

# COLLECTIVE BARGAINING AGREEMENT

BETWEEN

THE GREATER LAWRENCE TECHNICAL HIGH SCHOOL DISTRICT COMMITTEE

AND

THE GREATER LAWRENCE REGIONAL TEACHERS FEDERATION LOCAL 1707  
AMERICAN FEDERATION OF TEACHERS (AFT) AFT MASSACHUSETTS, AFL-CIO

(CLERICAL UNIT)

July 1, 2022 to June 30, 2025

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## ARTICLE 1 - RECOGNITION

### 1.1 Union Recognition

The Greater Lawrence Technical High School District Committee recognizes the Greater Lawrence Regional Teachers' Federation, Local 1707, American Federation of Teachers (AFT), AFT Massachusetts, AFL-CIO (hereinafter referred to as the Federation or Union) as the exclusive bargaining representative for all full-time and regular part-time clerical employees employed by the School District Committee, excluding all other employees, confidential, managerial, and professional employees as defined in the Massachusetts Labor Relations Act. Members of the bargaining unit mentioned above will hereinafter be referred to as the employee or employees whenever and wherever the Contract so allows. Up to four part-time positions may be included within the bargaining unit. However, no current employees will be reduced to part-time status without mutual agreement by the administration and the employee. Part-time employees' salary and fringe benefits would be pro-rated accordingly.

### 1.2 Jurisdiction

The jurisdiction of the Union shall include those persons now or hereafter who perform the duties or functions of the categories of employees in the bargaining unit.

### 1.3 Definitions

- A. The term "District" as used in this Agreement means the Greater Lawrence Technical High School District.
- B. The term "Committee" as used in this Agreement means the Greater Lawrence Technical High School District Committee
- C. The term "Parties" as used in this Agreement refers to the Committee and the Union as participants in this Agreement.
- D. The term "School" as used in this Agreement means any work location or functional division maintained by the School District.
- E. The term "Superintendent/Director" as used in this Agreement shall be understood to mean the responsible administrative head of the School District.
- F. The term "Union Representative" as used in this Agreement means any duly-authorized designee of the Union.
- G. Whenever in this Agreement a personal pronoun is used, such pronoun shall be understood to apply equally to both male and female members of the bargaining unit.

#### 1.4 Complete Agreement

No change or modification of this Agreement shall be binding on either the Committee or the Federation unless reduced to writing and executed by the respective duly authorized representatives.

### **ARTICLE 2- ADMINISTRATION OF SCHOOL DISTRICT**

- 2.1 The right to administer the affairs of the School District, subject to the limitation of this Agreement, is exclusively vested in, and retained by, the Greater Lawrence High School District Committee and its administration.

### **ARTICLE 3 - FAIR PRACTICES**

- 3.1 As sole collective bargaining agent, the Union will accept into voluntary membership all employees covered by this Agreement without regard to race, color, creed, national origin, sex, marital status, or previous affiliation with other organizations.
- 3.2 The Committee and the Union agree that there will be no discrimination in the hiring of employees or in their training assignment, promotion, transfer, or discipline because of race, creed, color, religion, national origin, political activities, sex, domicile, marital status, or participation in any organizational activities.

### **ARTICLE 4 - GRIEVANCE PROCEDURE**

4.1 General - The purpose of this procedure is to secure, at the lowest possible administrative level, prompt and equitable solutions to the problems, which may from time to time arise affecting the working conditions of employees. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

Nothing contained herein will be construed as limiting the right of any employee having a grievance to discuss the matter informally with his immediate superior and having the grievance adjusted without intervention of the Federation, provided the adjustment is not inconsistent with the terms of this Agreement and that the Federation has been given opportunity to be present at such adjustment and to state its views.

To provide for the expeditious and mutually satisfactory settlement of questions arising with respect to wages and other conditions of employment of any employee or group of employees or out of the interpretation or application of any terms of this Agreement, the procedures hereinafter set forth shall be followed:

4.2 Procedure - Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as maximum, and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement. Otherwise, all grievances must be processed with the steps, time limits, and conditions herein set forth:

Step 1 An employee shall first discuss the complaint with his appropriate administrator directly with the objective of resolving the matter informally. The administrator shall orally convey his decision to the employee within two (2) work days after receiving the complaint.

Step 2 The employee or the Union may then initiate a grievance in writing to the Superintendent/Director within thirty (30) work days after knowledge by the employee or the Union giving rise to the act or condition which is the basis for the complaint. Within ten (10) workdays of receipt of said grievance, the Superintendent/Director shall meet with the Union Representative and/or the aggrieved at a mutually convenient time. Within ten (10) workdays of the foregoing meeting, the Superintendent/Director shall communicate his/her decision in writing to the Union Representative and the aggrieved.

Step 3 If the grievance is not resolved in Step 2, the employee or the Union may appeal in writing within ten (10) work days to the full School District Committee. The District Committee shall meet with the Union Representative and/or the grievant at the next regularly scheduled meeting if the appeal is received five (5) workdays before said meeting. If not received in a timely fashion, the appeal will be heard at the next subsequent regularly scheduled meeting. The District Committee within ten (10) workdays following the meeting will forward its decision in writing to the Union Representative.

Step 4 A grievance dispute, which is not resolved in Step 3, may be submitted by the Federation to arbitration. The proceeding may be initiated by written notice to the District Committee and the American Arbitration Association postmarked within thirty (30) workdays after receipt of the decision of the District Committee at Step 3.

The arbitrator shall issue his/her decision not later than thirty (30) days from the date of the close of the hearings or, if oral hearings have been waived, then from the date of transmitting the final statements and proofs to the arbitrator. The decision shall be in

writing and shall set forth the arbitrator's opinion and conclusion on the issue submitted. The decision of the arbitrator if made in accordance with his jurisdiction and authority under this Agreement will be accepted as final by the parties to the dispute and both will abide by it. The arbitrator's fee will be shared equally by the parties to the dispute.

#### 4.3 Additional Provisions

Failure by the Committee or its agents to answer an appeal within the time limit specified or for any other reason shall mean the appeal may be taken to the next step immediately.

Should the Union fail to process a grievance through the next higher step, the grievance shall be considered closed.

An employee may review his/her own personnel record and upon his/her specific request such personnel record may be reviewed by the Union Representative. Nothing contained in the Agreement shall deprive any individual employee of the right to discuss with the Superintendent/Director or School District Committee matters in his/her own interest.

### **ARTICLE 5 - COMPENSATION**

#### 5.1 Basic Salary Schedule

The salaries of the members of the bargaining unit are set forth in Appendix A, which is attached to and made a part of this Agreement.

#### 5.2 Method and Time of Salary Payment

The salaries of all employees covered by this Agreement shall be paid on a bi-weekly basis.

#### 5.3 Overtime

Employees required to work beyond the forty (40) hours in a work week will receive one and one half (1 1/2) times her regular hourly rate. The overtime rate shall be calculated by dividing the employee's annual salary by 52 weeks, then by 37.5 hours and multiplying the product by 1.5.

#### 5.4 Itemized Payroll Deductions

Accompanying each paycheck will be an itemized payroll deduction statement enclosed in an envelope showing gross earnings, itemized deductions, total of deductions, and net earnings.

#### 5.5 Mileage Allowance

Traveling employees covered by this Agreement who are authorized in advance by the Superintendent/Director or her designee to use private automobiles for school business shall be reimbursed at the current IRS standard mileage rate. Said personnel shall provide the Superintendent/Director or his/her designee with documentation of said use.

#### 5.6 Sick Leave Buyback

Upon retirement or death, members of the bargaining unit shall receive severance pay equal to thirty three percent (33%) of unused accumulated sick leave up to 210 days based on the employee's compensation at the date of retirement.

The sick leave buyback provision will reduce to 33% effective July 1, 2014. The School agrees to pay the Administrator's Secretary to the Technology Department and the Finance Specialist (current incumbents only) the 17% difference in three equal installments. Installment 1 - July 1, 2015; Installment 2 - July 1, 2016; Installment 3 - June 30, 2017.

All employees who have accumulated more than 210 days sick leave as of July 1, 1999 shall be entitled to use these accumulated sick leave days in the sick leave buyback plan but will be limited to the number of accumulated days as of July 1, 1999 and may not exceed same for the purpose of said plan. Nothing contained in this Article is intended to change the provisions of Article IX here under which allows an employee to accumulate 260 days for sick leave purposes.

#### 5.7 Placement on the Salary Schedule

Members of the bargaining unit shall be placed on the salary schedule at the step appropriate for training and creditable years of experience.

#### 5.8 Promotions

Bargaining unit members who are promoted within the bargaining unit shall be moved to the respective salary lane and moved two steps.

#### 5.9 Vacations

The following vacation periods with pay shall apply to all members of the bargaining unit:

YEARS OF SERVICE	NUMBER OF DAYS
0 but less than 5	15
5 but less than 10	20
10 but less than 20	25
20 or more years	30

An employee may carry over up to five (5) days of unused vacation time, with prior approval, that must, however, be used by July 31st. In any event, the scheduling of vacation days shall not adversely affect the operations of the school and further, the scheduling of said vacation days must have the prior written approval of the Superintendent-Director or his/her designee. Such approval shall not be unreasonably withheld. The parties agree to form and participate in a joint labor/management committee to discuss vacation scheduling procedures if problems arise.

#### 5.10 Holidays

The following holidays shall be allowed with pay:

New Year's Day	Labor Day	Martin Luther King Jr Day
Ingenious Peoples Days	Presidents Day	Veterans Day
½ Day before Thanksgiving	Thanksgiving Day	Day After Thanksgiving
Patriots Day	½ Day the Friday before Memorial Day	Memorial Day
Juneteenth	Christmas Eve	Christmas Day
Independence Day	2 Floating Holiday(s)	Good Friday

- Only if Christmas Eve falls on a workday
- If the holiday falls on a Saturday it is celebrated on Friday, and if holiday falls on a Sunday it is celebrated on Monday.

#### 5.11 Longevity

Eligible employees shall be granted a career increment based on the following formula:

YEARS OF SERVICE	AMOUNT
After 10 Years of Service	\$575
After 15 Years of Service	\$1,075
After 20 Years of Service	\$1,500
After 25 Years of Service	\$1,750
After 30 Years of Service	\$2,200

Longevity awards shall be paid in a lump sum on each eligible employee's anniversary date or, if the employee departs before the anniversary date, a pro-rata portion of the award shall be paid.

#### 5.12 Snow Days/Emergency Days

When school is closed due to weather or emergency conditions, employees will be required to report to work. If a bargaining unit employee's supervisor does not physically report to the building, those employees may opt to work remotely.

If the employee chooses not to report to work due to weather conditions, the employee will have the option of using personal, vacation or floating time for pay purposes.

In the event of a delayed school opening due to weather or emergency conditions, employees are expected to report to work within one (1) hour of their regular start time.

In the event school is cancelled for students but the campus remains open, members of the bargaining unit are expected to report to work by 9:30 a.m.

When there is an early release due to inclement weather, clerical staff is authorized to leave one half (½) hour after the buses have vacated with no charge to accrued time.

#### 5.13 Stipends

Lead Clerical stipend position: 10% base salary increase with duties to include acting as a non-supervisory liaison to the clerical unit, scheduling clerical vacations, professional development and ensuring departmental clerical coverage during the summer months and times of shortage. This position will be posted annually at the beginning of each fiscal year, starting July 1, 2015.

## ARTICLE 6 - FRINGE BENEFITS

### 6.1 Health Insurance

Effective September 1, 2014, the School Committee will provide 80% of the premium cost of the present Blue Cross/Blue Shield HMO Network Blue New England plan. The School will contribute a dollar amount to Master Medical enrollees equal to the current cost of the individual and family plans respectively. The health insurance plan design is outlined in the Public Employee Committee (PEC) agreement.

The School District will maintain the current employee- funded Section 125 plans relating to pre-tax health and dental coverage.

The parties agree that there shall be no change in premium contribution (premium split) or plan design (co-payments and out- of-pocket expenses) for the current Network Blue New England plan for the duration of this agreement.

When an employee retires, the employee may elect to remain in the Group Health Insurance Plan if the employee contributed to and is receiving a pension from the City of Lawrence Retirement Board. Pursuant to MGL c. 32B § 18A, a retired employee, spouse, or dependent who is Medicare eligible shall be transferred to the School District's Medicare health plan upon reaching the age of sixty-five (65).

Re-opener. If during the term of the 2017-2020 agreement all other bargaining units represented by the Greater Lawrence Regional Teachers Federation agree to re-open their collective bargaining agreements to negotiate over a temporary adjustment in premium cost (premium split), then this unit may agree to do the same.

### 6.2 Group Life Insurance

The School District Committee shall provide ninety-nine percent (99%) of the cost of a twenty thousand-dollar (\$20,000) life insurance policy for each employee covered by this Agreement.

### 6.3 Pension

It is agreed that it is a condition of employment that all eligible employees belong to the City of Lawrence Retirement System. If an employee is not eligible, federal rules will be applicable.

### 6.4 Tax-Sheltered Accounts/Annuities

The District agrees that it is desirable to allow the employees to take advantage of the federal law concerning tax sheltered accounts/annuities and shall take such steps as

necessary to implement a tax-sheltered annuity program as long as there is no cost to the District. Changes in an account/annuity program will be processed within a thirty (30) day period from receipt of all required documentation.

#### 6.5 Workers' Compensation

The Committee will provide Worker's Compensation for employees covered by this Agreement pursuant to MGL c. 152 §25A. An employee shall receive compensation for the first five (5) days using his/her accumulated Sick Leave granted under this agreement.

Once an employee's claim is accepted by the District's insurance carrier, the District agrees to credit the employee for an any Sick Leave he/she was charged beyond the first five (5) days, and further agrees to compensate the employee the difference between his/her regular gross wages (40%), and the amount he/she receives from Worker's Compensation (60%) for a period of up to sixty (60) calendar days.

Upon completion of the sixty (60) calendar day period, an employee shall be required to use Sick Leave to make up the difference between his/her regular gross wages (40%) and the amount he/she receives from Worker's Compensation (60%).

### **ARTICLE 7 - WORKING CONDITIONS**

#### 7.1 Notices and Announcements

All official circulars pertaining to bargaining unit members shall be posted on the school bulletin boards and school website, and a copy furnished to the Union Representative.

#### 7.2 School Facilities

Adequate parking facilities for bargaining unit members shall be furnished. When possible and reasonable, school parking facilities shall be plowed and/or sanded.

Mailboxes for employees shall be provided at the school.

#### 7.3 Seniority

Seniority of a bargaining unit member is based upon total length of continuous service at Greater Lawrence Technical High School in the unit described in Article I.

The District shall prepare a seniority list, which will indicate the date on which all members of the bargaining unit commenced their employment in said bargaining unit.

Effective on the signing of this Agreement, all new hires with the same seniority date will have the tie broken by lot. Within three (3) weeks, the Union and the involved employees will meet to determine placement on the seniority list.

#### 7.4 Discipline

An employee represented under the terms of this Agreement may be disciplined by the Superintendent/Director for any conduct that is actionable under any applicable law or regulation. The District agrees that the principle of progressive discipline will be followed in most cases of discipline. Employees will not be dismissed without just cause.

#### 7.5 Layoff/Recall

In the event of a cutback within an area of assignment, i.e., financial support or secretarial support, the employee(s) within the area of assignment having the least amount of service at the school as shown on the seniority list in Article VI (C) shall be the first laid off, except that the bumping employee must have the required qualifications to perform the essential functions of the job as outlined in the job description.

In the subsequent event of restoration of positions or the creation of new positions within an area of assignment, i.e., financial support or secretarial support, those persons laid off from said positions shall receive the first opportunity of re-hire where, the employees whose services were terminated last, shall be the first re-employed. All employees on recall shall be notified of openings in all areas of assignment. The rights contained in this paragraph shall terminate after two (2) years from the date of layoff.

#### 7.6 Length of Work Day and Work Year

The regular workweek will be five (5) consecutive days scheduled Monday through Friday.

The regular workday will be seven and one half (7 1/2) continuous hours. If a change in the present schedule is necessary due to a demonstrated need of the system, the employee will be given thirty (30) days' notice.

This thirty (30) day notice period may be waived or shortened with the mutual consent of the employer and the employee.

#### 7.7 Procedure in Assault Cases

The Superintendent/Director shall report all cases of assault suffered by Employees in connection with their employment to the School District Committee.

Whenever it is alleged that an employee has assaulted a person, or that a person has assaulted an employee, the Superintendent/Director shall conduct an investigation of the incident and report to the School District Committee.

The Superintendent/Director shall comply with any reasonable request from the employee for relevant information in the Committee's possession not privileged under law concerning the person, or persons involved.

#### 7.8 Damage or Loss of Property

No employee shall be held responsible for loss, damage or destruction of school property or student's property, if such loss, damage or destruction is not the fault of the employee.

An employee shall report in writing any loss, damage or destruction to the Superintendent/Director, or his/her designee, immediately upon becoming aware of such loss, damage or destruction.

The District may reimburse employees for loss, damage or destruction, while on duty in school, of personal property of a kind normally worn to or brought into school when the employee has not been negligent and has reported said loss to the Andover Police Department, said reimbursement to be limited, to the extent that such loss is not covered by insurance.

The term "personal property" shall not include cash over one hundred dollars (\$100.00). The term "loss," "damage," and "destruction" shall not apply to the effects of normal wear, tear, and use.

In order to comply with the terms of this paragraph, it is hereby agreed that employees will register all equipment and tools brought onto school property with the Superintendent/Director or his/her designee.

#### 7.9 Duty-Free Lunch/Break Periods

Employees shall be provided with a thirty (30) minute duty-free lunch period. Employees shall be provided with two (2) fifteen-minute break periods per day. The scheduling of breaks will take into consideration the operational needs of the office and the employees will cooperate with each other to insure sufficient staffing of the office.

The employee and his/her immediate supervisor may mutually agree to one fifteen (15) minute break and a forty-five (45) minute lunch period. An employee may leave the school campus during his/her designated breaks/lunch period, but he/she is expected to notify their supervisor and sign out prior to departure. An employee must sign-in upon return to campus, and sign-out/sign-in shall be done electronically.

#### 7.10 Secretarial Evaluation

The School District and the Federation negotiated a new evaluation instrument and it is attached as Appendix B. It is agreed that all observations of employee performance will be conducted personally with full knowledge of the employee.

Following the official written evaluation of the employee, the evaluator shall meet with any evaluated employee so requesting to comment on and to discuss the evaluation report and to render constructive assistance.

A copy of the evaluation report, signed by the employee, shall be placed in his or her personnel file and a copy shall be given to the employee. The employee's signature shall not necessarily indicate agreement with its content. The employee shall have the right to make a written reply, which shall be attached to the evaluation report.

Any employee who feels that he has received an unfair evaluation shall have the right to have it reviewed up the chain of command through the Superintendent-Director.

The School District Committee will furnish to an employee, upon request, job descriptions of employees and an organizational chart on a current basis.

If the Department of Elementary and Secondary Education mandates the evaluation of school personnel other than teachers, the parties agree to meet and to bargain the impact of the DESE mandate.

#### 7.11 Employee Files

Employee files shall be maintained under the following circumstances:

- A. No material derogatory to an employee's conduct, service, character or personality shall be placed in the files by an administrator unless the employee is sent a dated copy at the same time.
- B. The employee shall have the right to submit a response to the statement. The employee's response shall also be included in the file.
- C. Upon written request to the District, an employee shall be allowed to review his or her file within a reasonable time after said request.

- D. Upon receipt of a written request, the District shall furnish a reproduction of any material in an employee's file.
- E. Official grievances filed by any employee under the grievance procedure as outlined in this Agreement shall not be placed in the personnel file of the Employee but shall be placed in the employer's grievance file.

#### 7.12 Probationary Period

New employees hired into the bargaining unit shall be considered as probationary employees for the first six (6) months of their continuous employment.

The purpose of the new hire probationary period is to provide for the evaluation of an employee over a period of six (6) months.

At the completion of the first three (3) months and prior to the end of the six (6) month period, his/her administrator shall evaluate each probationary employee. Such evaluation shall be recorded in writing.

Upon the completion of the six-month probationary period, the administrator shall also indicate his/her recommendation for the retention or termination of such employee. If no written evaluation is completed, it shall be assumed that the employee's performance is satisfactory.

The termination of a probationary period employee within the first six months is not subject to the grievance and arbitration provisions of the C.B.A.

### **ARTICLE 8 - TRANSFERS/VACANCIES**

#### 8.1 New Positions and Vacancies

All new positions and all vacancies in existing positions in the bargaining unit will be posted for a minimum of seven (7) days. Such notice shall set forth the general specification responsibilities and job function of the position.

Notice of such posting will be sent to the unit's authorized representative. Any member of the bargaining unit desiring to receive notices during the summer will provide the Superintendent's office with self-addressed stamped business envelope(s).

#### 8.2 Reassignments and Transfers

In the determination of reassignments and transfers, the convenience and wishes of the individual employee will be considered but will always be subject to the operational

needs and best interests of the school system and the pupils. The determination of said needs and interests shall be in the sole discretion of the School Committee and the School Administration.

Written acknowledgment shall be forwarded to the employee upon receipt of the request for reassignment and/or transfer.

### 8.3 Involuntary Transfers

Any involuntary reassignment or transfer shall be made only after a meeting between the employee involved and at the employee's request, a Federation representative and the Superintendent and/or her designee, at which time the employee shall be notified of the reasons for the reassignment or transfer. Said meeting will be held at the employee's written request within five (5) work days of employee's receipt of notice of written notification of said assignment or transfer.

## **ARTICLE 9 - PAID AND UNPAID LEAVES OF ABSENCE**

### 9.1 Sick Leave

Each employee shall be credited with fifteen (15) sick days per year. Sick leave not used in any school year should be accumulated for use in subsequent years up to two hundred and sixty-two (262) days.

An employee may use five (5) days of his/her sick leave for absence due to serious illness of a member of his/her immediate family.

Each employee shall receive a notice of accrued sick leave during the month of September. The information should be transmitted in a sealed envelope.

Any employee who has accumulated one hundred and fifty (150) sick days, may annually at the close of school elect to redeem ten (10) sick days at the rate of fifty percent (50%) of daily pay provided that such employee has not used more than five (5) sick days during the current school year. A minimum of one hundred and forty (140) days accumulated sick leave must remain on record following redemption. Written application for redemption of sick leave must be made within five (5) workdays following the official close of school in June.

In case of an absence of five (5) or more consecutive days the Superintendent/Director may require that an employees' file a statement with the Superintendent/Director from a registered physician that he is treating the employee.

## 9.2 Sick Leave Bank

This space left intentionally blank subject to further negotiations on the implementation of a sick leave bank.

## 9.3 Personal Leave

Employees shall be granted four (4) days of personal leave annually for religious, legal, business, household, or family matters which require absence.

Employees are required to give reasonable prior notice to the Superintendent/Director or her designee before taking personal leave. The requirement of reasonable prior notice shall not apply to emergency situations. The prior approval of the Superintendent/Director or her designee will be required on those occasions when personal leave is requested for the last school day, prior to school vacations or for the first school day immediately after school vacations unless said request is necessary for emergency reasons, in which case said prior approval will not be required.

Any unused personal leave may be accumulated as sick time at the end of the fiscal year.

## 9.4 Bereavement Leave

An employee shall be granted absence because of a death in the immediate family with pay for a period not to exceed four (4) days. In determining reasonable absence, consideration shall be given to the relationship of the employee to the deceased and the responsibility of the employee for making funeral arrangements. An employee's immediate family shall be considered as: Husband, wife, son, daughter, mother, father, mother-in-law, father-in-law, grandchild or grandparent, sister, brother, or any relative residing with the employee; or any person for whom the employee is solely responsible for all funeral arrangements.

An employee shall be granted reasonable absence up to two (2) days for the death of a grandparent-in-law, sister-in-law, brother-in-law, daughter-in-law, or son-in-law.

#### 9.5 Extended Maternity/Parental/Adoptive Leave

- A. Every bargaining unit employee shall be entitled to a twelve (12) week parental leave if the employee complies with the following conditions:
  - i. The employee provides a doctor's statement attesting to the pregnancy and expected delivery date or comparable adoption documentation; and
  - ii. The employee has been employed for three (3) consecutive months; and
  - iii. The employee gives at least two (2) weeks' notice of the expected departure date and intended date of return.
- B. The EMPLOYER shall provide all bargaining unit employees six (6) weeks of paid leave during a parental leave of absence. An employee has the option of using current or accumulated sick leave to the extent available for a period of up to one (1) year after the initial six (6) week paid period.
- C. Extended absence in excess of available sick leave time will be treated as leave without pay.
- D. If an employee fails to return from parental leave by the expiration of the one (1) year period, their employment shall be terminated.
- E. An employee returning from parental leave will be reinstated to their previous position or to another comparable position.
- F. An employee returning from a parental leave will retain all her previous rights. Salary placement will be at the next step of the salary schedule if the employee served one-half (1/2) or more of the work year in which the leave was granted.

#### 9.6 Court Appearances/Jury Duty

An employee summonsed for jury duty or to serve as a witness in a court case which necessitates absence from assigned duties shall be paid the difference between the compensation for such service and his regular compensation. Such employee shall report for his regular duties when he has completed the duty for which he was summonsed unless it is impossible to do so.

## 9.7 Other Leaves

Members of the bargaining unit may be granted an unpaid leave for the following reasons: Professional improvement when employees are not eligible for sabbatical leaves of absence; service in public office, or for any other activity which would benefit the Greater Lawrence Technical High School District. All such leaves shall be in the prerogative and in the sole discretion of the Superintendent/Director.

## **ARTICLE 10 - PROFESSIONAL ACTIVITY**

- 10.1 The District Committee agrees to reimburse any member of the bargaining unit for actual expenses (including but not limited to tuition, transportation, textbook fees, and living expenses) incurred in a training program approved by the Superintendent/Director.

## **ARTICLE 11 - UNION RIGHTS AND RESPONSIBILITIES**

### 11.1 Union Representation

Upon reasonable notification from the Union, the Superintendent/Director shall recognize the Union Building Representative as the official representative of the employees in the bargaining unit.

### 11.2 Information

The District Committee shall make available to the Union upon its reasonable request, all records relevant to negotiations, or necessary for the proper enforcement of this Agreement.

With appropriate written authorization, names and addresses of newly employed employees shall be provided to the Union following their selection.

### 11.3 Printing of Agreement

The District Committee agrees to pay one-half (1/2) of the cost of printing a sufficient number of copies of the Agreement for unit members.

### 11.4 Distribution of Materials

The Union shall have the right to place Union related materials in the mailboxes of employees.

### 11.5 Dues Check-off

An employee who wishes to have the District deduct the regularly monthly Union dues from his pay for transmittal to the Union shall execute an authorization card (Application for Membership) to be furnished by the Union in the form attached, (See Appendix D).

The amount of dues will be certified to the District from time to time by the designated Treasurer of the Union or by his duly authorized agent and the amount of dues will be uniform for all members of the Union. A certification of a change in Union dues shall become effective after the receipt by the District of such certification in writing from the Union at least fifteen (15) days prior to the start of the month in which the Union seeks to make such change effective.

Union dues deducted by the District shall be forwarded no later than thirty (30) days after such deduction was made to the designated Treasurer of the Union.

An authorization by an Employee for deduction of Union dues shall be cancelled automatically whenever such employee is removed from the School District payroll or goes on leave of absence for more than one month and there shall be no obligation on the part of the District to continue authorization in effect in the absence of an applicable collective agreement.

Authorization for deduction of Union dues may be revocable as provided by law.

#### 11.6 Freedom to Join

- A.** The EMPLOYER shall provide the FEDERATION access to members of the bargaining unit that the FEDERATION exclusively represents. Access shall include, but shall not be limited to:
- The right to meet with individual employees on the premises of the public employer during the workday to investigate and discuss grievances, workplace-related complaints, and other workplace issues;
  - The right to conduct worksite meetings during lunch breaks and other non-work breaks and before and after the workday on the employer's premises to discuss workplace issues, collective bargaining negotiations, the administration of collective bargaining agreements, other matters related to the duties of an exclusive representative and internal federation matters involving the governance or business of the federation; and
  - The right to meet with newly-hired employees, without charge to the pay or leave time of such an employee, as outlined in Article 59.3.
- B.** Not later than ten (10) calendar days after the date a prospective school employee accepts an offer of employment, the EMPLOYER shall provide the

following contact information to the FEDERATION in spreadsheet file format or other format agreed to by the FEDERATION: (i) name; (ii) job; (iii) title; (iv) worksite location; (v) home address; (vi) work telephone number; (vii) home and personal cellular telephone numbers on file with the public employer; (viii) date of hire; (ix) work email address; and (x) personal email address on file with the public employer.

**C. FEDERATION ORIENTATIONS**

- For bargaining unit employees hired prior to the start of the academic year, the Federation shall be provided at least one (1) hour to orient new members of the district. The Employer shall provide release time for new employees to attend with no loss of pay. The Employer shall release two (2) members of the Federation to conduct the orientation with no loss of pay.
- For bargaining unit employees hired after the start of the academic year, the first workday of the new employee shall be exclusively for training, orientation, and preparation. On that first day of employment, the EMPLOYER shall release a building representative, or other representative chosen by the FEDERATION, to conduct an orientation of not less than one (1) hour with no loss of pay.

**11.7 Additional Deductions**

The employer agrees to deduct from employees' salaries the premium payment for any group insurance made available to members of the bargaining unit through General Membership Services when requested in writing by the Employee.

Additionally, the employer agrees to provide a payroll deduction for Massachusetts Federal Credit Union or its successor when requested in writing by the employee to do so.

Payroll deduction shall be made available to those employees who wish to participate in the Union sponsored Committee on Political Education.

**ARTICLE 12 - SCHOOL OPERATIONS**

**12.1 Unauthorized Interruptions of School Operations**

There shall be no strike, work stoppage or other interferences or interruptions of school operations, including absences from assigned school duties to attend union meetings during the period of this Agreement. No officer or representative of the Union shall authorize, instigate or condone any such activity. By way of penalty for any violation of

the foregoing, the School District Committee shall have the right to take disciplinary action against any employee participating in the violation.

## 12.2 Organized Reserved Forces

Every person who is a member of a reserve component of the armed forces of the United States or of the National Guard shall be granted leave without loss of pay in accordance with Section 59 of Chapter 33 of the General Laws after furnishing official evidence that he has been ordered to duty. It is agreed, however, that in the interest of minimizing disruption, the employee, the Union and the Superintendent/Director will exhaust every effort to attempt to schedule all discretionary duty during July and August whenever possible.

## ARTICLE 13 - SAVINGS CLAUSE

- 13.1 If any provision of this Agreement is or shall at any time be contrary to law, then such provision shall not be applicable or performed or enforced, except to the extent permitted by law and substitute action shall be subject to appropriate consultation and negotiation with the Union.
- 13.2 In the event that any provision of this Agreement is or shall be contrary to law, all other provisions of this Agreement shall continue in effect.

## ARTICLE 14 - FEDERAL AND STATE LAWS

- 14.1 In the event any federal or state law or any order of any State Executive or Administrative Office having the authority, or if the final determination of any Board or Court of competent jurisdiction affects any provision of this Agreement, the provision or provisions so affected shall conform thereto. Except as so modified, the Agreement shall continue in full force and effect. Nothing contained in this Article shall preclude the Union from obtaining an interpretation of the law or directive relied upon by the District from the pertinent law-making body.

## ARTICLE 15 - DURATION

- 15.1 This Agreement shall become effective on July 1, 2022, and shall continue in force and effect until 11:59 p.m. on June 30, 2025.
- 15.2 Negotiations prior to the termination of this Agreement shall commence on or before March 1, 2025 and any changes agreed upon shall not become effective until July 1, 2025.

Signed and sealed this 1<sup>st</sup> day of June 2023.

FOR THE COMMITTEE

*Paul Smith*

*Yvonne L. Fitzgerald*

*Thomas A. Harte*

*William O. Tarbox*

FOR THE FEDERATION

*Chris Z...*

## APPENDIX A - SALARY SCHEDULES

### Clerical Wage Scales

July 1, 2022

	Level I Basic	Level I Spec Cert	Level I Associate	Level I Bachelor
Step 1	\$36,167	\$37,505	\$38,844	\$40,183
Step 2	\$37,505	\$38,844	\$40,183	\$41,523
Step 3	\$38,844	\$40,183	\$41,523	\$42,862
Step 4	\$40,183	\$41,523	\$42,862	\$44,202
Step 5	\$41,523	\$42,862	\$44,202	\$45,541
Step 6	\$42,862	\$44,202	\$45,541	\$46,881
Step 7	\$44,202	\$45,541	\$46,881	\$48,221
Step 8	\$45,541	\$46,881	\$48,221	\$49,558
Step 9	\$46,881	\$48,221	\$49,558	\$50,898
Step 10	\$48,221	\$49,558	\$50,898	\$52,241
Step 11	\$49,558	\$50,898	\$52,241	\$53,580
Step 12	\$50,898	\$52,241	\$53,580	\$54,920
Step 13	\$52,241	\$53,580	\$54,920	\$56,259
Step 14	\$53,580	\$54,920	\$56,259	\$57,599

Classification:

- Discipline Office Secretary
- Guidance Office Secretary
- Receptionist
- Payroll Clerk
- Accounts Payable Clerk

	Level II Basic	Level II Spec Cert	Level II Associate	Level II Bachelor
Step 1	\$42,862	\$44,202	\$45,541	\$46,881
Step 2	\$44,202	\$45,541	\$46,881	\$48,221
Step 3	\$45,541	\$46,881	\$48,221	\$49,558
Step 4	\$46,881	\$48,221	\$49,558	\$50,898
Step 5	\$48,221	\$49,558	\$50,898	\$52,241
Step 6	\$49,558	\$50,898	\$52,241	\$53,580
Step 7	\$50,898	\$52,241	\$53,580	\$54,920
Step 8	\$52,241	\$53,580	\$54,920	\$56,259
Step 9	\$53,580	\$54,920	\$56,259	\$57,600
Step 10	\$54,920	\$56,259	\$57,600	\$58,938
Step 11	\$56,259	\$57,600	\$58,938	\$60,277
Step 12	\$57,600	\$58,938	\$60,277	\$61,617
Step 13	\$58,938	\$60,277	\$61,617	\$62,955
Step 14	\$60,277	\$61,617	\$62,955	\$64,295

Classification:

- IT Support Technician
- Help Desk

	Level III Basic	Level III Spec Cert	Level III Associate	Level III Bachelor
Step 1	\$53,580	\$54,920	\$56,259	\$57,600
Step 2	\$54,920	\$56,259	\$57,600	\$58,938
Step 3	\$56,259	\$57,600	\$58,938	\$60,277
Step 4	\$57,600	\$58,938	\$60,277	\$61,617
Step 5	\$58,938	\$60,277	\$61,617	\$62,955
Step 6	\$60,277	\$61,617	\$62,955	\$64,296
Step 7	\$61,617	\$62,955	\$64,296	\$65,635
Step 8	\$62,955	\$64,296	\$65,635	\$66,974
Step 9	\$64,296	\$65,635	\$66,974	\$68,313
Step 10	\$65,635	\$66,974	\$68,313	\$69,654
Step 11	\$66,974	\$68,313	\$69,654	\$70,991
Step 12	\$68,313	\$69,654	\$70,991	\$72,331
Step 13	\$69,654	\$70,991	\$72,331	\$73,672
Step 14	\$70,991	\$72,331	\$73,672	\$75,012

Classification:

- Administrative Assistant

	Level IV Basic	Level IV Spec Cert	Level IV Associate	Level IV Bachelor
Step 1	\$60,277	\$61,617	\$62,955	\$64,296
Step 2	\$61,617	\$62,955	\$64,296	\$65,635
Step 3	\$62,955	\$64,296	\$65,635	\$66,974
Step 4	\$64,296	\$65,635	\$66,974	\$68,313
Step 5	\$65,635	\$66,974	\$68,313	\$69,654
Step 6	\$66,974	\$68,313	\$69,654	\$70,991
Step 7	\$68,313	\$69,654	\$70,991	\$72,331
Step 8	\$69,654	\$70,991	\$72,331	\$73,672
Step 9	\$70,991	\$72,331	\$73,672	\$75,011
Step 10	\$72,331	\$73,672	\$75,011	\$76,351
Step 11	\$73,672	\$75,011	\$76,351	\$77,690
Step 12	\$75,011	\$76,351	\$77,690	\$79,029
Step 13	\$76,351	\$77,690	\$79,029	\$80,370
Step 14	\$77,690	\$79,029	\$80,370	\$81,709

Classification:

- Finance Specialist
- Payroll Specialist
- Special Education Specialist
- Accounts Payable Specialist
- HR/Business Office Specialist
- Admissions Support Specialist

	Level V Basic	Level V Spec Cert	Level V Associate	Level V Bachelor
Step 1	\$66,974	\$68,313	\$69,654	\$70,991
Step 2	\$68,313	\$69,654	\$70,991	\$72,331
Step 3	\$69,654	\$70,991	\$72,331	\$73,672
Step 4	\$70,991	\$72,331	\$73,672	\$75,011
Step 5	\$72,331	\$73,672	\$75,011	\$76,351
Step 6	\$73,672	\$75,011	\$76,351	\$77,690
Step 7	\$75,011	\$76,351	\$77,690	\$79,029
Step 8	\$76,351	\$77,690	\$79,029	\$80,369
Step 9	\$77,690	\$79,029	\$80,369	\$81,708
Step 10	\$79,029	\$80,369	\$81,708	\$83,047
Step 11	\$80,369	\$81,708	\$83,047	\$84,385
Step 12	\$81,708	\$83,047	\$84,385	\$85,726
Step 13	\$83,047	\$84,385	\$85,726	\$87,065
Step 14	\$84,385	\$85,726	\$87,065	\$88,404

Classification:

- Network/Server Administrator

**Clerical Wage Scales**  
**June 30, 2023**

	Level I Basic	Level I Spec Cert	Level I Associate	Level I Bachelor
Step 1	\$36,891	\$38,255	\$39,621	\$40,987
Step 2	\$38,255	\$39,621	\$40,987	\$42,354
Step 3	\$39,621	\$40,987	\$42,354	\$43,720
Step 4	\$40,987	\$42,354	\$43,720	\$45,086
Step 5	\$42,354	\$43,720	\$45,086	\$46,452
Step 6	\$43,720	\$45,086	\$46,452	\$47,819
Step 7	\$45,086	\$46,452	\$47,819	\$49,186
Step 8	\$46,452	\$47,819	\$49,186	\$50,550
Step 9	\$47,819	\$49,186	\$50,550	\$51,916
Step 10	\$49,186	\$50,550	\$51,916	\$53,285
Step 11	\$50,550	\$51,916	\$53,285	\$54,651
Step 12	\$51,916	\$53,285	\$54,651	\$56,018
Step 13	\$53,285	\$54,651	\$56,018	\$57,384
Step 14	\$54,651	\$56,018	\$57,384	\$58,751

**Classification:**

- Discipline Office Secretary
- Guidance Office Secretary
- Receptionist
- Payroll Clerk
- Accounts Payable Clerk

	Level II Basic	Level II Spec Cert	Level II Associate	Level II Bachelor
Step 1	\$43,720	\$45,086	\$46,452	\$47,819
Step 2	\$45,086	\$46,452	\$47,819	\$49,186
Step 3	\$46,452	\$47,819	\$49,186	\$50,550
Step 4	\$47,819	\$49,186	\$50,550	\$51,916
Step 5	\$49,186	\$50,550	\$51,916	\$53,285
Step 6	\$50,550	\$51,916	\$53,285	\$54,651
Step 7	\$51,916	\$53,285	\$54,651	\$56,018
Step 8	\$53,285	\$54,651	\$56,018	\$57,384
Step 9	\$54,651	\$56,018	\$57,384	\$58,752
Step 10	\$56,018	\$57,384	\$58,752	\$60,116
Step 11	\$57,384	\$58,752	\$60,116	\$61,482
Step 12	\$58,752	\$60,116	\$61,482	\$62,849
Step 13	\$60,116	\$61,482	\$62,849	\$64,214
Step 14	\$61,482	\$62,849	\$64,214	\$65,581

Classification:

- IT Support Technician
- Help Desk

	Level III Basic	Level III Spec Cert	Level III Associate	Level III Bachelor
Step 1	\$54,651	\$56,018	\$57,384	\$58,752
Step 2	\$56,018	\$57,384	\$58,752	\$60,116
Step 3	\$57,384	\$58,752	\$60,116	\$61,482
Step 4	\$58,752	\$60,116	\$61,482	\$62,849
Step 5	\$60,116	\$61,482	\$62,849	\$64,214
Step 6	\$61,482	\$62,849	\$64,214	\$65,582
Step 7	\$62,849	\$64,214	\$65,582	\$66,947
Step 8	\$64,214	\$65,582	\$66,947	\$68,313
Step 9	\$65,582	\$66,947	\$68,313	\$69,679
Step 10	\$66,947	\$68,313	\$69,679	\$71,047
Step 11	\$68,313	\$69,679	\$71,047	\$72,410
Step 12	\$69,679	\$71,047	\$72,410	\$73,777
Step 13	\$71,047	\$72,410	\$73,777	\$75,145
Step 14	\$72,410	\$73,777	\$75,145	\$76,512

Classification:

- Administrative Assistant

	Level IV Basic	Level IV Spec Cert	Level IV Associate	Level IV Bachelor
Step 1	\$61,482	\$62,849	\$64,214	\$65,582
Step 2	\$62,849	\$64,214	\$65,582	\$66,947
Step 3	\$64,214	\$65,582	\$66,947	\$68,313
Step 4	\$65,582	\$66,947	\$68,313	\$69,679
Step 5	\$66,947	\$68,313	\$69,679	\$71,047
Step 6	\$68,313	\$69,679	\$71,047	\$72,410
Step 7	\$69,679	\$71,047	\$72,410	\$73,777
Step 8	\$71,047	\$72,410	\$73,777	\$75,145
Step 9	\$72,410	\$73,777	\$75,145	\$76,511
Step 10	\$73,777	\$75,145	\$76,511	\$77,878
Step 11	\$75,145	\$76,511	\$77,878	\$79,244
Step 12	\$76,511	\$77,878	\$79,244	\$80,609
Step 13	\$77,878	\$79,244	\$80,609	\$81,977
Step 14	\$79,244	\$80,609	\$81,977	\$83,343

Classification:

- Finance Specialist
- Payroll Specialist
- Special Education Specialist
- Accounts Payable Specialist
- HR/Business Office Specialist
- Admissions Support Specialist

	Level V Basic	Level V Spec Cert	Level V Associate	Level V Bachelor
Step 1	\$68,313	\$69,679	\$71,047	\$72,410
Step 2	\$69,679	\$71,047	\$72,410	\$73,777
Step 3	\$71,047	\$72,410	\$73,777	\$75,145
Step 4	\$72,410	\$73,777	\$75,145	\$76,511
Step 5	\$73,777	\$75,145	\$76,511	\$77,878
Step 6	\$75,145	\$76,511	\$77,878	\$79,244
Step 7	\$76,511	\$77,878	\$79,244	\$80,609
Step 8	\$77,878	\$79,244	\$80,609	\$81,976
Step 9	\$79,244	\$80,609	\$81,976	\$83,342
Step 10	\$80,609	\$81,976	\$83,342	\$84,708
Step 11	\$81,976	\$83,342	\$84,708	\$86,072
Step 12	\$83,342	\$84,708	\$86,072	\$87,440
Step 13	\$84,708	\$86,072	\$87,440	\$88,806
Step 14	\$86,072	\$87,440	\$88,806	\$90,172

Classification:

- Network/Server Administrator

**Clerical Wage Scales**  
**July 1, 2023**

	Level I Basic	Level I Spec Cert	Level I Associate	Level I Bachelor
Step 1	\$37,997	\$39,403	\$40,810	\$42,217
Step 2	\$39,403	\$40,810	\$42,217	\$43,624
Step 3	\$40,810	\$42,217	\$43,624	\$45,031
Step 4	\$42,217	\$43,624	\$45,031	\$46,439
Step 5	\$43,624	\$45,031	\$46,439	\$47,846
Step 6	\$45,031	\$46,439	\$47,846	\$49,254
Step 7	\$46,439	\$47,846	\$49,254	\$50,662
Step 8	\$47,846	\$49,254	\$50,662	\$52,066
Step 9	\$49,254	\$50,662	\$52,066	\$53,474
Step 10	\$50,662	\$52,066	\$53,474	\$54,884
Step 11	\$52,066	\$53,474	\$54,884	\$56,291
Step 12	\$53,474	\$54,884	\$56,291	\$57,699
Step 13	\$54,884	\$56,291	\$57,699	\$59,105
Step 14	\$56,791	\$58,199	\$59,605	\$61,013

Classification:

- Discipline Office Secretary
- Guidance Office Secretary
- Receptionist
- Payroll Clerk
- Accounts Payable Clerk

	Level II Basic	Level II Spec Cert	Level II Associate	Level II Bachelor
Step 1	\$45,031	\$46,439	\$47,846	\$49,254
Step 2	\$46,439	\$47,846	\$49,254	\$50,662
Step 3	\$47,846	\$49,254	\$50,662	\$52,066
Step 4	\$49,254	\$50,662	\$52,066	\$53,474
Step 5	\$50,662	\$52,066	\$53,474	\$54,884
Step 6	\$52,066	\$53,474	\$54,884	\$56,291
Step 7	\$53,474	\$54,884	\$56,291	\$57,699
Step 8	\$54,884	\$56,291	\$57,699	\$59,105
Step 9	\$56,291	\$57,699	\$59,105	\$60,514
Step 10	\$57,699	\$59,105	\$60,514	\$61,920
Step 11	\$59,105	\$60,514	\$61,920	\$63,327
Step 12	\$60,514	\$61,920	\$63,327	\$64,734
Step 13	\$61,920	\$63,327	\$64,734	\$66,140
Step 14	\$63,827	\$65,234	\$66,640	\$68,048

Classification:

- IT Support Technician
- Help Desk

	Level III Basic	Level III Spec Cert	Level III Associate	Level III Bachelor
Step 1	\$56,291	\$57,699	\$59,105	\$60,514
Step 2	\$57,699	\$59,105	\$60,514	\$61,920
Step 3	\$59,105	\$60,514	\$61,920	\$63,327
Step 4	\$60,514	\$61,920	\$63,327	\$64,734
Step 5	\$61,920	\$63,327	\$64,734	\$66,140
Step 6	\$63,327	\$64,734	\$66,140	\$67,549
Step 7	\$64,734	\$66,140	\$67,549	\$68,956
Step 8	\$66,140	\$67,549	\$68,956	\$70,363
Step 9	\$67,549	\$68,956	\$70,363	\$71,769
Step 10	\$68,956	\$70,363	\$71,769	\$73,178
Step 11	\$70,363	\$71,769	\$73,178	\$74,583
Step 12	\$71,769	\$73,178	\$74,583	\$75,991
Step 13	\$73,178	\$74,583	\$75,991	\$77,400
Step 14	\$75,083	\$76,491	\$77,900	\$79,307

Classification:

- Administrative Assistant

	Level IV Basic	Level IV Spec Cert	Level IV Associate	Level IV Bachelor
Step 1	\$63,327	\$64,734	\$66,140	\$67,549
Step 2	\$64,734	\$66,140	\$67,549	\$68,956
Step 3	\$66,140	\$67,549	\$68,956	\$70,363
Step 4	\$67,549	\$68,956	\$70,363	\$71,769
Step 5	\$68,956	\$70,363	\$71,769	\$73,178
Step 6	\$70,363	\$71,769	\$73,178	\$74,583
Step 7	\$71,769	\$73,178	\$74,583	\$75,991
Step 8	\$73,178	\$74,583	\$75,991	\$77,400
Step 9	\$74,583	\$75,991	\$77,400	\$78,806
Step 10	\$75,991	\$77,400	\$78,806	\$80,214
Step 11	\$77,400	\$78,806	\$80,214	\$81,621
Step 12	\$78,806	\$80,214	\$81,621	\$83,028
Step 13	\$80,214	\$81,621	\$83,028	\$84,437
Step 14	\$82,121	\$83,528	\$84,937	\$86,343

Classification:

- Finance Specialist
- Payroll Specialist
- Special Education Specialist
- Accounts Payable Specialist
- HR/Business Office Specialist
- Admissions Support Specialist

	Level V Basic	Level V Spec Cert	Level V Associate	Level V Bachelor
Step 1	\$70,363	\$71,769	\$73,178	\$74,583
Step 2	\$71,769	\$73,178	\$74,583	\$75,991
Step 3	\$73,178	\$74,583	\$75,991	\$77,400
Step 4	\$74,583	\$75,991	\$77,400	\$78,806
Step 5	\$75,991	\$77,400	\$78,806	\$80,214
Step 6	\$77,400	\$78,806	\$80,214	\$81,621
Step 7	\$78,806	\$80,214	\$81,621	\$83,028
Step 8	\$80,214	\$81,621	\$83,028	\$84,435
Step 9	\$81,621	\$83,028	\$84,435	\$85,842
Step 10	\$83,028	\$84,435	\$85,842	\$87,249
Step 11	\$84,435	\$85,842	\$87,249	\$88,655
Step 12	\$85,842	\$87,249	\$88,655	\$90,064
Step 13	\$87,249	\$88,655	\$90,064	\$91,470
Step 14	\$89,155	\$90,564	\$91,970	\$93,377

Classification:

- Network/Server Administrator

**Clerical Wage Scale**  
**July 1, 2024**

	Level I Basic	Level I Spec Cert	Level I Associate	Level I Bachelor
Step 1	\$39,137	\$40,585	\$42,034	\$43,483
Step 2	\$40,585	\$42,034	\$43,483	\$44,933
Step 3	\$42,034	\$43,483	\$44,933	\$46,382
Step 4	\$43,483	\$44,933	\$46,382	\$47,832
Step 5	\$44,933	\$46,382	\$47,832	\$49,281
Step 6	\$46,382	\$47,832	\$49,281	\$50,731
Step 7	\$47,832	\$49,281	\$50,731	\$52,181
Step 8	\$49,281	\$50,731	\$52,181	\$53,628
Step 9	\$50,731	\$52,181	\$53,628	\$55,078
Step 10	\$52,181	\$53,628	\$55,078	\$56,530
Step 11	\$53,628	\$55,078	\$56,530	\$57,979
Step 12	\$55,078	\$56,530	\$57,979	\$59,429
Step 13	\$56,530	\$57,979	\$59,429	\$60,878
Step 14	\$58,494	\$59,944	\$61,393	\$62,844

**Classification:**

- Discipline Office Secretary
- Guidance Office Secretary
- Receptionist
- Payroll Clerk
- Accounts Payable Clerk

	Level II Basic	Level II Spec Cert	Level II Associate	Level II Bachelor
Step 1	\$46,382	\$47,832	\$49,281	\$50,731
Step 2	\$47,832	\$49,281	\$50,731	\$52,181
Step 3	\$49,281	\$50,731	\$52,181	\$53,628
Step 4	\$50,731	\$52,181	\$53,628	\$55,078
Step 5	\$52,181	\$53,628	\$55,078	\$56,530
Step 6	\$53,628	\$55,078	\$56,530	\$57,979
Step 7	\$55,078	\$56,530	\$57,979	\$59,429
Step 8	\$56,530	\$57,979	\$59,429	\$60,878
Step 9	\$57,979	\$59,429	\$60,878	\$62,330
Step 10	\$59,429	\$60,878	\$62,330	\$63,777
Step 11	\$60,878	\$62,330	\$63,777	\$65,226
Step 12	\$62,330	\$63,777	\$65,226	\$66,676
Step 13	\$63,777	\$65,226	\$66,676	\$68,124
Step 14	\$65,741	\$67,191	\$68,639	\$70,089

Classification:

- IT Support Technician
- Help Desk

	Level III Basic	Level III Spec Cert	Level III Associate	Level III Bachelor
Step 1	\$57,979	\$59,429	\$60,878	\$62,330
Step 2	\$59,429	\$60,878	\$62,330	\$63,777
Step 3	\$60,878	\$62,330	\$63,777	\$65,226
Step 4	\$62,330	\$63,777	\$65,226	\$66,676
Step 5	\$63,777	\$65,226	\$66,676	\$68,124
Step 6	\$65,226	\$66,676	\$68,124	\$69,576
Step 7	\$66,676	\$68,124	\$69,576	\$71,024
Step 8	\$68,124	\$69,576	\$71,024	\$72,473
Step 9	\$69,576	\$71,024	\$72,473	\$73,922
Step 10	\$71,024	\$72,473	\$73,922	\$75,374
Step 11	\$72,473	\$73,922	\$75,374	\$76,820
Step 12	\$73,922	\$75,374	\$76,820	\$78,270
Step 13	\$75,374	\$76,820	\$78,270	\$79,722
Step 14	\$77,335	\$78,785	\$80,237	\$81,687

Classification:

- Administrative Assistant

	Level IV Basic	Level IV Spec Cert	Level IV Associate	Level IV Bachelor
Step 1	\$65,226	\$66,676	\$68,124	\$69,576
Step 2	\$66,676	\$68,124	\$69,576	\$71,024
Step 3	\$68,124	\$69,576	\$71,024	\$72,473
Step 4	\$69,576	\$71,024	\$72,473	\$73,922
Step 5	\$71,024	\$72,473	\$73,922	\$75,374
Step 6	\$72,473	\$73,922	\$75,374	\$76,820
Step 7	\$73,922	\$75,374	\$76,820	\$78,270
Step 8	\$75,374	\$76,820	\$78,270	\$79,722
Step 9	\$76,820	\$78,270	\$79,722	\$81,170
Step 10	\$78,270	\$79,722	\$81,170	\$82,621
Step 11	\$79,722	\$81,170	\$82,621	\$84,070
Step 12	\$81,170	\$82,621	\$84,070	\$85,518
Step 13	\$82,621	\$84,070	\$85,518	\$86,970
Step 14	\$84,585	\$86,033	\$87,485	\$88,934

Classification:

- Finance Specialist
- Payroll Specialist
- Special Education Specialist
- Accounts Payable Specialist
- HR/Business Office Specialist
- Admissions Support Specialist

	Level V Basic	Level V Spec Cert	Level V Associate	Level V Bachelor
Step 1	\$72,473	\$73,922	\$75,374	\$76,820
Step 2	\$73,922	\$75,374	\$76,820	\$78,270
Step 3	\$75,374	\$76,820	\$78,270	\$79,722
Step 4	\$76,820	\$78,270	\$79,722	\$81,170
Step 5	\$78,270	\$79,722	\$81,170	\$82,621
Step 6	\$79,722	\$81,170	\$82,621	\$84,070
Step 7	\$81,170	\$82,621	\$84,070	\$85,518
Step 8	\$82,621	\$84,070	\$85,518	\$86,969
Step 9	\$84,070	\$85,518	\$86,969	\$88,417
Step 10	\$85,518	\$86,969	\$88,417	\$89,866
Step 11	\$86,969	\$88,417	\$89,866	\$91,314
Step 12	\$88,417	\$89,866	\$91,314	\$92,765
Step 13	\$89,866	\$91,314	\$92,765	\$94,214
Step 14	\$91,829	\$93,280	\$94,729	\$96,178

Classification:

- Network/Server Administrator

## APPENDIX B - EVALUATION

### A. Purpose of Evaluation

The educational success of the Greater Lawrence Technical School rests in large measure on the constant examination of the total school program. A major facet of this analysis is the evaluation of its personnel; both teaching and non-teaching.

The basic purpose of evaluating the performance of the clerical unit personnel is as follows:

To assure, as much as possible, the maximum development of each employee in providing assistance to the general climate of the school.

To inspire the effectiveness of employees in their relationship with pupils, teachers, administrators, and parents.

To stimulate self-improvement.

To bring about a uniform basis upon which the performance of the employee may be judged.

### B. Procedure

Evaluation is that procedure by which the quality of the performance of an employee is determined with respect to the criteria set forth in the enclosed form.

A formal evaluation will be considered periodically, and will require a written report by the immediate supervisor, which will be passed to the Superintendent. The success of the evaluation process depends upon the cooperation of each party and the evaluation process being objective and candid. If both parties see the evaluation as essentially an improvement process, the results will be of great value to Greater Lawrence Technical School. The evaluation tool is a separate attachment and available upon request.

## APPENDIX C - JOB DESCRIPTIONS

The job descriptions negotiated between Greater Lawrence Technical School and the Clerical Unit are available upon request in the Human Resources Department.