as for other employees of the School Districts. Any claims or disputes concerning eligibility for or payment of benefits under this description will be determined in accordance with the applicable insurance policies and

contracts.

26.2. LIFE INSURANCE

Employees who regularly work at least twenty (20) hours per week are eligible for basic life insurance coverage, which is a \$5,000 term policy with double indemnity for accidental death. The premiums for such plan will be shared in the same proportion as for other employees of the School Committee. Those employees who are eligible to participate in this plan and who wish to subscribe to it should contact the Director of Human Resource. At the discretion of the Employer, additional life insurance coverage may be made available.

26.3. Group insurance coverage will cease in the event that an employee's hours are reduced to fewer than twenty (20) per week.

ARTICLE 27

EMPLOYEE COURSE BENEFIT

27.1. ADULT AND CONTINUING EDUCATION

Building Service personnel may enroll in Adult and Continuing Education courses tuition waived on a space available basis.

27.2. TUITION REIMBURSEMENT

The sum of \$550 shall be available annually for tuition reimbursement for courses related to the employee's assignment. Prior approval of the principal must be obtained to guarantee reimbursement. Half of the funds shall be available between the period of July 1st and December 31st and the period of January 1st and June 30th. Any funds left from the period of July 1st and December 31st, will transfer over to January 1st. Any funds left as of June 30th, will be forfeited.

ARTICLE 28

EFFECTIVE DATE AND TERM OF AGREEMENT

This Agreement shall become effective as of July 1, 2018 and shall remain in full force and effect until June 30, 2021 and thereafter for successive one (1) year periods unless either of the parties hereto on or before the sixtieth (60th) day next preceding the anniversary date of this Agreement shall notify the other party in writing of its desire to terminate, amend or modify the same.

WITNESS the execution hereof as of the day and year noted below.

CONCORD-CARLISLE SCHOOL SYSTEM

AFSCME, AFL-CIO

By _____

By _____
President, Local 1703

Date _____

Date _____

APPENDIX A

**AMERICAN FEDERATION OF STATE, COUNTY AND
MUNICIPAL EMPLOYEES, AFL-CIO, STATE COUNCIL 93**

Authorization for payroll deduction:

By _____
Last Name First Middle

To: Concord-Carlisle Regional School District

Effective: _____
Date

I hereby request and authorize you to deduct each pay period from my earnings the amount established by the Union as dues. The amount deducted shall be paid to the Treasurer of the Union.

This authorization shall be irrevocable for the period of one year from the date hereof or until the termination of the applicable collective agreement (whichever occurs first) and shall be automatically renewed and irrevocable for successive similar periods of one year, unless written order or revocation is given by me to you and to the Union ten days prior to the expiration of the anniversary of the signing of this card or the termination of the applicable collective agreement (whichever occurs first).

Signed _____

Address _____

APPENDIX B

WAGE RATE SCHEDULE

Building Service Worker:

The following Building Service Worker hourly wage rate schedule are effective on the dates listed.

	<u>Hourly Rates</u>		
	<u>7/1/21</u>	<u>7/1/22</u>	<u>7/1/23</u>
Step 1	21.61	22.09	22.59
Step 2	22.53	23.03	23.55
Step 3	23.51	24.04	24.58
Step 4	24.51	25.06	25.62
Step 5	25.61	26.19	26.78
Step 6	26.83	27.43	28.05

DIFFERENTIALS (per hour):

	<u>7/1/21</u>	<u>7/1/22</u>	<u>7/1/23</u>
2 nd Shift	\$ 1.05	\$ 1.05	\$ 1.05
Lead 2 nd Shift	\$ 1.35	\$ 1.60	\$ 1.85

Building Services Supervisor:

The following Building Services Supervisor hourly wage rate schedule are effective on the dates listed.

	<u>Hourly Rates</u>		
	<u>7/1/21</u>	<u>7/1/22</u>	<u>7/1/23</u>
Step 1	27.12	28.23	29.36
Step 2	28.10	29.23	30.39
Step 3	29.04	30.19	31.37
Step 4	30.08	31.26	32.46

Step 5	31.15	32.36	33.58
Step 6	32.30	33.53	34.78
Step 7	33.35	34.60	35.88
Step 8	34.41	35.68	36.98
Step 9	35.50	36.80	38.13
Step 10	36.75	38.07	39.43

New Building Service Workers shall be hired on an appropriate step as determined by the Director of Human Resource. Prior custodial experience will be considered when determining the initial step placement.

A newly appointed Building Services Supervisor will have a trial period of nine (9) months during which time he/she may be returned to his/her previous position or he/she may elect to return to his/her former position.

Building Checks - An employee assigned to check buildings on Saturdays, Sundays, holidays and other days when closed shall be paid a minimum of two (2) hours pay calculated on the basis of the employee's regular hourly rate for each such building check.

Hydraulic Differential - Employees required to operate the hydraulic tractor shall receive a differential of \$0.30/hour for actual hours operating tractor. Hours must be reported to the Manager for one lump sum payment annually in June. Employee may receive one differential at a time for work requiring special skills.