



**AGREEMENT BETWEEN NORTH  
MIDDLESEX REGIONAL SCHOOL  
COMMITTEE**

**AND**

**The New England Joint Board,  
R.W.D.S.U-U.F.C.W., Local #60**

**7/1/2024 – 6/30/2027**

## Contents

ARTICLE I - SCHOOL COMMITTEE RESPONSIBILITY.....	3
ARTICLE II - DATE EFFECTIVE.....	4
ARTICLE III - JOB DESCRIPTIONS.....	4
ARTICLE IV – TERMINATION.....	4
ARTICLE V - POSITION OPENING .....	4
ARTICLE VI - TRAVEL & PHONE STIPEND .....	4
ARTICLE VII - CONFERENCE/P.D.....	5
ARTICLE VIII - MEDICAL AND OTHER INSURANCE .....	5
ARTICLE IX - JURY DUTY .....	5
ARTICLE X – WORKERS' COMPENSATION .....	6
ARTICLE XI - RETIREMENT .....	6
ARTICLE XII - RETIREMENT BONUS .....	6
ARTICLE XIII - UNIFORM ALLOWANCE .....	6
ARTICLE XIV - PAID HOLIDAYS .....	6
ARTICLE XV - PAID AND UNPAID LEAVE .....	7
ARTICLE XVI - BEREAVEMENT LEAVE .....	7
ARTICLE XVII - PERSONAL LEAVE.....	7
ARTICLE XVIII - VACATION LEAVE .....	8
ARTICLE XIX - SICK LEAVE .....	9
ARTICLE XX - EVALUATION .....	9
ARTICLE XXI – GRIEVANCE PROCEDURE .....	10
ARTICLE XXII – WORK BREAK .....	13
ARTICLE XXIII – WORK YEAR .....	13
ARTICLE XXIV – BUILDING CHECKS .....	14
ARTICLE XXV – SALARY .....	14-16
ARTICLE XXVI - LONGEVITY - MERIT/BONUS STEP ADVANCEMENT.....	16-17
ARTICLE XXVII - OVERTIME PAY .....	17
ARTICLE XXVIII - SENIORITY AND/OR REDUCTION IN FORCE .....	17
AUTHORIZATION OF PAYROLL DEDUCTION.....	18
APPENDIX A - JOB DESCRIPTIONS.....	19-27
APPENDIX B - PROFESSIONAL DEVELOPMENT APPROVAL FORM.....	28
SIGNATURE PAGE.....	29

**AGREEMENT BETWEEN NORTH MIDDLESEX REGIONAL SCHOOL COMMITTEE  
AND  
The New England Joint Board, R.W.D.S.U-U.S.F.C.W., Local #60**

The agreement entered into by the North Middlesex Regional School Committee hereinafter referred to as the Employer and of the New England Joint Board, R.W.D.S.U-U.F.C.W., AFLCIO, Local #60 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 rates of pay; hours of work and other conditions of employment.

**ARTICLE I - SCHOOL COMMITTEE RESPONSIBILITY**

A. School Committee Responsibility

It is recognized that the School Committee has and will continue to retain whether exercised or not, the sole and unquestioned rights, responsibility, and prerogative to direct the operation of the public schools in the North Middlesex Regional School District in all of its aspects. These rights, responsibilities and prerogatives are not subject to delegation, in whole or in part except that the same shall not be exercised in a manner inconsistent with or in violation of any of the specific terms and provisions of these regulations. It shall further be recognized that all work schedules and assignments are to be established and arranged by the employee's supervisor and approved by the Superintendent or his/her designee.

B. Recognition

The School District recognizes the New England Joint Board R.W.D.S.U.-U.F.C.W. as the exclusive bargaining representative for hours, wages and other terms and conditions of employment (Ref. Chapter 150 E, Labor Relations of Massachusetts General Laws). The term "employees" shall mean all regular full and part-time custodians, day leads and maintenance/grounds workers, except building & grounds supervisors.

C. Union Security and Dues:

Employees shall tender the initiation fee (if any) and monthly membership dues by signing an authorization of dues form. During the life of this Agreement and in accordance with the terms of the form of authorization of check-off of dues hereinafter set forth, the Employer agrees to deduct Union Membership dues levied in accordance with the constitution of the Union from the pay of each employee who executes or has executed 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 10th day of the succeeding month. Authorization of Payroll Deduction Form (attached)

## **ARTICLE II - DATE EFFECTIVE**

This Agreement shall be effective as of the date of the signing and will continue to be in effect July 1, 2024 through June 30, 2027 with a two -year extension at the sole discretion of the New England Joint Board R.W.D.S.U. - UFCW., Local 60, and thereafter annually unless prior to October 15, the employees (through their elected bargaining representatives) or the Committee gives notice, in writing, to the other of its desire to re-open this Agreement by specifying the Article or Articles to be considered for negotiation.

## **ARTICLE III - JOB DESCRIPTIONS**

Refer to *Appendix A* for the following job descriptions: Custodian; Day Lead Grounds A; Maintenance Grounds B; Foreman, Night Lead Custodian. The School District agrees to meet with the union to discuss substantive changes to job descriptions. Hourly rates in accordance with the aforementioned job descriptions are in **Article XXV**, with the exception of the Foreman position, which is a \$10,000 annual stipended position.

## **ARTICLE IV – TERMINATION**

Employees with three occurrences /written warnings within a calendar year may be terminated at any time for good and sufficient cause after a hearing with the Superintendent. All occurrences will be addressed in a meeting with union representation.

Employees who resign in good standing shall receive compensation for earned allowance, provided they have been in continuous service to the district for ten months. Earned vacation with pay shall be granted any employee who is discharged or suspended for good and sufficient cause.

The school district shall notify the Union of a termination as soon as possible but not later than twenty-four (24) hours after the termination occurs.

## **ARTICLE V - POSITION OPENING**

At any time an opening for a custodian, day lead or maintenance worker position becomes available, an appropriate notice will be posted in every school for a period of five days. Employees working a Monday through Sunday shift, by seniority and job classification, will be offered first refusal for a Monday to Friday shift. Prior to an in-house appointment, the Union will be notified. Temporary reassignments needs no posting and will last no longer than 2 months.

## **ARTICLE VI – TRAVEL & PHONE STIPEND**

- a. Employees traveling on district business shall be reimbursed at the prevailing district mileage rate and for other approved expenses.
- b. Maintenance Staff will receive a \$50 per month stipend for the use of their personal cell phone.

## **ARTICLE VII – CONFERENCE/PROFESSIONAL DEVELOPMENT**

Upon approval of the Director of Buildings & Grounds, the School Principal, and the Superintendent of Schools and the availability of budgeted funds, employees shall be permitted to attend “workshop type” conferences with travel reimbursement and no loss of pay. Conferences must be directly related to an employee’s daily work activities with the main intent of improving or upgrading their skills. Two professional development days yearly will consist of a two-hour training at each school directed by the building’s day lead. Employees must complete the PD approval form located in Appendix B.

Custodians, day leads and maintenance/grounds workers with specific licenses or certificates required for school needs will receive reimbursement for specific licenses and certificates upon recommendation from the Director of Building & Grounds and approval from Superintendent.

## **ARTICLE VIII - MEDICAL AND OTHER INSURANCE**

### Health Insurance

- a. Contributions: Custodians/ day leads and maintenance workers who choose to participate in the district health insurance will enroll in the current health insurance plans provided by the district. The School Committee contribution rate for district health insurance will be 75% and the employee contribution is 25%.

### Life Insurance

- b. The district agrees to provide life insurance in the amount of \$10,000 for all active custodians, day leads, and maintenance workers at 65% contribution of the premium by the district, 35% by the employee.
- c. The district will provide a Group Voluntary Life and Accidental Death and Dismemberment Insurance policy at 100% contribution by the employee.

### Long Term Disability

- d. The district will agree to provide long-term disability insurance at 100% contribution by the employee.

### Dental Insurance

- e. The Committee agrees to provide Delta Dental plan or other comprehensive dental plan at 100% contribution by the employee.
- f. All premium payments will cease upon termination of employment.

## **ARTICLE IX - JURY DUTY**

Any employee called to serve jury duty will receive a normal day’s compensation. If jury duty payment is less than the regular pay rate, the district will pay the difference to compensate for a normal day’s pay. If an employee is excused from jury duty on a particular day for the full day, the employee is expected to report to work.

## **ARTICLE X – WORKERS’ COMPENSATION**

Any full-time employee who is eligible to receive or is receiving Workers’ Compensation shall be permitted to use up his/her accumulated sick leave in one-hour segments for the purpose of receiving the difference between what he/she receives under his/her Workers’ Compensation and his/her regular weekly salary. The employer, at the employee’s election, shall pay to him the necessary amounts and charge them to his unused and accumulated sick leave. All employees shall be covered by Workers’ Compensation at all times while working for the North Middlesex Regional School District.

## **ARTICLE XI – RETIREMENT**

All employees, as required by law, shall belong to the Middlesex County Retirement System, and deductions for this purpose will automatically be made from the salary check. Employees working under 20 hours will participate in the state OBRA plan.

## **ARTICLE XII - RETIREMENT BONUS**

Any full-time employees covered under this contract, upon completing the 15th year of employment with the district shall become eligible for a retirement bonus. This bonus will be in the form of payment of \$50.00 a day for accrued sick leave bank days, up to a maximum of 40 days, or a maximum of \$2,000 payable upon retirement. All full-time employees covered under this contract upon completing 15 years with a maximum of 120 sick days will receive \$4,000 payable upon retirement.

## **ARTICLE XIII - UNIFORM ALLOWANCE**

All full-time employees covered under this contract will receive annually a \$600 annual allowance for uniforms and boots. Ex. Jackets, T-shirts, sweatshirts, work shoes, and winter wear from approved vendors. New hires to the bargaining unit will be given a starter set of shirts. Also, uniform shirts must have the district’s branded logo.

Approved vendors: Blue Hill Apparel, Paula Britt 617-460-1700 paula@bluehillapparel.com  
Ness Sportswear, 678 Turnpike Road New Ipswich, NH 03071 603-878-4144

The district also has accounts set up with High Country Workwear and Evans on the Common for purchases for shoes, boots, pants, etc.

The district mandates that school uniform shirts be worn on school calendar days and during school functions. Employees not complying will be sent home without pay. Three offenses within one calendar year may result in a suspension without pay up to one week or termination. All occurrences will be addressed in a meeting with Union representation.

## **ARTICLE XIV - PAID HOLIDAYS**

Employees shall be paid for the holidays as listed. When a legal holiday falls on an unscheduled work day, another non-school day will be granted at a time agreeable to the employee and supervisor. This benefit shall apply only to those employees who have worked the scheduled “work” day immediately before and the day following the holiday unless the absence is approved by the employee’s supervisor. For the purpose of this contract, “work” day shall include

vacation, personal or bereavement leave. A doctor's note will be required for any sick day taken before or after a paid holiday or the holiday will be unpaid.

New Year's Day	Columbus Day
Martin Luther King, Jr.	Veterans' Day
Presidents' Day	½ Day before Thanksgiving
Patriots' Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Juneteenth	Day before Christmas
Independence Day	Christmas Day
Labor Day	½ Day before New Year's

And any other state or federal holiday that may be voted by the School Committee.

#### **ARTICLE XV - PAID AND UNPAID LEAVE**

Leaves of absence - may be granted at the discretion of the Superintendent. Leave without pay will not be approved if an employee has any accrued time available. Sick leave, if applicable, will remain accumulated without loss on the date leave begins with no further accumulation until the employee returns to work. For a leave of less than 90 working days, employees shall resume their position on the pay scale.

Paid leave for all employees will be based upon the following schedule: (Day's leave is intended to mean the length of the employee's regularly scheduled length day).

#### **ARTICLE XVI - BEREAVEMENT LEAVE**

- A. Employees will be allowed up to five days leave (non-cumulative) during the school year in any case of death in the immediate family. The term "immediate family" means the employee's spouse, partner, child, mother, father, siblings, grandparents, mother-in-law, father-in-law, brother-in-law, sister-in-law, or grandchildren of the employee or his/her spouse/significant other, or other members of the immediate household.
- B. One day of paid leave (non-cumulative) will be granted in the event of the death of an aunt, uncle, niece, nephew, or cousin of the employee or spouse/partner if the employee attends the funeral.

#### **ARTICLE XVII - PERSONAL LEAVE**

Two days of personal leave will be granted each full year, July 1 to June 30 to full-time employees. Personal leave being prorated for new hires based upon date of hire. Personal leave is non-cumulative. Personal days will not be approved to extend a vacation/holiday. Such leave is intended only for transactions which cannot be carried out other than during working hours or for emergency purposes.

All personal day requests require a 48-hour notice, given to the Director of Buildings and Grounds or the building administration. Non-compliance of the 48-hour notice would affect perfect attendance. (The Director of Building and Grounds and the Superintendent reserve the right to excuse the 48-hour notice).

## ARTICLE XVIII - VACATION LEAVE

A full-time employee, 1.0 FTE, is scheduled to work 12 months a year.

Although vacation time is granted on the date of hire, if an employee leaves employment for any reason, their vacation would be prorated for a 12 month period from July 1 to June 30.

Date of hire through completion of five full years~10 days

Six through completion of eight full years~15 days

Nine through completion of fifteen full years~20 days

During the sixteenth year and thereafter..... Add one day per year to a maximum of 25 days

Full time employees are 1.0 FTE and are scheduled to work 12 months per year. Employees are forwarded their full vacation time allotment in accordance with the fiscal year, July 1st. Employees hired at any other time of the year will be 'fronted' a prorated allocation of vacation time upon date of hire. Should a newly hired employee resign before completion of a full year of employment, the employee's final paycheck will be calculated to exclude any unearned vacation time that was taken.

No more than 5 custodians/day leads and 3 maintenance personnel will be approved to take vacation leave on a given day with school in session provided the building has adequate coverage. Vacation requests for non-school days will depend on building coverage and authorization by the Director of Buildings and Grounds.

No employee may schedule more than 12 vacation days while school is in session unless approved by the Director of Buildings and Grounds or the Superintendent. Vacation will not be granted the week of high school graduation and the last 3 days of school for Day Leads. Vacation is expected to be taken during the year in which it is earned. Upon request, the Superintendent will allow an employee to carry over up to five (5) vacation days into the next fiscal year. This allowance will be reviewed and approved in writing by the Superintendent of Schools. At no time will any employee be permitted to have more than thirty (30) vacation days.

Days exceeding allowance will be forfeited. All vacation periods are to be approved by the employee's supervisor and the principal with final approval from the Superintendent of Schools. When a vacation request is submitted, a written reply will be given within 15 working days.

Once a vacation is granted, it will not be revoked without the agreement of both the employee and the employer unless an emergency arises. (i.e. catastrophic occurrence in building, serious weather, flooding, blizzard.) If an employee is brought in during their scheduled vacation time, he/she will receive time and one-half pay or double time on holidays.

All full-time employees with perfect attendance for a year will receive three bonus vacation days to use during the next year or a \$250 one-time payment per year.



Vacation will be awarded by seniority. All first round vacation requests must be submitted by April 1 for the upcoming contract year. Thereafter, vacation will be awarded as requested and building coverage allows. All unscheduled vacation for the present year must be requested by April 1, no exceptions without prior approval.

## ARTICLE XIX - SICK LEAVE

A full-time employee, 1.0 FTE, is scheduled to work 12 months a year.

### A. Sick Leave

90 days after date of hire to start of first full year (July 1).....1 day for each month after the initial 90 days. Each full year, on July 1, ten days of sick leave will be accrued. Sick leave may be used in 1 (one) hour increments.

Sick leave includes personal illness; family illness requiring employee absence, and required medical examinations. Employees who preschedule sick days in advance are required to provide medical documentation. After three (3) consecutive days absent, a doctor's certificate shall be presented to the supervisor, if not, then their wages will be deducted for those days. After a total of ten (10) days in a contract year, a doctor's certificate shall be presented for each additional day. Any unexcused absences after 10 days will be leave without pay and a disciplinary record of discussion will take place.

Sick leave may be taken during the year it is earned, on a prorated basis. If an employee does not have sufficient unused accumulated sick leave time to adequately cover an illness, he/she may not be paid for days in advance of earning without approval of the Superintendent of Schools.

B. New for FY 2025 only: There will be a one time bank for COVID illness of 5 days for each unit member with medical documentation of illness.

## ARTICLE XX – EVALUATION

An evaluation instrument after 90 days from the date of hire and one year from the date of hire will be utilized. Evaluation will thereafter be once a year (May 1<sup>st</sup>- June 15<sup>th</sup>) or if, “**needs improvement**” every 30 days. Evaluations will be done by the Building Principal and/or Director of Buildings and Grounds.

Employees will be given copy/copies of any evaluation report prepared by an administrator or supervisor and will have the right to discuss the report. The administrator or supervisor must confer with any employee whose service is rated as unsatisfactory or improvement needed in any respect to explain the rating and plan cooperatively for improvement.

If an employee receives an evaluation with three or more needs improvement ratings, the Union would be notified and be asked to participate in the development of the improvement plan.

The employee will acknowledge that he/she has had the opportunity to review such material by affixing his/her signature to the copy to be filed with the express understanding that such signature in no way indicates agreement with the contents thereof.

## **ARTICLE XXI – GRIEVANCE PROCEDURE**

### **A. Definitions:**

1. A "grievance" is an alleged violation of a specific provision of this Agreement and/or the interpretation, meaning, or application of any of the provisions of the Agreement or any subsequent agreement entered into pursuant to this Agreement.
2. A "grievant" is the person or persons making the claim.
3. A "party in interest" is the person or persons making the claim and any person who might be required to take action or against whom action might be taken in order to resolve the claim.

### **B. Purpose**

1. The purpose of this procedure is to secure at the lowest possible administrative level equitable solutions to the problems that may from time to time arise affecting the welfare or working conditions of members. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

### **C. General Rules**

1. Every effort shall be made by the staff member and his/her immediate superior to arrive at a settlement of the matter involved prior to the use of the formal grievance procedure.
2. Failure at any level of this procedure to appeal the grievance to the next level by filing a proper written statement within the specific time limits shall be deemed to be acceptance of the decision rendered at that level, and a waiver of the complaint and the right to proceed further under the grievance procedure.
3. No reprisal of any kind shall be taken by any party to Agreement or by the Administration against any party in interest, any witness, any member of the New England Joint Board Local 60, or any other participant in the grievance procedure by reason of such participation.
4. A grievance that affects or may affect a group or class of staff members from more than one building, or is of a general nature, may be submitted in writing by the Union Steward and or New England Joint Board Local 60 to the Superintendent directly and the processing of such grievance shall be commenced at Level Two of the grievance procedure.
5. Each written statement of a grievance beyond Level One shall include a concise statement of the facts constituting the grievance, a reference to the applicable provisions of the Agreement alleged to have been violated, misinterpreted, or inequitably applied, the date when the grievance occurred, and the dates of all prior written presentations and shall be signed by the staff member and by the Union Steward.
6. All documents, communications, and records dealing with the processing of a grievance will be filed separately from the personnel files of the participants.

7. By mutual written agreement of the parties to a grievance proceeding, the time limits incorporated below may be extended.
8. Failure at any step of this procedure to communicate the decision of a grievance within the specified time limit to the aggrieved staff member(s) and the Union Steward and or representative from the New England Joint Board Local 60 shall permit the aggrieved party or parties to proceed to the next level.
9. Grievances already in progress at the close of school in June shall continue to be processed over the summer. During this summer processing of grievances all time limits shall be increased by five (5) school days, with school days construed to mean business days.

#### D. Grievance Procedure

1. Since it is important that grievances be processed as rapidly as possible, the grievance or complaint shall be filed within ten (10) school days after the event on which the grievance is based or within ten (10) school days from the date the grievant was aware of or reasonably should have been aware of the event on which the grievance is based, but not to exceed sixty (60) school days from the event on which the grievance is based.
2. Nothing herein contained shall be construed as limiting the rights of any custodian, day lead, or maintenance worker having a grievance / complaint to discuss the matter informally with any appropriate member of the administration and having the grievance adjusted without any further intervention of the Union, provided the adjustment is not inconsistent with the terms of this Agreement, and that the Union has been given the opportunity to be present at such adjustment and to state its views.
3. Pursuit of an informal resolution will not extend any of the timelines set forth in the formal procedure.

#### E. Informal Procedure

1. The grievant(s) shall discuss the grievance with the Union Steward and or the New England Joint Board Local 60.
2. If not disposed of to the grievant's satisfaction by such discussion, the grievance will be presented orally to the appropriate immediate supervisor of the employee, either directly or through the Union Steward and or representative with the objective of resolving the matter informally.
3. All decisions at this level shall be mutually agreed upon in a timely manner (see Level 1) and reported in writing by the Union Steward and or the New England Joint Board Local 60 to the immediate supervisor within five (5) school days.

#### F. Formal Procedure Levels

1. Level 1 Principal: If the grievance is not settled by such discussion, or in the event that no decision is rendered at the end of five (5) school days, the employee may,

- within five (5) school days thereafter, request that a grievance be presented by the Union Steward and or representative from the New England Joint Board Local 60 in writing to his/her Building Principal stating how the clause(s) or article(s) of this Agreement have been violated. The principal has five (5) school days to meet with the grievant. Following this meeting, the principal has ten (10) school days to render a decision.
2. Level 2 Superintendent: In the event that the grievance is not disposed of to the satisfaction of the grievant at Level 1, or in the event that no decision is rendered within ten (10) school days after initial presentation of the grievance, the grievant may, within five (5) school days thereafter, submit the grievance in writing to the Superintendent of Schools (with a copy to the Principal). The Superintendent or other Central Office Administrator shall meet with the aggrieved person and representatives of the New England Joint Board Local 60 within five (5) school days after receipt of the dispute in an effort to settle the grievance. The Superintendent shall give his/her written answer to the grievant with a copy to the Union Steward within ten (10) school days of the Level 2 meeting.
  3. Level 3 School Committee: In the event that the grievance shall not have been satisfactorily disposed of at Level 2 or in the event that no decision has been rendered within ten (10) school days after meeting with the Superintendent, the employee may within five (5) school days thereafter, notify the Union Steward, in writing, of the employee's desire to have the grievance presented to the School Committee. Within five (5) school days, following receipt of any such notice, the Union Steward, the representative from the New England Joint Board Local 60, and the employee shall meet to decide whether or not the Union shall present the grievance to the School Committee. If the decision is made to present the grievance to the School Committee, the grievance shall be presented in writing by the Union to the Chairperson of the School Committee within five (5) school days. The School Committee shall determine at its next regularly scheduled meeting whether the grievance presents an issue within its jurisdiction. If so, within (10) school days of such a meeting, a subcommittee of the School Committee will meet with the Chairperson, and the employee in an effort to settle the grievance. The ultimate decision on the grievance will be rendered by the School Committee at its next scheduled meeting. If the Committee determines the grievance does not present an issue within its jurisdiction, the Union may, within fifteen (15) calendar days of notification of the same, file for arbitration as provided in Level 4.
  4. Level 4 Arbitration: If the grievance or dispute is not resolved at the end of Level 3 and it involves the claimed violation of an arbitral provision of this Agreement, then the Union may seek arbitration by filing a written demand for arbitration with the American Arbitration Association. The demand shall be filed with the American Arbitration Association within 15 calendar days of the District's final answer in a preceding step.
  5. The Arbitration proceeding will be conducted under the rules of the American Arbitration Association. The hearing locale shall be within the District unless otherwise agreed to by the parties involved. The arbitrator shall not have the authority to add to, subtract from, modify, change or alter any of the provisions of this Agreement. The award shall be final and binding on the School District, the Association and the grievant. The decision of the arbitrator shall not violate any statutes of the Commonwealth, or regulations pursuant to such statutes.

6. The arbitrator's decision shall be final and binding and may be reviewed in court under G.L. c.150C.
7. The dispute, as stated in the request for arbitration, shall constitute the sole and entire subject matter to be heard by the arbitrator, unless the parties agree in writing to modify the scope of the hearing. A dispute that was not raised in the grievance may not be raised in arbitration. The arbitrator may not hear evidence or argument with respect to matters that are not able to be arbitrated under this Agreement.

#### G. Waiver of Grievance

1. If at the end of ten (10) school days following the occurrence of any grievance, or the date of first knowledge of its occurrence by an employee affected by it, the grievance shall not have been presented as in the procedure set forth in Section E, 2 or Section F, 1 above, the grievance shall be deemed to have been waived; and any grievance in course under such procedure shall also be deemed to have been waived if the action required to present it to the next step in the procedure shall not have been taken within the time specified therefore by the said Section.

#### **ARTICLE XXII – WORK BREAK**

A normal working day in excess of five hours shall include a ten-minute work break and a lunch period of a maximum of thirty minutes or at the discretion of the immediate supervisor. The failure of an employee to not take a work break or lunch period for any reason, shall not in any way affect the length of his/her normal working day.

#### **ARTICLE XXIII – WORK YEAR**

All employees covered under this contract will work 12 months per year. Student and summer help will be hired on an as needed basis.

All employees who have been hired for a regularly scheduled position for 20 hours or more per week for a minimum of 35 weeks per year shall be considered career employees and shall be eligible for all benefits contained herein on a prorated basis. These benefits would include, but not limited to Articles XII, XIV, XVI, XVII, XVIII, and XIX.

**SCHOOL CLOSING:** Employees covered under this contract will work when school is closed due to inclement weather. Personal and vacation days may be used as long as the building needs are covered. If the need arises, seniority by building will be used for those wishing to use a personal or vacation day for this purpose. Personal days used for this purpose will not affect perfect attendance. Start times for mid and second shift will be adjusted based upon weather conditions with notification between 8:00 and 9:00 a.m. No notification of a change in the start time would result in the second shift working 12:00 pm to 8:00 pm. For safer travel conditions, employees may inform their day lead of the need to start their assigned shift at a later time. Employees choosing to start at a later time will be required to complete a full shift. All custodians, day leads, and maintenance workers are considered essential personnel during a statewide travel ban.

## **ARTICLE XXIV – BUILDING CHECKS**

Employees who check the buildings on non-school days will be paid at 1 and 1/2 times their base rate. The minimum time allowed for this purpose is one hour for all schools with the exception of the high school which remains at a maximum of two hours. Staff will be paid for any additional hours beyond negotiated minimums.

If there is an emergency situation requiring a building check, employees will be asked to serve on a voluntary basis. Employees who voluntarily do the work will be compensated for all overtime hours per contract.

Employees covered under this contract will be paid a minimum of two hours at one and one half time their base rate for all after-hour emergency call-ins for police, fire, etc. Employees covering buildings for any reason on non-school scheduled days (weekends, holidays, etc.) will secure and check the building and the turf field at the end of the function instead of building checks at the rate of pay for the scheduled function or working overtime for building events.

## **ARTICLE XXV – SALARY**

The Director of Buildings and Grounds and the Principal reserve the right to withhold a step increase or yearly raise on employees receiving three or more “needs improvement”.

Employees covered under this contract who meet the contract requirements will follow the step procedure listed below, advancing one step each year. Placement on the starting step is at the discretion of the Superintendent.

Please refer to the new salary schedule and shift differential for Night Lead Custodian as follows: High School Night Lead, +\$1.50 per hour stipend; Varnum Brook and Nissitissit, +.75 per hour stipend; Hawthorne Brook & Spaulding Memorial School, +.50 per hour stipend.

<b>Custodial Salary Schedule FY 25 - FY 27</b>			
<b>ALL UNIT MEMBERS WILL BE PLACED AT THE STEP CLOSEST TO A 3% INCREASE OVER FY 2024</b>			
<b>FY 2025 Step Reset Rates 3% COLA</b>			
	<b>Custodial</b>	<b>Day Lead -Grounds A</b>	<b>Maintenance- Grounds B</b>
Step 1	\$19.44	\$22.69	\$23.21
Step 2	\$20.02	\$23.37	\$23.90
Step 3	\$20.62	\$24.07	\$24.62
Step 4	\$21.24	\$24.79	\$25.36
Step 5	\$21.88	\$25.54	\$26.12
Step 6	\$22.53	\$26.30	\$26.90
Step 7	\$23.21	\$27.09	\$27.71
Step 8	\$23.90	\$27.91	\$28.54
Step 9	\$24.62	\$28.74	\$29.40
Step 10	\$25.36	\$29.61	\$30.28
Step 11	\$26.12	\$30.49	\$31.19
<b>FY2026 Rates 3.5% COLA</b>			
	<b>Custodial</b>	<b>Day Lead -Grounds A</b>	<b>Maintenance- Grounds B</b>
Step 1	\$20.12	\$23.49	\$24.02
Step 2	\$20.72	\$24.19	\$24.74
Step 3	\$21.34	\$24.92	\$25.48
Step 4	\$21.98	\$25.66	\$26.25
Step 5	\$22.64	\$26.43	\$27.03
Step 6	\$23.32	\$27.23	\$27.84

Step 7	\$24.02	\$28.04	\$28.68
Step 8	\$24.74	\$28.88	\$29.54
Step 9	\$25.48	\$29.75	\$30.43
Step 10	\$26.25	\$30.64	\$31.34
Step 11	\$27.03	\$31.56	\$32.28
<b>FY2027 Rates 3.5% COLA</b>			
	<b>Custodial</b>	<b>Day Lead -Grounds A</b>	<b>Maintenance- Grounds B</b>
Step 1	\$20.82	\$24.31	\$24.86
Step 2	\$21.45	\$25.04	\$25.60
Step 3	\$22.09	\$25.79	\$26.37
Step 4	\$22.75	\$26.56	\$27.16
Step 5	\$23.43	\$27.36	\$27.98
Step 6	\$24.14	\$28.18	\$28.82
Step 7	\$24.86	\$29.02	\$29.68
Step 8	\$25.61	\$29.89	\$30.57
Step 9	\$26.37	\$30.79	\$31.49
Step 10	\$27.17	\$31.72	\$32.44
Step 11	\$27.98	\$32.67	\$33.41

**ARTICLE XXVI - LONGEVITY & MERIT**

Definition: Longevity will be based upon step and total years of consecutive service in the district as a full-time district employee as recognized and described under this contract. After one year completion of step 8, the following will be paid based on the chart below:

<b>YEARS</b>	<b>AMOUNT</b>
After 8-12 yrs	\$500.00
13-15	\$650.00
16-19	\$850.00
20-24	\$1000.00
25	\$1300.00

Said sum will be paid with the first paycheck in December of each year.



## **MERIT BONUS or STEP ADVANCEMENT**

Step advancement of one additional step or a merit bonus, not to exceed \$1,000, for extraordinary work above and beyond the daily needs may be awarded based on the recommendation of the Director of Buildings and Grounds and with the approval of the Superintendent of Schools.

## **ARTICLE XXVII - OVERTIME PAY**

Employees shall be given at least twenty-four (24) hours' notice for overtime work. Assigned overtime work, when approved by the Director of Buildings and Grounds, (except salaried employees), shall be paid at 1 and 1/2 times the regular hourly base rate. There shall be no loss of overtime pay when a holiday falls within a work-week.

Overtime work will be assigned to employees on an equitable rotating basis starting with the most senior employee in the building. The assigned day lead will keep an overtime chart on a bulletin board for employees showing refusal or acceptance of overtime for each employee in the building.

Any employee holding a 20 hour per week position would receive the overtime rate on their sixth and seventh-day punch per contract. A 20 hour per week position extending their regularly scheduled work day would receive straight time until exceeding 40 hours.

Full-time employees that work over 40 hours in a week shall be paid overtime at the rate of 1 and ½ times his/her regular rate of pay. For the purpose of computing overtime, all hours worked, excluding sick time (unless accompanied by a doctor's note or approved by the Building and Grounds Director) for which the employee is compensated shall be regarded as hours worked.

All employees covered under this contract will be paid two times their regular hourly base rate for work performed on Sundays and approved holidays. The exceptions to this are building checks, snow removal and graduation activities provided they cannot reasonably be held on another day. In such cases, employees will be compensated at 1 and ½ times the employee's regular rate of pay.

## **ARTICLE XXVIII - SENIORITY AND/OR REDUCTION IN EMPLOYEE FORCE**

The length of service of the employee in this collective bargaining unit will determine the seniority of the employee. Any reduction in the employee force shall be in the inverse order of their initial employment.

### **Miscellaneous Provisions**

1. A. Union Visitation - The accredited business representative of the Union shall be granted the right to enter any site for any matters pertaining to Union business with the approval of either the School Principal or the Superintendent of Schools. The business representative will not interfere with the employee's job performance.

- B. At no time will employees receive visitations from friends, family members, etc. during the work shift. Personal use of cell phones will be permitted during work shift for emergency purposes only.
- 2. Bulletin Boards - The employer shall provide a bulletin board at each site which shall be used for the purpose of posting notices pertaining to Union business.
- 3. Union Representatives - 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.
- 4. Shift/or Work Location Change - Employees shall be given at least five (5) working days notice, **in writing**, of any change in said employees' work shift or location. After an employee's shift starts a temporary reassignment is allowed to cover district and building needs. Whenever possible, the employee who is reassigned will be allowed to return to his base school before the end of the shift.

**AUTHORIZATION OF PAYROLL DEDUCTION**

BY: \_\_\_\_\_ (Employee Name)

TO: \_\_\_\_\_ (Employer Name)

Effective \_\_\_\_\_, I hereby request and authorize the North Middlesex Regional School District to deduct from my earnings each \_\_\_\_\_ (payroll) in the amount of \$\_\_\_\_\_.

This amount shall be paid to the Treasurer of Local Union #60 and represents payment of my Union dues. These deductions may be terminated by the employee by giving the North Middlesex Regional School District business office sixty (60) days written notice in advance or upon termination of employment.

\_\_\_\_\_  
(Employee's Signature)

\_\_\_\_\_  
(Employee's Address)

IN WITNESS WHEREOF, the parties of this Contract have caused these presents to be executed by their agents hereunto duly authorized, and their seals to be affixed hereto as of this date.

\_\_\_\_\_  
Date

NORTH MIDDLESEX REGIONAL SCHOOL DISTRICT  
SCHOOL COMMITTEE

\_\_\_\_\_

\_\_\_\_\_  
LOCAL UNION #60

## **APPENDIX A - JOB DESCRIPTIONS**

### **POSITION DESCRIPTION**

#### ***~ Custodian ~***

**Definition:** Under the direction of the Director of Buildings and Grounds or Day Lead.

**Essential Functions:** *The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related or a logical assignment to the position.*

- **District Wide:**

- a) Effectively promotes and communicates the district's Mission, Vision, Goals and Values to students, parents and the community.
- b) Upholds District policies, local, state and federal laws and regulations.
- c) Demonstrates concern for and acts to assure the safety, security and welfare of her/ himself, students and coworkers. (*Wears Personal Protective Equipment as needed.*)
- d) Maintains current knowledge of school Safety Plan.
- e) Shows respect for all students, parents, coworkers, community members and visitors and does not discriminate based on age, color, disability, national origin, race, religion, sex, or sexual orientation.
- f) Has good attendance and is punctual, notifying the supervisor of illness and personal requests in a timely fashion.
- g) Maintains confidentiality regarding personal and work/school related information for all students and staff of the district.

- **Department Specific Tasks:**

- a) Follow the work schedule for the performance of regular cleaning duties. Major functions to include:
  1. Dry/wet mop floors
  2. Vacuum/shampoo carpets
  3. Clean/sanitize bathrooms and locker rooms
  4. Clean sinks and countertops
  5. Dusting
  6. Emptying wastebaskets
  7. Washing all window areas
  8. Cleaning spills
  9. Stripping/waxing/sealing of tile and VCT flooring
  10. Snow removal
- b) Cooperate with other custodians, day lead, teachers and other building personnel in maintaining a clean and safe school facility.

# POSITION DESCRIPTION

## ~ Day Lead Grounds A ~

**Definition:** Reporting to the Building Principal in conjunction with the Director of Building and Grounds, works closely with the Director of Building and Grounds to provide inter-shift communication to custodial staff. Performs custodial functions within academic and non-academic buildings, is responsible to maintain assigned areas in a neat, clean and sanitary manner in keeping with the District-wide standard of excellence.

**Essential Functions:** *The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related or a logical assignment to the position.*

- **District Wide:**

- a) Effectively promotes and communicates the district's Mission, Vision, Goals and Values to students, parents and the community.
- b) Upholds District policies, local, state and federal laws and regulations.
- c) Demonstrates concern for and acts to assure the safety, security and welfare of students and coworkers.
- d) Maintains current knowledge of school Safety Plan
- e) Shows respect for all students, parents, coworkers, community members and visitors and does not discriminate based on age, color, disability, national origin, race, religion, sex, or sexual orientation.
- f) Has good attendance and is punctual, notifying a supervisor of illness and personal requests in a timely fashion.
- g) Maintains confidentiality regarding personal and work/school related information for all students and staff of the district.

- **Department Specific Tasks:**

- a) Receives assignments in either a verbal or written form from a Director of Building and Grounds or Building Principal.
- b) Supervises and assigns work to custodians in building, in conjunction with the Building Level Administrator and Director of Building and Grounds
- c) Follows a routine schedule utilizing approved procedures.
- d) Maintains various flooring types; dusts and washes walls, partitions, and windows; maintains bathrooms, showers and other similar facilities. Removes trash and other related duties as assigned.
- e) Is responsible, as assigned, for unlocking and locking various interior and exterior building doors.
- f) Assists with minor repairs and painting.
- g) Operates power operated custodial equipment and grounds equipment.
- h) Supervises and carries snow removal utilizing other custodial staff as needed, (maintains all sidewalks and steps for safety of the students and employees).
- i) Moves and relocates furniture, small equipment.
- j) Sets up and assists at events and returns campus facilities to their original state of use.
- k) Carries out daily maintenance to keep the building in a well maintained state according to the District-wide standards of excellence.

- l) Maintains building level safety checklists for the assigned building.
- m) Completes daily logs for assigned building
- n) Responsible for maintaining an inventory of equipment and supplies for assigned building and notifies facilities offices when supplies are needed before supplies are depleted
- o) Responsible for maintaining adequate oil supply for heating equipment and monitoring and reporting usage of oil and associated costs to the Building and Grounds Director.
- p) Responsible for daily meter readings and daily reports
- q) Responsible for monitoring and notifying the Building and Grounds Director when equipment requires maintenance or is not in operating order.
- r) Provides inter-shift communication to co-workers to effectively schedule and provide necessary coverage and set- up for evening events.
- s) Makes sure that custodial closets possess necessary supplies for the start of shift.
- t) Carries a communication device for emergency/safety issues.
- u) Facilitates training and orientation of new custodial staff in conjunction with the Building Level Administrator, and as designated by the Director of Building and Grounds.

**Skills, Abilities & Qualifications:**

- Basic maintenance experience
- Ability to communicate effectively with co-workers
- Some maintenance experience, preferred
- Ability to use various types of cleaning products and equipment, both powered and non-powered
- Some supervisory experience, preferred
- Such alternatives to the above qualifications as either the School Committee or Superintendent may find acceptable
- High school diploma or G.E.D.

**Work Environment:** *The work environment characteristics described here are representative to those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**PHYSICAL REQUIREMENTS:** Constant light to moderate physical effort required in performing functions. Regularly required to use hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms. Frequently required to move (push or pull or lift) objects weighing up to 60 pounds, and occasionally lift and/or move up to 100 pounds; frequent bending, kneeling, and squatting when making repairs. May spend the entire shift walking or standing. Must be able to climb ladders and otherwise access all levels or public facilities. Must be able to work in confined spaces and carry out snow removal. Certification of good health signed by a licensed physician is required.

# POSITION DESCRIPTION

## ~ Maintenance Grounds B ~

**Definition:** Reporting to the Director of Building and Grounds, Grounds Maintenance employees assist in the maintenance, renovation and repair of seven or more buildings/grounds located throughout the three-town district to keep the district property up to the standards that the district expects and prides itself for having.

**Essential Functions:** *The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related or a logical assignment to the position.*

- **District Wide:**

- a) Effectively promotes and communicates the district's Mission, Vision, Goals and Values to students, parents and the community.
- b) Upholds District policies, local, state and federal laws and regulations.
- c) Demonstrates concern for and acts to assure the safety, security and welfare of students and coworkers.
- d) Maintains current knowledge of school Safety Plan
- e) Shows respect for all students, parents, coworkers, community members and visitors and does not discriminate based on age, color, disability, national origin, race, religion, sex, or sexual orientation.
- f) Has good attendance and is punctual, notifying a supervisor of illness and personal requests in a timely fashion.
- g) Highly motivated self starter.
- h) Maintains confidentiality regarding personal and work/school related information for all students and staff of the district.

- **Department Specific Tasks:**

- a) Receives assignments in either a verbal or written form from a Plant & Facilities Manager.
- b) Follows a routine schedule utilizing approved procedures, for preventive maintenance and routine maintenance throughout the district as assigned. Duties also include but are not limited to:
  - ❖ Snow Removal
  - ❖ Mowing
  - ❖ Fertilizing
  - ❖ Maintaining a watering schedule for fields
  - ❖ Pest Management following the IPM Management Plan
  - ❖ Preparing the athletic fields for games
  - ❖ Painting interior and exterior
  - ❖ Equipment maintenance and repairs
  - ❖ Carpentry
  - ❖ Plumbing and electrical assistance
  - ❖ Maintaining daily logs and work schedules
  - ❖ Maintains all work areas for a clean and safe environment for themselves and other staff
- c) Disruption of daily routine to carry out assigned tasks and projects throughout the district that are not part of the daily routine.

- d) Ability to provide for flexibility in schedule to carry out district-wide tasks and projects in the early morning, evening and weekend assignments, ex: (snow removal between 3:30 & 4:00 a.m. to prepare the sidewalks and parking lots for a safe opening of school).
- e) Ability to use or operate but not limited to:
  - ❖ Ride on and push mowers
  - ❖ Weed whackers
  - ❖ Tractor
  - ❖ Dump truck / Plow truck
  - ❖ Power lift and ladders
  - ❖ Hand tools
  - ❖ Field and parking lot lining equipment
- f) Moves and relocates furniture, small equipment district wide.
- g) Assists in setting up for events and returning campus facilities to their original state of use.
- h) Assumes responsibility of a job in the absence of Supervisor or Day Leads.
- i) Responsible for the safety of themselves and co-workers.

**Skills, Abilities & Qualifications:**

- Skilled or semi-skilled manual work and/or experience, preferably in four or more of the maintenance technician skills (*Listed below*)
- Must hold a valid driver's license.
- Must hold an Equipment Hydraulic Operator License
- Basic computer skills
- Good written and verbal communication skills
- Must hold or be willing to obtain Pesticide Applicators License
- Ability to work with custodians and other district maintenance staff
- Such alternatives to the above qualifications as either the School Committee or Superintendent may find acceptable
- Ability to cover and perform the position of the Day Lead
- Licenses: Electrical, Plumbing, and general contractor

**Preferred Ground Maintenance Experience:**

Blueprint reading	Equipment/Hydraulic Operator
Welding	Machine Tool Operator
Plumbing (Minor)	Grounds Maintenance/Construction
Electrical (Minor)	Carpentry
Painting	Engine Repair
Pesticide Applicator	HVAC (boilers, controls, etc...)
Tele Data	Survey Equipment

**Work Environment:** *The work environment characteristics described here are representative to those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**PHYSICAL REQUIREMENTS:** Constant light to moderate physical effort required in performing functions. Regularly required to use hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms. Frequently required to move (push or pull or lift) objects weighing up to 60 pounds, and occasionally lift and/or move up to 100 pounds; frequent bending, kneeling, and squatting when making repairs. Must be able to climb ladders and otherwise access all levels or public facilities. Must be able to work in confined spaces. May spend the entire shift walking or standing.

# POSITION DESCRIPTION

## ~ Foreman ~

**Definition:** Serves as the point of contact between the departmental staff and the Director of Buildings and Grounds. In the absence of the Director, the Foreman shall provide leadership and direction in order to maintain the District's buildings and equipment in a state of operating excellence to ensure that there are no interruptions to the educational program. This position is to remain part of the Custodial Unit and is not responsible for staff evaluations or disciplinary action. This position will be paid a \$10,000 stipend.

**Essential Functions:** *The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related or a logical assignment to the position.*

### **District Wide:**

- a) Effectively promotes and communicates the district's Mission, Vision, Goals and Values to students, parents and the community.
- b) Upholds District policies, local, state and federal laws and regulations.
- c) Demonstrates concern for and acts to assure the safety, security and welfare of her/himself, students and coworkers. (*Wears Personal Protective Equipment as needed.*)
- d) Maintains current knowledge of school Safety Plan.
- e) Shows respect for all students, parents, coworkers, community members and visitors and does not discriminate based on age, color, disability, national origin, race, religion, sex, or sexual orientation.
- f) Has good attendance and is punctual, notifying supervisor of illness and personal requests in a timely fashion.
- g) Maintains confidentiality regarding personal and work/school related information for all students and staff of the district.
- h) Ability to develop custodial and maintenance task schedules (daily, weekly, monthly, annually, etc...)
- i) Facilitate district training for staff.
- j) Monitor custodial vacations by building for coverage purposes.

### **Department Specific Tasks ~ Custodial Foreman:**

Assist the Director with daily operations, building cleanliness, employee training, budget development and management, preventive maintenance of buildings and equipment, respond to building emergencies, State and local inspections, provide coverage in the Director's absence.

### **Department Specific Tasks ~ Maintenance Shop Foreman:**

Assist the Director with fleet and equipment maintenance, planning for and coverage of snow removal and sanding, capital planning for equipment upgrades/replacement, oversee outside grounds, schedule maintenance projects and fleet inspections/repairs.

### **Skills, Abilities & Qualifications:**

- a) Currently holds a position within the NMRSD Custodial Department
- b) Excellent communication skills
- c) Maintains accurate records
- d) Problem solving skills
  
- e) Ability to read and interpret documents such as safety rules, operating instructions and procedure manuals



- f) Must be able to understand and comply with District and State regulations as they relate to building safety
- g) Deep knowledge of the custodial and maintenance department and processes

**Work Environment:** *The work environment characteristics described here are representative to those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**PHYSICAL REQUIREMENTS:**

Constant light to moderate physical effort required in performing functions. Regularly required to use hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms. Frequently required to move (push, pull, or lift) objects weighing up to 60 pounds, and occasionally lift and/or move up to 100 pounds; frequent bending, kneeling, and squatting when carrying out routine duties. Must be able to climb ladders and otherwise access all levels of public facilities. May spend the entire shift walking or standing.

## POSITION DESCRIPTION

### ~ *Night Lead* ~

#### **Definition:**

Reporting to the Building Principal in conjunction with the Director of Building and Grounds, the Night Lead Custodian works closely with the Day Lead Custodian to provide inter-shift communications to custodial staff. Provides district support and leadership for all evening events and activities. Performs custodial functions within academic and non-academic buildings, is responsible to maintain assigned areas in a neat, clean and sanitary manner in keeping with the District-wide standards of excellence.

**Essential Functions:** *The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related or a logical assignment to the position.*

- **District Wide:**
  - a) Effectively promotes and communicates the district's Mission, Vision, Goals and Values to students, parents and the community.
  - b) Upholds District policies, local, state and federal laws and regulations.
  - c) Demonstrates concern for and acts to assure the safety, security and welfare of students and coworkers.
  - d) Maintains current knowledge of school Safety Plan
  - e) Shows respect for all students, parents, coworkers, community members and visitors and does not discriminate based on age, color, disability, national origin, race, religion, sex, or sexual orientation.
  - f) Has good attendance and is punctual, notifying a supervisor of illness and personal requests in a timely fashion.
  - g) Maintains confidentiality regarding personal and work/school related information for all students and staff of the district.
  
- **Department Specific Tasks:**
  - a) Receives assignments in either a verbal or written form from a Director of Building and Grounds Building Principal, or the school Day Lead Custodian.
  - b) Assists with the supervision of work assignments to custodians in building, in conjunction with the Building Level Administrator, Director of Building and Grounds, and Day Lead Custodian.
  - c) Follows a routine schedule utilizing approved procedures.
  - d) Maintains various flooring types; dusts and washes walls, partitions, and windows; maintains bathrooms, showers and other similar facilities. Removes trash and other related duties as assigned.
  - e) Is responsible for locking and securing the building. Aides in responding to emergency calls.
  - f) Assists with minor repairs and painting.
  - g) Operates power operated custodial equipment.

- h) Works with the Day Lead ensuring all snow removal responsibilities are met (maintains sidewalks, steps, entrance ways, etc... for the safety of the students and staff).
- i) Moves and relocates furniture, small equipment.
- j) Sets up and assists at events and returns campus facilities to their original state of use.
- k) Assists Day Lead with maintaining equipment and maintaining custodial supplies.
- l) Responsible for monitoring and notifying the Day Lead when equipment requires maintenance or is not in operating order.
- m) Assists the Day Lead with inter-shift communication to co-workers to effectively schedule and provide necessary coverage and set- up for evening events.
- n) Make sure that custodial closets possess necessary supplies for the start of shift.
- o) Carries communication devices for emergency/safety issues.
- p) Assists the Day Lead with training and orientation of new custodial staff in conjunction with the Building Level Administrator, and as designated by the Director of Building and Grounds.

**Skills, Abilities & Qualifications:**

- Basic maintenance experience
- Ability to communicate effectively with co-workers
- Some maintenance experience, preferred
- Ability to use various types of cleaning products and equipment, both powered and non-powered
- Some supervisory experience, preferred
- Such alternatives to the above qualifications as either the School Committee or Superintendent may find acceptable
- High school diploma or G.E.D.

**Work Environment:** *The work environment characteristics described here are representative to those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**PHYSICAL REQUIREMENTS:** Constant light to moderate physical effort required in performing functions. Regularly required to use hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms. Frequently required to move (push or pull or lift) objects weighing up to 60 pounds, and occasionally lift and/or move up to 100 pounds; frequent bending, kneeling, and squatting when making repairs. May spend the entire shift walking or standing. Must be able to climb ladders and otherwise access all levels or public facilities. Must be able to work in confined spaces and carry out snow removal. Certification of good health signed by a licensed physician is required.

# APPENDIX B - PROFESSIONAL DEVELOPMENT FORM



## PRE-APPROVAL REQUEST FORM: Professional Development

REQUEST DATE: \_\_\_\_\_

NAME: \_\_\_\_\_ SCHOOL: \_\_\_\_\_

P.D. TITLE: \_\_\_\_\_  
(ATTACH COURSE/PROGRAM DESCRIPTION)

PROVIDER: \_\_\_\_\_ DATES: \_\_\_\_\_

LOCATION: \_\_\_\_\_ HOURS: \_\_\_\_\_

COST: \_\_\_\_\_

REASON FOR ATTENDING THIS PD ACTIVITY:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Director of Buildings & Grounds: \_\_\_\_\_

APPROVED  
 NOT APPROVED (Reason) \_\_\_\_\_

Assistant Superintendent: \_\_\_\_\_

APPROVED  
 NOT APPROVED (Reason) \_\_\_\_\_

*The employee must submit verification of attendance following completion of professional development.*

Except, as amended hereby, said Agreement shall remain in full force and effect, subject to all the terms and conditions as set forth therein.

IN WITNESS WHEREOF,  
the parties hereunto set their hands and seal this 21st day of June, 2024.

North Middlesex School District Committee

The New England Joint Board,  
R.W.D.S.U-U.F.C.W., Local #60

Lisa Bloom \_\_\_\_\_  
~~W. H. P. B.~~ \_\_\_\_\_  
The Co \_\_\_\_\_  
W. H. A. H. \_\_\_\_\_  
L. J. H. \_\_\_\_\_  
Patrick McPhillips \_\_\_\_\_  
J. H. O. \_\_\_\_\_  
K. R. P. \_\_\_\_\_  
Jill Swigg \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

M. C. B. \_\_\_\_\_  
D. R. S. J. \_\_\_\_\_  
M. V. M. \_\_\_\_\_  
P. H. S. \_\_\_\_\_  
L. J. H. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_