Collective Bargaining Agreement

between

The Bourne School Committee

("THE COMMITTEE")

and

The Bourne Educators' Association

("THE ASSOCIATION")

Administrative Assistants

THIS AGREEMENT TO BE EFFECTIVE

JULY 1, 2025 — JUNE 30, 2028

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PREAMBLE

This Agreement made and entered into by and between the Bourne School Committee ("The Committee") and the Bourne Educators' Association ("The Association") for the purpose of the promotion of harmonious relations between the Committee and the Association; the establishment of an equitable and peaceful procedure for resolution of differences; and the establishment of rates of pay, hours, work and other conditions of employment.

This Agreement is made and entered into this day, July 1, 2025 by and between the Bourne School Committee ("The Committee") and the Bourne Educators' Association ("The Association").

ARTICLE I - RECOGNITION

The Committee recognizes the Association as the exclusive bargaining representative for all full-time year-round administrative assistants, all full-time School Year administrative assistants, and all permanent part-time administrative assistants who work fifty percent (50%) or more of the work time of a full time employee employed by the Committee excluding the Executive Administrative Assistant, the Special Education Executive Administrative Assistant, the Grants Analyst and Payroll/Accounts Payable Lead in the Administration Office, Managerial, Confidential, and all other employees. Hereinafter such employees shall be referred to collectively as "Administrative Assistants" or simply "Employees".

ARTICLE II - DUES DEDUCTIONS

Section 1

The Committee accepts the provision of Section 17C of Chapter 180 of the General Laws of Massachusetts and will certify to the Treasurer of the Town of Bourne all payroll deductions for the payment of dues to the Association, provided that the Director of Business Services is presented with the authorization forms currently active as well as any additions or deletions. The Committee shall notify the Association in writing within 30 calendar days of this effective date of the following staff changes: changes in bargaining unit; changes in the percentages of full-time equivalency of bargaining unit employees, new hires into the bargaining unit positions and/or resignations from bargaining unit positions.

Section 2

The money thus collected by the Treasurer of the Town of Bourne for the Association will be sent to the Association. Dues deductions will be made weekly over a ten (10) month period, beginning with the first paycheck of the School Year. The Treasurer of the Town of Bourne will send all dues thus collected to the Association Treasurer by the 16th day of the succeeding month. The specific amount of the local,

county, state, and national associations shall be certified by the Committee by the Association Treasurer on or before the fifteenth of September each year.

ARTICLE III - SCHOOL COMMITTEE RIGHTS

Section 1

The Committee is a public body established under and with powers provided by the Statutes of the Commonwealth of Massachusetts and nothing in this Agreement shall be deemed to derogate from the powers, rights, or duties conferred upon the Committee by the statute or any rules or regulations of any agency of the Commonwealth.

Section 2

CORI/CHRI/SORI checks will be administered in accordance with applicable state and federal laws and regulations.

CORI/CHRI/SORI checks will be requested only by the Superintendent, the Superintendent's Executive Administrative Assistant, or Assistant Superintendent in the absence of the Superintendent. After review by the Superintendent or the Assistant Superintendent in the absence of the Superintendent, a meeting may be required with the employee who may be represented by the Association. Subsequent to said meeting, if the information is determined to be accurate, the principal may be informed. If further action should be required, the provisions of the Collective Bargaining Agreement and MA General Laws shall be applied.

CORI/CHRI/SORI Reports: The employee shall be made aware that CORI/CHRI reports are requested; they shall be made aware that they may have a copy of their report; and, copies of ALL CORI/CHRI/SORI reports shall be kept for three years in a separate, secure file maintained in the Superintendent's Office. Upon termination of employment, an employee may request in writing that they be given their report.

ARTICLE IV - OBSERVANCE OF DUTIES AND DISCIPLINE

Section 1

All persons covered by this Agreement shall fulfill honorably and to the highest possible degree all of the duties and responsibilities for which they have been hired or assigned to within the Bourne School System. All persons covered by this Agreement shall be given a copy of their current job description.

Section 2

No employee shall be dismissed, disciplined, reprimanded, or reduced in rank or compensation without just cause.

Any written communication between an administrator and BEA member with relation to this section shall be delivered in hand. When the member is unavailable, correspondence shall be sent via electronic mail and overnight mail to the member.

Section 3

The Association recognizes that together with the rights afforded employees under Massachusetts is contained a provision against any such employee engaging in, encouraging any strike, work stoppage, slowdown, or withholding of services. If there is a violation of this provision of the law, any employee violating the provisions, will, at the discretion of the Committee, be subject to disciplinary action.

Section 4

Pursuant to the provisions of M.G.L. c. 258, and subject to the limitations thereof, all bargaining unit members shall be indemnified and held harmless against any and all claims brought against them resulting from their acts which occur while acting within the scope of their employment by the Town of Bourne.

ARTICLE V - ASSOCIATION ACTIVITIES

Section 1

There shall be no Association activity by an Association member or representative, except as specifically set forth in this Agreement, on school property, or during time assigned to perform duties during the regular school day, unless *sanctioned* by the Superintendent of Schools or their agent. With the approval of the Superintendent, the President of the Association may leave their school building directly after pupil dismissal time to conduct Association business. Association Building Representatives will be accorded the same privilege (subject to the same conditions) to attend monthly Executive Board meetings.

The Association shall have the privilege to use school buildings at reasonable times after school hours for meetings. The Superintendent of Schools or their agent shall be given notice of the time and place of meeting a reasonable time in advance so as to avoid conflict in scheduling facilities.

Use of school buildings and equipment for Association use after school hours shall be granted within reasonable limits. The cost of all materials used will be borne by the Association.

There will be a joint labor management committee that will meet at least on a quarterly basis during the school year. The committee will be comprised of: Superintendent or Assistant Superintendent, at least 1 member of the school committee, other necessary administrative staff, and the BEA leadership. The committee will meet to discuss any major local, state, and or federal initiatives and new district initiatives, programs, and curriculum. The agenda will be created jointly one week prior to the meeting and shared with the school committee, administration, and staff. Within one week after the meeting the outcomes of the meeting will be jointly created and shared with the school committee, administration, and staff.

Section 2

There will be one (1) bulletin board in each school which will be placed in the teachers' lounge for the purpose of displaying official Association notices, circulars, and other material of an official nature.

Section 3

- The Association will be granted up to 1 hour to address all Association members during the general meeting on the orientation day (the day immediately preceding the first day for students) of the school year when all members are present.
- Administrative Assistants shall be in attendance for a total of seven hours.

Section 4

The Association shall be granted five (5) days leave of absence, without loss of pay or benefits, for five (5) of its members to attend the MTA Annual Meeting of Delegates.

ARTICLE VI - GRIEVANCE PROCEDURE

Section 1

A grievance is hereby defined to mean a complaint by the Committee, the Association, an employee, or a group of employees that there is a violation of a provision of this Agreement, or a dispute involving the meaning, interpretation, or application of a provision of this Agreement.

Section 2

If at any step in this procedure the designated school official fails to provide an answer to a grievance within the specified time limits, the grievance shall be automatically qualified to proceed to the next higher step.

Section 3

Failure at any step of this procedure to appeal the grievance to the next higher step within the specified time limits shall be deemed to be acceptance of the answer rendered by the designated school official and shall be so endorsed by an Association Representative.

Section 4

Any grievance marked "settled" and initialed by the parties to this procedure will thereby be concluded.

Section 5

Every effort shall be made by the member(s) and his/her appropriate administrator to arrive at a settlement of the matter involved prior to the use of the formal grievance procedure. Informal discussion period may not extend more than 30 calendar days.

Section 6

The levels in processing grievances shall be as listed below and shall be taken only during non-school hours. Formal grievances shall be processed on the "Dispute Adjustment Record" forms supplied for the purpose.

Level One

a. The formal grievance procedure must be initiated by the aggrieved party within thirty (30) school days from the date on which the aggrieved party knew or could with reasonable diligence have known of the act or condition on which the grievance is based, or at the conclusion of the informal discussions.
b. If the matter has not been settled to the member(s)'s satisfaction by conclusion of informal discussion as proved in section 5 of this Article, the statement of the grievance shall be clearly set forth in writing and they shall within seven (7) days, together with a representative of the Association, discuss the matter as set forth in writing with the "appropriate administrator", who shall within seven (7) days provide their written answer to the grievance.

Level Two

a. In the event that the grievance shall not have been disposed of in the preceding step to the satisfaction of the aggrieved member(s), the grievance as presented in Level One, together with the answer of the appropriate administrator, shall be referred to the Superintendent of Schools within seven (7) days of the date of the answer in the preceding level.
b. Within fourteen (14) days after receipt of the written grievance by the Superintendent, they or their agent shall meet with the aggrieved employee and the President of the Association or their agent, in an effort to settle the grievance. The Superintendent or their agent shall provide their answer in writing within seven (7) days after the date of the meeting.

Level Three

a. If the grievance has not been settled at Level Two, the grievance as originally presented, and with the answers in the preceding steps, shall be referred to the School Committee within fourteen (14) days of the answer in the preceding level. The School Committee shall meet with the Association representatives not later than twenty-five (25) days after the receipt of notification from the Association in an effort to settle the grievance. The School Committee shall provide an answer in writing to the President of the Association or their designated agent fourteen (14) days after the meeting in this level.
b. If the grievance qualifies under the provisions of this Agreement, and is not settled in this Level Three, it may be referred to Arbitration by either party to this Agreement under the terms of Article VII.

Section 7

"Days" as used in this procedure mean calendar days.

Section 8

If more time is required than is specified herein, either party to this Agreement may in good faith request additional time and be granted a limited extension.

Section 9

A grievance that affects a group or class of employees and is, thus, of a general nature may be submitted directly to Level Two of this procedure.

Section 10

If an employee covered by this Agreement presents a grievance without representation by the Association, the disposition of the grievance shall be consistent with the provisions of this Agreement. The Association shall, if they so request, be heard at each level of the procedure under which the grievance is processed.

Section 11

If vacation periods interfere with the time periods specified in the grievance procedure, the Association representative involved will confer with the Administration in an effort to mutually resolve the time conflict in an expeditious manner.

ARTICLE VII - ARBITRATION

Section 1

A grievance, as defined under Article VI — Grievance Procedure of this Agreement which has not been settled under the provisions of that Article, may be taken to arbitration by either the Committee or the Association provided either party to this Agreement notifies the other party of their intention to do so by email within twenty-five (25) calendar days from the date of the written answer in Level Three of Article VI, and addressed to the American Arbitration Association with a copy to the other party.

Section 2

The Arbitration shall be conducted within the provisions of this Agreement and under the applicable rules of the American Arbitration Association.

Section 3

The parties hereto intend that arbitration shall be, whenever possible, on an agreed-upon statement of the matter in dispute and the remedy sought and will endeavor to reach such an agreement prior to submission to arbitration. If such accord cannot be obtained, the arbitrator will frame the issue. The

parties may mutually agree to submit two or more cases to be heard by one arbitrator who shall write a separate opinion and award on each case.

Section 4

The cost of arbitration shall be shared equally by the parties.

Section 5

The arbitrator shall be without power to modify or alter the terms of this Agreement. The award of the arbitrator shall be binding to both parties.

ARTICLE VIII - WAGES

Section 1

The salary schedule for the bargaining unit is attached hereto and made a part here of this Agreement as Appendix A. Employees shall receive any step increases due to them on July 1.

Section 2

Employees shall be paid in weekly installments based upon an annualized rate in Appendix A. At their option, employees who work less than a full calendar year may elect to have their salaries prorated over a fifty-two week period, however, every so often that may require fifty-three pay periods.

Section 3 — Deductions

a. Deductions from each paycheck for federal and state income taxes and for the Barnstable County Retirement fund will be made according to the appropriate governmental regulation.
b. Members of the Group Insurance Plan will have their assessments deducted weekly.
c. Association dues will be deducted in accordance with Article 2.
d. Association members shall be eligible for deductions for tax-sheltered annuities.
e. Association members may change the number of deductions which they take and the amounts of such deductions twice per School Year. Such changes shall be effective on September 30 and/or March 31 of each School Year.

Section 4

An employee of the Bourne Schools covered by this Agreement shall be paid, in addition to their salary, an annual longevity increment of the amount of:

After 5 years of service:	$ 775
After 10 years of service:	$1,075
After 15 years of service:	$1,175
After 20 years of service:	$1,275
After 21 years of service:	$1,475
After 22 years of service:	$1,675
After 23 years of service:	$1,875
After 24 years of service:	$2,075
After 25 years of service:	**Maximum amount of $2,375**

Providing that such years of service be completed by December 1 of the school years in which such length of service is attained, and that the member is an active employee of the Bourne Public Schools at the time of payment.

Section 5

If an employee covered by this Agreement is required to work or remain beyond their workday, they shall be compensated for all such time at the rate of time and one-half. If an employee is required to work on a Sunday, they shall be compensated at the rate of double time for the time worked. By mutual agreement of the building principal and the employee, compensatory time in an amount equivalent to the time may be taken for hours worked. Compensatory time shall not be accumulated in excess of forty (40) hours and shall only be used at a time mutually agreeable to the employee and the administration. Compensatory time will be used by June 30 of the fiscal year it is earned.

Section 6

Bargaining unit members who are appointed to after school activity positions shall be compensated for such work according to the pay schedule established pursuant to the provisions of the Collective Bargaining Agreement between the Committee and the Association covering teachers.

ARTICLE IX - WORK YEAR — WORK DAY

Section 1

The positions contained in the bargaining unit shall be divided into the following categories and shall have the following work years and work days:

A. 1. Category A: "School Year Employees"

a. High School Administrative Assistants
b. Middle School Administrative Assistants
c. Athletic Department Administrative Assistant
d. General Special Education Administrative Assistant
e. Bourne Intermediate School Administrative Assistants
f. Bournedale School Administrative Assistants

2. Category A: Work Time

A. The School Year is defined by the 181 day period commencing with staff orientation day (the day immediately preceding the first day for students). School Year Administrative Assistants will work fifteen (15) days beyond the school year. These days will be outlined as ten work days immediately before the staff orientation day and five work days immediately after the conclusion of the school year unless otherwise scheduled by mutual agreement between the School Year Administrative Assistant and the appropriate administrator.

B. Seven hours per day. The employee day shall begin no earlier than fifty (50) minutes prior to the student arrival time and no later than one (1) hour and ten (10) minutes after student dismissal. An individual employee workday shall be mutually agreed upon between the employee and building principal.

C. Should such conditions exist, the principal/administrator, in consultation with the Superintendent, and the School Year Administrative Assistant, may require an additional five (5) work days. In this context, "School Year" is defined as the 181 day period commencing with the return to school of the teaching staff. The School Year Administrative Assistant may also request up to an additional five (5) work days if necessary to complete workload due to, but not limited to, change in position, new software, etc. These additional days must be approved by administration.

B. 1. Category B: "Full Year Employees"

a. Administrative Assistant to the High School Principal
b. Administrative Assistant for High School Guidance
c. Administrative Assistant to the Middle School Principal
    a. Administrative Assistant to Bourne Intermediate School Principal
e. Administrative Assistant to Bournedale Elementary School Principal

Category B: Work Time

a. Fifty-two (52) weeks
b. Seven (7) hours per day

A. In those instances where either the Administration or an employee(s) proposes a work day or work year different from that established by the provisions of this Article or a flexible schedule, the Administration and the Association (acting on behalf of the employee(s) shall meet to discuss the proposed change(s) in work schedule(s). Should the parties agree to the proposed change(s), the Agreement shall thereafter constitute the work schedule of the employee(s) involved. Additionally, Category B employees may work a flexible schedule as referenced in Article IX Section 2 A & B respectively during the summer months provided that such schedule is worked out between the principal and the employee.

B. School Year Administrative Assistants, may work on the annual professional development days. They shall be compensated for such days worked at their per diem rate of pay, with approval of the principal or appropriate administrator, or with compensatory time at the employee's discretion. Bargaining unit members who work thirty-five (35) hours-per week and who attend open house and/or school functions at the request of the principal with the

approval of the Superintendent shall be compensated for all such time at time and one-half their hourly rate of pay or an equivalent amount of compensatory time as approved by the Superintendent.

C. When school is canceled for inclement weather or any other reason, full-year employees shall work remotely on that day, and they shall be paid for a full day.

ARTICLE X - HOLIDAYS AND VACATIONS

Section 1 **Category A:** The following shall be paid holidays:
New Year's Day
Martin Luther King Day
President's Day
Good Friday (only if schools are not in session)
Patriot's Day
Memorial Day
Juneteenth (If within the Administrative Assistants' Work Year)
Independence Day (if within these Administrative Assistants' working time)
Labor Day
Columbus Day
Veterans' Day
The day before Thanksgiving (only if schools are not in session)
Thanksgiving Day
The day following Thanksgiving
The day before Christmas (unless it is a Saturday or Sunday)
Christmas Day

Category B: The following shall be paid holidays:

New Year's Eve Day
New Year's Day
Martin Luther King Day
Presidents' Day
Patriot's Day
Memorial Day
Juneteenth
Good Friday (only if schools are not in session)
Independence Day
Labor Day
Columbus Day
Veterans' Day
The day before Thanksgiving (only if schools are not in session)
Thanksgiving Day
The day after Thanksgiving
The day before Christmas (unless it is a Saturday or Sunday)
Christmas Day

As regards both Category A and B, as appropriate, if New Year's Day, Independence Day, Veterans' Day, or Christmas fall on a Saturday or Sunday, the Superintendent may designate the preceding Friday or following Monday as a paid holiday. In the absence of such action, employees covered by this Agreement shall be entitled to a holiday.

Section 2

If an employee is required to work on an unpaid holiday, they shall be paid at the rate of time plus one-half the normal rate of pay. If an employee is required to work on a paid holiday, they shall be paid straight time in addition to the holiday allowance. By mutual agreement of the building principal and the employee compensatory time in the amount equivalent to time may be taken for hours worked.

Section 3

All Full Year Administrative Assistants shall be granted vacation leave with full pay according to the following schedule:

Two weeks after one year of employment.
Three weeks after five years of employment.
Four weeks after ten years of employment.
Five weeks after fifteen years of employment.
Six weeks after twenty years of employment.
Vacation leave may accumulate from year to year up to thirty (30) days.

Should one of the holidays listed above fall during a vacation period, the day shall be recorded as a holiday and not counted as a vacation day. An additional day of vacation shall be allowed the employee.

Vacation leave shall be taken at a time that is mutually agreeable to the employee and the building principal.

Except for discharge for cause, upon termination of service in the Bourne Public Schools, an employee shall be paid for all of their unused accumulated vacation at their then daily rate of pay.

ARTICLE XI

WORKING CONDITIONS

Section 1

Except in an emergency, all employees shall have an uninterrupted fifteen-minute break in both the forenoon and afternoon during each work day.

Section 2

Except in an *emergency,* all employees shall have an uninterrupted thirty (30) minute lunch period each work day.

Section 3

The parties acknowledge that bargaining unit employees shall not usually be required to perform nursing, substitute teacher, or administrative duties, nor shall they usually be required to supervise students sent to the office or to discipline students. The Bourne School Committee is receptive to proposals to change the policy when the principal is out of the building.

Section 4

All employees who are eligible to receive benefits pursuant to the provisions of M.G.L. 32B shall be able to join and participate in the medical-hospital-dental plan and life insurance plan available to and in effect for all Town of Bourne employees.

Section 5

In the event school is cancelled for any reason and not made up, Category A employees may use a personal day at that time, if available, to compensate for the cancelled day.

Section 6

All bargaining unit members shall be notified of their employment status (and their specific job) for the following School Year no later than June 1st.

Section 7

On a regularly scheduled basis, the principal and the Association's building representatives shall meet and discuss and insure as much equity as possible regarding the scheduling of duties for bargaining unit members.

Section 8

The Administration will make every attempt to hire a qualified Administrative Assistant when notified in advance that the absence will exceed five (5) consecutive work days. When possible, bargaining unit members agree to give five (5) days' notice of extended leave. When needed, the Administration will make an effort to provide a qualified Administrative Assistant for a leave of less than five (5) days. Any member who covers the duties of an absent Administrative Assistant, in addition to their normal daily duties, shall receive an additional $65.00 for the day.

ARTICLE XII - LEAVES OF ABSENCE

Section 1

All employees shall receive sick leave with full pay at the rate of one and one half days per month (eighteen (18) days for full year employees and sixteen and a half (16.5) for School Year employees). Sick leave shall accumulate from year to year without limit for employees employed prior to January 1,

1995, but for employees hired after that date accumulation is limited to 229 days and employees hired after July 1, 2010 shall have an accumulation limit of 180 days. An employee may use sick leave for the purposes of illness in their immediate family.

Discretion will be allowed by the Superintendent to require medical evidence of any absence after three (3) consecutive days of absence.

In the first 90 day period and/or second 90 day period of the School Year that an employee does not use a sick day, an additional sick day will be added to the accrued sick days and increase the total number of sick days which may be accrued to a maximum of 229 days and employees hired after July 1, 2010, shall have an accumulation limit of 180 days.

Any member who wishes to donate sick days to the sick leave bank per Appendix B of the Contract, must inform administration by June 30th of each school year of the total number of days that they would like to donate.

Section 2

Where the employment of an employee by the Bourne School System shall cease after fifteen (15) years of professional service in the Bourne School System, bridged by authorized leave of absence, they or their estate shall be paid for unused sick leave at the rate of $30.00 per day to a maximum of $4,800.

Section 3

Bargaining unit members shall be granted time for the purpose of transacting or attending to imperative personal legal business, imperative household matters and imperative family matters as agreed upon by the Superintendent/Principal. Requests for a personal day shall be submitted using the electronic platform implemented by the District. The Superintendent/Principal agrees to respect the confidentiality of any said request.

Written notice of intention to take such leave will be filed with the Superintendent/Principal not less than one week in advance in order to assure adequate coverage. Where one-week advance notice is either a hardship or an impossibility, or where a personal day is required under emergency conditions, notice to the Superintendent/Principal will be given as soon as possible.

Employees may take two personal days each year without stating any reason beyond the fact that they are requesting the day pursuant to this section. These personal days will be filed with the Principal. It is agreed that personal leave shall not normally be granted for extending vacation weeks or holiday weekends. However, employees may use one of the two personal days so long as the need for the day meets the criteria set forth in paragraph one above.

Personal leave shall not be unreasonably denied; however additional requests for personal days beyond the two days listed in the paragraph above will need to be approved by the Superintendent with the employee providing the specific reason for the request.

Section 4

Up to five (5) consecutive working days attendant to the death and/or memorial service shall be allowed in each death; e.g. wife, husband, domestic partner, and your or their son, daughter, mother, father, sister, brother, grandchild; in addition, the death of the bargaining member's grandparents, aunt, uncle, first cousin, an individual for whom a member is a healthcare proxy, or persons of the member's immediate household. Such leave shall be in addition to the leave allowance specified in Section 1 of this Article, but shall not be accumulated from year to year. Additional bereavement days may be granted by the Superintendent, said bereavement days shall be deducted from sick leave.

Bereavement days may be granted by the Superintendent on the occasion of the death of a person not mentioned in the above paragraph. Said bereavement days shall be deducted from the medical leave.

Up to three (3) consecutive working days attendant to the death and/or memorial service shall be allowed in the death of the bargaining member's aunt, uncle, niece or nephew. Such leave shall be in addition to the leave allowance specified in Section 1 of this Article, but shall not be accumulated from year to year.

Additional bereavement days may be granted by the Superintendent and shall be deducted from accumulated sick leave. Bereavement days may be granted by the Superintendent on the occasion of the death of a person not mentioned in the above paragraph. Said bereavement days shall be deducted from the medical leave.

The Superintendent, in the exercise of their discretion, may authorize such additional days as they deem necessary for travel made necessary under this Article, but in no event greater than:

One (1) day for more than 200 miles
Two (2) days for more than 400 miles

Section 5

a. Parental Leave. A parental leave of absence without pay will be granted to a pregnant employee as required by General Laws Chapter 149, Section 105D. Any bargaining unit member who gave birth to a child will be entitled to use up to twelve (12) weeks of accrued sick time, at the occasion of the birth. All other bargaining unit members shall be allowed up to eight (8) consecutive weeks of paid leave within the first three months of a child's life at home, with the child. Such leave shall be deducted from accrued sick days.
b. Child Rearing Leave. Employees covered by this Agreement shall be granted an unpaid leave of absence of Up to two years for the purpose of rearing the child or children occasioned by a birth or adoption. An employee taking this leave shall give thirty (30) days' notice to the Superintendent of Schools. Employees on child rearing leave will not accept or be employed in another position during what would be the normal Bourne school day.

An employee on child rearing leave will notify the Superintendent, in writing, of their intention to return to school the following September by March 15.

An employee shall be returned to their former or a similar position upon completion of child rearing leave, subject to reduction in force language.

Fringe Benefits:

a. An employee on child rearing leave is eligible to remain as a member of the town's Blue Cross/Blue Shield dental program but must pay 100 percent of all costs for that program.
b. An employee on child rearing leave is eligible to retain their life insurance policy benefits but must pay 100 percent of all costs for the program.
c. There will be no accrual of sick leave during such child rearing leave.
d. Upon return from a child rearing leave, the employee shall return to the step in salary schedule which they held prior to the commencement of such leave (provided that an employee has worked in a satisfactory manner for 100 days or more during the School Year shall receive a step increase), and they shall be restored as soon as a position for which the employee is qualified becomes available but in no event must an employee be returned after the School Year has begun.
e. All benefits to which an employee was entitled at the time the leave of absence commenced, including seniority and unused sick leave, will be restored to the employee upon their return.

Section 6

a. An employee who is required to serve on jury duty shall be paid by the Committee the difference between their salary and the compensation they receive for such jury duty, exclusive of any travel or other allowance.
b. Administrative Assistants shall be granted a leave of absence with pay when required by subpoena wherein the AA is not a party. Such paid leave of absence shall, at the determination of the AA, be deducted from their available personal or medical leave.

Section 7

Employees shall be required to participate in the Sick Leave Bank created pursuant to the provisions of Article XII, Section I of the Collective Bargaining Agreement between the Committee and the Association covering Teachers. See attached Appendix B — Sick Leave Bank.

Section 8

A member may also be granted unpaid leave at the discretion of the Superintendent. Members must submit this request, along with their reason for such leave, directly to the Superintendent. If stated purpose for the requested leave changes before or after approval, the member must immediately notify the Superintendent and such member may be subject to immediate recall.

Section 9

All leaves of absence provided under this Article shall be applied for either in person to the office of the Superintendent or by certified mail or electronic mail.

ARTICLE XIII - PROFESSIONAL DEVELOPMENT

An employee may be granted one (1) day per year for the purpose of attendance at professional conferences or workshops related to the area in which they are assigned subject to the written approval of the Assistant Superintendent and the Building Principal of Schools. The Committee shall

pay the reasonable expenses (meals, lodging, and/or transportation), if required to attend by Assistant Superintendent. Executive assistant for Information Systems, or their equivalent, will be available to Bargaining Unit Members for trainings and support when requested by either parties.

ARTICLE XIV - TUITION REIMBURSEMENT

In each year of this Agreement, the Committee will reimburse each employee, after one full year of employment with the district, for the full tuition cost of not more than two three-credit courses or two courses related to their position, satisfactorily completed with a grade B or better, during the life of this Agreement. A copy of the bursar's receipt must be included in the application for tuition reimbursement. The maximum payment to an employee during any contract year shall not exceed a figure equal to the highest per credit tuition cost at a Massachusetts State College or University for the aforementioned two (2) three-credit graduate level courses.

ARTICLE XV - VACANCIES, TRANSFERS, AND ASSIGNMENTS

Section 1

All openings for bargaining unit positions shall be posted for a period of seven (7) calendar days. The posting shall be made in an area to which all bargaining unit members have access. All posting notices will contain a description of the duties of such position, the employee category, the qualifications, hours of work, and rate of pay.

Section 2

In the case where qualifications of the applicants, as determined by the school administration, are substantially equal, bargaining unit members shall have preference for the position on the basis of seniority.

Section 3

Reasonable efforts will be made to provide that changes in the assignments are on a voluntary basis.

Section 4

In the case of involuntary transfer from an assignment, a job category, or building, including when transfer is necessary because of a reduction in the number of employees in the bargaining unit, employees in the affected area shall be canvassed for a qualified volunteer before any directed transfer is made. Volunteers shall be considered first, on the basis of seniority, and then the Superintendent shall consider the seniority and qualification of the employees in the affected area, subject to a reasonableness standard. Before any involuntary transfer is made, the Superintendent shall meet with the employee, and if the employee so requests, a representative of the Association, to state the reasons therefore, and if the employee so requests, such reasons shall be in writing.

ARTICLE XVI - REDUCTION IN FORCE

In the event that the School Committee determines to reduce the number of employees in the bargaining unit, the procedures set forth herein shall apply:

A. Attrition

Insofar as possible, normal attrition will be used whereby employees who retire or resign or die will not be replaced if there are fully qualified employees available who are capable of filling such positions and who would otherwise be subject to layoff.

B. Method of Layoff

If the Committee determines to reduce the number of employees covered by this Agreement, layoff shall be in the inverse order of seniority.

C. Definition of Seniority

Seniority shall mean a bargaining unit position commencing with the first day for which they receive compensation. Authorized leave of absence shall not be considered breaks in such service, but only paid leaves of absence shall be counted as years, months and days for the purpose of this definition.

When the total number of years, months and days are equal, seniority shall be determined first by date of contract signing and then by lot.

For bargaining unit members employed on a part-time basis, seniority shall be accrued on a pro-rata basis as their actual amount of service in a particular School Year bears to a full-time assignment during said School Year with days being measured in increments of 20% (1/5 hour) rounded up to the next such increment. The seniority list shall stand as written on November 1 for incumbent employees.

D. Leaves of Absence

Employees will accrue seniority on all paid leaves, unpaid sick leave, and other unpaid leaves of absence of less than two (2) weeks per leave. Unpaid leaves of absence of two or more weeks per leave shall not be deemed to interrupt continuous service; but the employee will not accrue seniority. Employees on leaves of absence shall be eligible to be laid off as though they were currently serving on active duty.

E. Seniority List

The Superintendent of Schools, by November 1 of each School Year, will post a seniority listing of all personnel represented by the Association. The aforementioned seniority list shall be forwarded to the President of the Association and posted in all buildings. Employees with the greatest length of seniority as previously defined in the Bourne Public Schools will be listed first; employees with the least amount of service will be placed last on the list.

F. Recall

1. Laid off employees will be placed on the recall list for two (2) complete years from their effective date of layoff.
2. Employees on the *recall* list will be given first priority in the filling of temporary vacancies caused by paid or unpaid leaves of absence of two (2) months or less. A laid off employee may reject a temporary vacancy and still remain on the recall list. Employees on recall will be recalled to temporary vacancies of more than two (2) months in duration, and failure to accept a position will mean that the employee has forfeited recall rights.
3. To the extent allowed by law and the insurance carrier's policy, employees on the recall list shall be entitled to membership in any group health or life insurance plan in existence at the time of the effective date of the layoff, provided, however, that the employee pays the entire cost of such insurance pursuant to the requirements of the insurance carrier; and there shall be no contribution by the town to such employee's insurance.
4. Upon return to employment from the recall list, employees will have accumulated to their accounts the same number of sick days which they had accumulated at the time of their layoff.

ARTICLE XVII - DURATION OF AGREEMENT

Section 1

This agreement shall be effective as of July 1, 2025 and remain in effect until June 30, 2028. This agreement shall automatically renew itself from year to year unless and until either party gives notice to the other party by October, or by October 15 of the succeeding year prior to the end of the then effective yearly period of this Agreement, of its desire to terminate or amend, change, or alter the provisions thereof.

Section 2

Such notice as specified in Section 1 above shall be delivered to the other party as follows:

By the Association: by written notice delivered to the Chairman of the School Committee in hand no later than the calendar dates specified in Section 1 above or by certified or registered mail addressed to its Chairman, to the Superintendent's Office, Bourne Public Schools, 36 Sandwich Road, Bourne, MA 02532, postmarked no later than the calendar dates specified in Section 1 above.

By the Committee: by written notice delivered to the President of the Association in hand not later than the calendar dates specified in Section 1 above or by certified or registered mail addressed to its President at their home addressed and postmarked no later than the calendar dates specified in Section 1 above.

It is the intent of both parties that negotiations for a successor Agreement shall commence no later than October 15 of the then effective yearly period of the Agreement, or as soon as practical thereafter, with the goal of completing such negotiations on or before December 31 of the then effective yearly period of the Agreement.

ARTICLE XVIII - PERFORMANCE EVALUATION

A. The primary purpose of the Employee Evaluation shall be the improvement of the employee's job performance but may be used for personnel decisions or progressive discipline.

B. There shall be established a performance evaluation system for all employees covered by this Agreement. Evaluations will be completed by the end of January. Administrative Assistants will be evaluated each year within the first 2 years in a new position. Then every other year thereafter, unless recommended for annual evaluation by the evaluator.

C. All employee evaluations shall be in writing and shall be included in the employee's official personnel file. All employee evaluations shall be submitted using the electronic platform implemented by the District.

D. All employee evaluations shall be completed by the immediate supervisor for each employee as defined below:

WORK LOCATION	IMMEDIATE SUPERVISOR
Bourne High School	Principal
Bourne Middle School	Principal
Bournedale Elementary School	Principal
Bourne Intermediate School	Principal
Special Education Department	Director of Special Education & Student Services
Guidance Administrative Assistant	Principal
Athletic Administrative Assistant	Principal

E. During the period preceding the formal evaluation, the immediate supervisor will monitor work of the Administrative Assistant as to the performance criteria. Nothing obtained by electronic surveillance shall be used for evaluation purposes.

F. Upon completion of the evaluation, if the employee receives an overall rating of Needs Improvement or Unsatisfactory, a meeting will be held to discuss recommended actions. Any bargaining unit member may request a meeting to discuss the evaluation.

G. An employee may submit a written response to the evaluation, a copy of which shall be attached to the evaluation and placed in the employee's personnel file.

H. If the employee receives an overall rating of Needs Improvement or Unsatisfactory, the supervisor and employee shall hold a follow-up meeting no later than June 30. The employee may choose a union representative if they so desire.

ARTICLE XIX - RETIREMENT INCENTIVE

Throughout the duration of this Agreement, eligible employees, as defined herein, shall be eligible to receive a retirement incentive in accordance with the conditions set forth below:

A. An eligible employee is defined as an employee at least fifty-five (55) years of age and with at least ten (10) years of service as an active time employee of the Bourne Public Schools.

B. An eligible employee who elects to accept the retirement incentive shall notify the Superintendent at least (3) months prior to the date of retirement.
C. The employee who meets the criteria set forth in sections A and B shall receive a one (1) time payment of $3,000 at the time of retirement.

ARTICLE XX - PERSONNEL FILES

The Bourne Public School District agrees to comply with M.G.L. c. 149, §52C, "The Personnel Records Law" in the maintenance of all bargaining unit members' personnel files. Each Administrative Assistant shall have the right to review the contents of his/her personnel file with twenty-four (24) hours written notice.

ARTICLE XXI - SCOPE

The Association and the Committee agree that each had a right to bargain for any provision that is presented for inclusion in this Agreement and, except as provided in Section 2 of the preceding Article XVI, each party expressly waives the right to reopen this Agreement for any further demands or proposals. This contract constitutes a complete accord on all matters and if other proposals have been made, they have been withdrawn in consideration of this Agreement.

IN WITNESS WHEREOF the School Committee of the Town of Bourne and the Bourne Educators' Association have each caused this Agreement to be signed by their respective names, the Committee by a majority of its duly elected members and the Association by its president and other duly authorized representatives, on the day and year indicated below.

DATED_____

BOURNE SCHOOL COMMITTEE

BOURNE EDUCATORS' ASSOCIATION

APPENDIX A: ANNUAL SALARY SCHEDULES

	CATEGORY A SCHOOL YEAR		
	2%	2%	3%
STEP	FY26	FY27	FY28
1	$38,664	$39,437	$40,621
2	$39,967	$40,766	$41,989
3	$41,633	$42,466	$43,740
4	$43,024	$43,884	$45,201
5	$44,758	$45,653	$47,022
6	$46,476	$47,406	$48,828
7	$48,041	$49,002	$50,472
8	$49,447	$50,436	$51,949
9	$51,111	$52,133	$53,697
10	$52,533	$53,584	$55,191
11	$53,954	$55,033	$56,684
SS15*	$54,704	$55,798	$57,472

	CATEGORY B FULL YEAR		
	2%	2%	3%
STEP	FY26	FY27	FY28
1	$49,106	$50,088	$51,591
2	$50,726	$51,741	$53,293
3	$52,801	$53,857	$55,473
4	$55,003	$56,103	$57,786
5	$56,687	$57,821	$59,556
6	$58,825	$60,002	$61,802
7	$60,771	$61,986	$63,846
8	$62,517	$63,767	$65,680
9	$64,593	$65,885	$67,862
10	$66,356	$67,683	$69,713
11	$68,127	$69,490	$71,575
SS15*	$68,877	$70,255	$72,363

**In order to attain Superstep 15, Administrative Assistants must have completed or will complete fourteen (14) years of service as an Administrative Assistant for the Bourne Public Schools by October 1st.*

APPENDIX B: MEDICAL LEAVE BANK

Section 1 — Medical Leave

Up to eighteen (18) days for full year employees and sixteen and a half (16.5) for School Year employees of authorized sick leave may be granted for bona fide reasons of personal illness or injury which incapacitates the employee from the performance of duty, or for illness in the immediate family which is of an emergency nature, if the leave is approved by the Superintendent.

Such authorized leave shall accumulate during the regular School Year at a rate of one and one half (1 $^1/_2$) days for each calendar month of unbroken active service within the Bourne School System. "Unbroken" as used herein means continuous service bridged by leave of absence and not broken by termination.

In the first 92 day period and/or second 92 day period of the School Year that a member does not use a *sick* day, an additional sick day will be added to the accrued sick days and increase the total number of sick days which may be accrued to a maximum of 229 (those members hired after July 1, 1996).

Such leave not used in a particular year may be accumulated from year to year without limitation. For those employed subsequent to July 1, 1996, such leave not used in a particular year may be accumulated from year to year to a maximum of 180 days.

The Superintendent may require medical evidence of any absence after three (3) consecutive days of absence.

In the event of extended illness of a member or an extended illness of an immediate family member as defined through the Family Medical Leave Act, an additional source of aid shall be provided by the means of a sick leave bank to provide for additional days beyond accumulated sick leave benefits.

The medical leave bank shall obtain its assets from the bargaining unit members covered by this Agreement. The initial mandatory donation of a bargaining unit member shall be two (2) days which shall be taken from their accumulated medical leave days. At any time when the bank's assets fall below one hundred (100) days, the bank shall be replenished by the donation of one (1) additional day by each bargaining unit member. The bank may not be replenished more than twice in any one (1) School Year.

All bargaining unit members who have worked for the district for at least three (3) years shall also be allowed to donate accrued sick days to the medical leave bank for fellow bargaining unit members in addition to the donation in the paragraph above. The association and Administration will maintain an up-to-date spreadsheet which contains an accurate listing of all donations into the bank including the new members' name and date of hire. The list will be updated within five calendar days of the date a member submits a donation.

The policy of the Medical Leave Bank and awarding of days from the Sick Leave Bank will be governed by a four (4) member board, hereinafter called the MEDICAL LEAVE BANK COMMITTEE consisting of the Association President and Vice President, the Chairperson of the School Committee, and the Superintendent. Eligibility for the sick leave bank typically will not be granted until after the one year

anniversary of the date of hire, unless there are catastrophic circumstances that will be presented to the Sick Leave Committee. The Superintendent's Designee shall serve as an alternate to the Medical Leave Bank Committee in the absence of the Superintendent. The Bourne Educators' Association and the School Committee shall appoint alternates to their respective permanent members of the Sick Bank Committee. Decisions made by the Medical Leave Bank Committee will be determined within 10 business days of medical documentation submitted with the initial request by the member.

The Medical Leave Bank shall continue for the life of this Collective Bargaining Agreement.

No person may be granted any medical leave accumulated on deposit in the Medical Leave Bank as long as said person has accumulated leave accrued to his/her own personal credit. Only teachers who have contributed to the Medical Leave Bank will be eligible to apply for withdrawal from the Bank.

The maximum withdrawal in any School Year shall be sixty (60) days for any one (1) individual which shall be provided in allocations not to exceed thirty (30) days unless there are catastrophic circumstances.

Any application for withdrawal from the Medical Leave Bank must be accompanied by a letter to the Superintendent from the applicant's physician or the immediate family members' physician. Bargaining unit members in need of medical leave may request access to these days through the Association leadership and by copying the Superintendent.

Other criteria that the Committee will consider includes but is not limited to prior use of medical time, previous application to the medical leave bank, documentation, catastrophic illness, accidents. No application to the Medical Leave Bank Committee will be considered without this requisite.

All medical leave donations to the Medical Leave Bank shall accrue to the credit of the Medical Leave Bank for the life of this Collective Bargaining Agreement. Any balance of days left in the Bank at the end of a school year shall be carried over to the following school year.

APPENDIX C: MENTORING PROGRAM

All newly hired members of the Bargaining Unit shall participate in the mentoring program beginning in the 2025-2026 school year.

The District and Association shall collaborate to maintain by mutual agreement a list of qualified and willing Members who may serve as mentors.

Within the first two (2) weeks of the qualifying Member's hire date, the Administration shall assign the Member a Mentor from the list of qualified mentors.

If for any reason at any time the selected mentor shall be unavailable to serve as a mentor, the Administration shall then work with the Member to assign a new Mentor from the list of qualified mentors.

Mentors will receive an annual stipend of $500 for each newly hired member they are assigned to mentor.

APPENDIX D: STIPENDS

EXTRACURRICULAR ACTIVITIES

School	Activity	Group
BOURNE HIGH SCHOOL		
BHS	Instructional Tech Support	A
BHS	Drama Club	A
BHS	DECA (2)	A
BHS	Environmental Science Club	C
BHS	Freshman Class Co-Adviser	C
BHS	Freshman Class Co-Adviser	C
BHS	Gender and Sexuality Alliance	C
BHS	Junior Class Co-Adviser	A
BHS	Junior Class Co-Adviser	A
BHS	Key Club Co-Adviser	B
BHS	Key Club Co-Adviser	B
BHS	Language Club (2)	C
BHS	Library Supervision	$17.96/hr
BHS	Math Club	C

BHS	National Art Honor Society	C
BHS	National Honor Society Co-Adviser	B
BHS	National Honor Society Co-Adviser	B
BHS	National Math Honor Society	C
BHS	Robotics Club	C
BHS	SAT Course Facilitator	B
BHS	School Publication	B
BHS	Senior Co-Class Adviser	A
BHS	Senior Co-Class Adviser	A
BHS	Sophomore Class Co-Adviser	C
BHS	Sophomore Class Co-Adviser	C
BHS	STEAM Club Co-Adviser (with BMS)	C
BHS	Student Government Co-Adviser	B
BHS	Student Government Co-Adviser	B
BHS	Sustainability (Garden) Club	C
BHS	Ultimate Frisbee	D
BHS	Yearbook Co-Adviser	A
BHS	Yearbook Co-Adviser (entire stipend if single adviser)	A
BOURNE HIGH SCHOOL | NYE Grant Sponsored		
BHS/NYE	Poetry Club	NYE C*
BHS/NYE	Book Club	NYE D*
BHS/NYE	Film and Radio Club	NYE C*
BHS/NYE	History Club	NYE C*
BHS/NYE	Artistic Director Drama	NYE $16,000*
BOURNE MIDDLE SCHOOL		
BMS	After School Choral Ensemble	C
BMS	After School Instrumental Ensemble	C
BMS	Animal Care Club	C
BMS	Art Club	C
BMS	Instructional Tech Support	A
BMS	BMS Newspaper	C
BMS	Book Club	C

BMS	Builders Club	C
BMS	Chess Club Co-Adviser (2)	C
BMS	Coding Adviser	C
BMS	Courtyard Club	C
BMS	Drama Club Director	A
BMS	Drama Club Asst. Director	B
BMS	Energy Savers	C
BMS	FOR Club	C
BMS	Friendship Bracelet Club	C
BMS	Game Club	C
BMS	Gender and Sexuality Alliance	C
BMS	Grade 6 Nature's Classroom Coordinator	B
BMS	Grade 6 Nature's Classroom Chaperone	$100 per night
BMS	Grade 8 Washington DC Coordinator	B
BMS	Grade 8 Washington DC Chaperone	$100 per night
BMS	Intramurals	$30 per hour
BMS	METG Theater Director	A
BMS	METG Theater Assistant Director	B
BMS	Model United Nations	C
BMS	Outside the Classroom Co-Adviser (2)	C
BMS	Peer Leadership Co-Adviser (2)	C
BMS	Project Purple	C
BMS	Sewing Club	C
BMS	STEAM Club Adviser (with BHS)	C
BMS	Student Council Adviser (2)	C
BMS	Tech Buddies	C
BMS	Unified Basketball	C
BMS	Unified Bocci	C
BMS	VIPS Advisor	B
BMS	Yearbook (2)	B
BMS	Yoga Club	C
ELEMENTARY		

ELEM	Before School Supervisors (BIS) (2)	$30 per hour
ELEM	Instructional Tech Support	A
ELEM	Book Club	D
ELEM	After School Enrichment Advisers	D
ELEM	Art Honor Society	D
ELEM	Best Buddies	C
ELEM	BIS Singers	C
ELEM	BIS Band	C
ELEM	B2B Friendship Club (BIS) Co-Adviser (2)	C
ELEM	Chess Club	D
ELEM	Elementary Yearbook	C
ELEM	Garden Club	C
ELEM	Inventors	D
ELEM	Healthy Action Team Co-Adviser (2 per building = 4 total)	B
ELEM	K-Kids Co-Adviser (BIS) (2)	B
ELEM	BIS Yoga Club	C

Group	Stipend	Description
GROUP A	$2,250	Major commitment, Full year, significant hours beyond after school program, Junior and Senior Class advisors
GROUP B	$1,250	Full year commitment, multiple outside events, many hours beyond after school program, middle school drama advisors
GROUP C	$800	Full year commitment, minimal outside events, primarily after school program
GROUP D	$600	Short term commitment, After school program

District		
PreK - 12	Science Fair Coordinator (2); one per level	$800
PreK - 12	MTSS Committee Members	$600
6-12	Secondary Literacy Team	$500
PreK-5	Elementary Literacy Team	$500
6-12	Secondary Data Team	$500

PreK-5	Elementary Data Team	$500
BPS	Student Support Team Facilitators (one per building = 4 total)	$1,500
BPS	Team Leaders	$1,000
BPS	Lead Mentors (one per building = 4 total)	$1,250
BPS	Mentoring Program - Teacher Mentors	$800 ea.
BPS	Extended School Year Personnel	as posted annually dependant on position
BPS	Summer Enrichment Program Personnel	as posted annually dependant on position
BPS	Credit Recovery Program Personnel	as posted annually dependant on position

Notes: * NYE Club Advisors determined by NYE Grant Administration
-Group placement of new club advisors will be at the recommendation of the building principals, after the initial year
-Appendix B-I positions not included in Extracurricular Stipend Funding Pool
(2) indicates that the club is open for two advisers. Only those clubs that indicate "entire stipend if single adviser" get both stipends.
-Curriculum Work and Instruction work: $30/hour unless otherwise specified by grant at a higher level of compensation, with the approval of the Superintendent

SPECIAL SALARY DIFFERENTIALS

Personnel in these positions specified below shall receive, in addition to the compensations otherwise provided under this agreement, a salary differential as specified below:

Band Director	$4,376
Music Director	$6,785
Art Director	$6,785
Title 1 Director (monies for Title 1 funds)	$6,785
Head Nurse	$4,400
Fine Arts Director	$9,332
Athletic Director	$13,983
Health and Wellness Director	$9,332
Innovation Pathways Coordinator	$2,500
Internship/Capstone Coordinator	$10,000

COACHES' SALARY SCHEDULE

Category A			
Category A	2025-2026	2026-2027	2027-2028
Head Coach	2%	2%	3%
Step 1	$9,209	$9,393	$9,675
Step 2	$9,720	$9,914	$10,211
Step 3	$10,231	$10,435	$10,748
Assistant Coach	2%	2%	3%
Step 1	$6,444	$6,573	$6,770
Step 2	$6,806	$6,943	$7,151
Step 3	$7,039	$7,180	$7,395

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Category B			
Category B	2025-2026	2026-2027	2027-2028
Head Coach	2%	2%	3%
Step 1	$6,954	$7,093	$7,306
Step 2	$7,342	$7,489	$7,713
Step 3	$7,729	$7,883	$8,120
Assistant Coach	2%	2%	3%
Step 1	$4,781	$4,876	$5,023
Step 2	$5,044	$5,145	$5,299
Step 3	$5,311	$5,417	$5,580

Category C			
Category C	2025-2026	2026-227	2027-2028
Head Coach	2%	2%	3%
Step 1	$5,370	$5,478	$5,642
Step 2	$5,669	$5,783	$5,956
Step 3	$5,965	$6,084	$6,267
Assistant Coach	2%	2%	3%
Step 1	$3,421	$3,490	$3,594
Step 2	$3,613	$3,685	$3,796
Step 3	$3,801	$3,877	$3,993

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Category D			
Category D	2025-2026	2026-2027	2027-2028
Head Coach	2%	2%	3%
Step 1	$4,484	$4,574	$4,711
Step 2	$4,733	$4,827	$4,972
Step 3	$4,981	$5,080	$5,233
Assistant Coach	2%	2%	3%
Step 1	$2,139	$2,182	$2,247
Step 2	$3,132	$3,195	$3,291
Step 3	$3,413	$3,481	$3,586

Category E			
Category E	2025-2026	2026-2027	2027-2028
Head Coach	2%	2%	3%
Step 1	$2,551	$2,602	$2,680
Step 2	$2,694	$2,748	$2,830
Step 3	$2,833	$2,889	$2,976
Assistant Coach	2%	2%	3%
Step 1	$1,780	$1,815	$1,870
Step 2	$1,882	$1,920	$1,977
Step 3	$1,981	$2,020	$2,081

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Category F			
Category F	2025-2026	2026-2027	2027-2028
Head Coach	2%	2%	3%
Step 1	$2,461	$2,510	$2,586
Step 2	$2,597	$2,649	$2,728
Step 3	$2,734	$2,788	$2,872
Assistant Coach	2%	2%	3%
Step 1	$1,680	$1,714	$1,765
Step 2	$1,767	$1,802	$1,856
Step 3	$1,862	$1,899	$1,956

Category A: Football Coaches

Category B: Basketball and Ice Hockey Coaches

Category C: Baseball, Field Hockey, Lacrosse, Soccer, Softball, Track, Volleyball, and Swimming Coaches

Category D: Cross Country, Golf, Tennis, and Sailing Coaches

Category E: Cheerleading Coaches Category F Middle School Sports Coaches

Category G: Unified Coaches

Category G			
Category G	2025-2026	2026-2027	2027-2028
Head Coach	2%	2%	3%
Step 1	$1,530	$1,561	$1,607
Assistant Coach	2%	2%	3%
Step 1	$1,020	$1,040	$1,072