

ASHLAND PUBLIC SCHOOLS
ASHLAND, MASSACHUSETTS

CONTRACT
FOR

NUTRITION SERVICES PERSONNEL
JULY 1, 2025 to JUNE 30, 2028

BY
ASHLAND SCHOOL COMMITTEE

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1. Sick Leave

- A. Nutrition Services personnel working a minimum of twenty (20) hours per week shall be allowed nine (9) days sick leave each year accruing at a rate of .90 sick days per month beginning in September of each year of the contract and ending in June of each year of the contract for a total of 10 months of accumulation each year. Sick days may accumulate to a maximum of one hundred (100) days.
- B. Extension of sick leave beyond that stated above for exceptional circumstances may be granted at the discretion of the School Committee.
- C. A doctor's certificate may be requested for sick leave lasting longer than three (3) work days per illness.
- D. Nutrition Services staff may use up to two (2) days of their own sick leave per year for absence due to serious illness of a member of her/his immediate family.
- E. Maternity leave benefits according to Federal guidelines and local policies.
- F. Sick leave may be used in full-day or half-day increments

2. Bereavement Leave

- A. Nutrition Services staff working a minimum of twenty (20) hours per week shall be allowed up to five (5) consecutive work days leave with pay in the event of death in the immediate family to include Husband, Wife, Child (step child or adopted child also), Parent, Brother, Sister Parent-in-law, Grandparent, Son-in-law, or Daughter-in-law.
- B. Nutrition Services staff shall be allowed up to two (2) consecutive work days with pay in the event of a death of an uncle, aunt, niece or nephew unless said relative is a member of the immediate household; in that case Section A, 1 shall be available to the employee.
- C. In extreme situations, bereavement leave for any other family member or a request to modify or extend any bereavement leave listed above shall be at the sole discretion of the Superintendent of his/her designee.

3. Personal Leave

- A. After the probationary period, two (2) day personal leave with pay will be granted, at the discretion of the Assistant Superintendent. Request for leave will be submitted through the on-line process. It is understood that every effort will be made to attend to personal business on non-working hours and that a request for a personal day will be submitted only after every effort has been made to schedule such business so as to not interfere with work hours. In no event will such days be used for personal recreation or outside occupation. If a personnel

day is unutilized during the academic year, it will be converted into a sick leave day available for future utilization.

- B. Personal days may be used in full-day or half-day increments. A personal day may also be utilized for an unscheduled school closing if other "snow day" accrued time has been exhausted.

4. Severance Pay Upon Retirement

- A. Severance pay upon retirement of Nutrition Services staff working a minimum of twenty (20) hours per week shall be paid at the rate of one-half (1/2) day's pay per day up to one hundred (100) accumulated sick days in accordance with the following provisions:

1. A maximum limit of one hundred (100) days.
2. A minimum of twenty (20) years of continuous service to the Ashland Public Schools.
3. Notification of retirement must be received by the Superintendent of Schools on or before one (1) year prior to actual date of retirement. A copy of the letter of intent which is sent to the Middlesex Retirement Board will serve as notification of retirement.
4. If a member retires because of an emergency and has not submitted proper notification but meets all other requirements, they shall receive severance pay as a lump sum within twelve (12) months of first notification.
5. That each employee complies with the eligibility for retirement rules of Chapter 32 of the Massachusetts General Laws governing the retirement of public employees.

5. Work Year

- A. The work year for all Nutrition Services staff will consist of all days when school is in session and lunches are required to be prepared by law, and two professional development days and any days requested by the Director of Nutrition Services in the week prior to school opening and the week after school closing.

6. Holidays

- A. Nutrition Services staff working a minimum of twenty (20) hours per week are eligible for the following holidays:

Labor Day	Day before Christmas*
Rosh Hashanah *	Christmas Day
Yom Kippur *	New Year's Day
Columbus Day	Martin Luther King Day
Veteran's Day	President's Day
Thanksgiving Day	Good Friday
Day after Thanksgiving	Patriot's Day
	Memorial Day

Juneteenth
Diwali*
Eid al Fitr*

* These days are paid holidays only when these days are included as non-school day (s) (school is closed) falling between Monday and Friday in the school calendar.

- B. Nutrition Services workers shall be eligible for paid holiday leave listed above only when the holiday falls on a week day during a week that the employee would normally be scheduled to work.
- C. In order to be eligible for holiday pay, an employee must have worked the last regularly scheduled work day preceding the holiday and the first regularly scheduled work day following the holiday unless excused by their immediate supervisor or on approved vacation, bereavement, personal, or sick time.

7. Vacations

- A. Nutrition Services staff working a minimum of twenty (20) hours per week are eligible for the following:
 - 1. After the 90-day probationary period, the employee will accrue vacation days at 0.3 days per month for ten (10) months for a total of three (3) working days of paid vacation.
 - 2. After one (1) year of continuous service - Vacation accruals will start each year on September 1st and continue through June of each contract year. Vacation days will accrue at the rate of .50 days per month for ten (10) months for a total of five (5) working days paid vacation.
 - 3. For continuous service of more than one year and up to and including the fifth year - Vacation accruals will start each year on September 1st and continue through June of each contract year. Vacation days will accrue at the rate of .80 days per month for ten (10) months for a total of eight (8) working days paid vacation.
 - 4. Continuous service of six years or up to and including the tenth year – Vacation accruals will start each year on September 1st and continue through June of each contract year. Vacation days will accrue at the rate of one (1.1) day per month for ten (10) months for a total of eleven (11) working days paid vacation.

5. Continuous service of eleven years or up to and including the twentieth year - Vacation accruals will start each year on September 1st and continue through June of each contract year. Vacation days will accrue at the rate of one and a half (1.6) days per month for ten (10) months for a total of sixteen (16) working days paid vacation.
6. For continuous service of Twenty One (21) years and over shall have 1 day of vacation credited to employee for each year of service in excess of 20 years up to a maximum of 5 additional days beyond the sixteen (16) working days paid vacation.
7. Vacation Pay may be taken only when school is not in session during February, April or December break periods. Any remaining vacation day pay will be paid out on the last paycheck of the year.

8. Longevity Pay

- A. In addition to their regular salary, Nutrition Services staff working a minimum of twenty (20) hours per week are to be paid longevity pay by the following scale:

5-10	Years of Services - \$1,050
11-15	Years of Services - \$1,300
16+	Years of Services - \$1,550

Longevity to be paid in December of each year

9. Health and Life Insurance

- A. An Employee working a minimum of twenty (20) hours per week is eligible for the Town's health and life insurance plans.

10. Vacancies / Filling Positions

- A. New Hires must receive ServSafe Certification within ninety (90) days of hire on their own time and at their own cost.
- B. The first year of continuous employment of an employee shall constitute his/her probationary period. No employee during the probationary period shall be eligible to grieve for a demotion, suspension, discipline or dismissal, nor shall any such decision by the Employer be construed as a violation of the provisions of this agreement.

- C. During the first sixty (60) days of an employee's probationary period an employee shall not be allowed to use personal days.

11. Temporary Reassignments

- A. When a Nutrition Service staff member is called to fill in temporarily for a second cook or Manager, their rate of pay will be increased to the rate of that position only at the discretion of the Nutrition Manager and the Director of Nutrition Services.

12. Kitchen Reassignments

Nutrition Services staff are employees of the Nutrition Services Department, not of any individual school. As such, team members may be reassigned to work in different school kitchens as needed to support the overall needs of the department.

13. Evaluation

- A. Performance evaluations will be done annually by the Director of Nutrition Services and/or the Nutrition Manager

14. Clothing Allowance

- A. All faculty and employees of the Ashland Public Schools serve as role models for the students with whom they work and as leaders in the community. Consistent with these roles, all faculty and employees shall dress in a manner and have an appearance that is appropriate and professional in light of the environment in which they work, the duties of their jobs, and the impressionable youth they serve.
- B. Ashland Nutrition Services will provide all department members who work 180 school days per year with four (4) uniform shirts each school year. Additionally, all department members will be authorized to spend up to Two Hundred Fifty Dollars (\$250.00) on shoes (nonslip shoes, covered heel and toe) or uniform pants (black or khaki in color, full length and loose fitting around leg) at a vendor selected by the Nutrition Services Director. Allowances at this store must be used by May 15th of each school year or it will be forfeited. Those who work less than a full year will have these amount prorated.
- C. Each employee must wear a designated uniform consisting of a black shirt, black or khaki slacks. Mid-calf length or longer, plain capris (no oversized or cargo pockets; no drawstrings) may be worn during warm weather in the months.
- D. Watches and/or dangling jewelry are not allowed.
- E. No shorts, jeans, leggings or athletic pants are allowed.
- F. Comfortable, non-skid, sturdy shoes, approved by the Director of Nutrition Services, must be worn (no canvas sneakers, sandals, open toes or open backs).

- G. Aprons will be supplied to all, as needed, determined by the Nutrition Manager and Director of Nutrition Services.

15. Cell Phones

- A. Cell phone use in kitchens is strictly prohibited without prior approval of manager. Manager is responsible for notifying Nutrition Director if such permission has been granted

16. Education and Training

- A. A Nutrition Service Worker will be reimbursed for tuition for college level courses taken outside of the workday. Reimbursement will not exceed the cost of a four (4) credit course at Framingham State University, upon successful completion, "B" or better grade. Other costs such as books or travel are not reimbursable.
- B. A maximum of \$2,000 per contract year shall be set aside for this purpose. Reimbursement for one course per year shall be made on a first-come, first served basis. If additional courses are submitted for reimbursement they will be held until the end of the fiscal year and only reimbursed if funds remain in the account put aside that year.
- C. Said courses must be designed to enhance job skills and must be pre-approved by the Director of Nutrition Services and the Director of Finance and Operations.

17. Other Provisions

- A. No smoking anywhere on school grounds.
- B. No eating or drinking will be permitted in the kitchen / prep areas

18. Salary Schedules

FY26	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
General Worker	\$19.68	\$20.22	\$20.77	\$21.34	\$21.93	\$22.53	\$23.15
Second Cook	\$21.64	\$22.24	\$22.85	\$23.48	\$24.12	\$24.79	\$25.47
Cook Manager	\$25.17	\$25.86	\$26.57	\$27.30	\$28.05	\$28.82	\$29.62

FY27	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
General Worker	\$20.27	\$20.82	\$21.40	\$21.98	\$22.59	\$23.21	\$23.85
Second Cook	\$22.29	\$22.91	\$23.54	\$24.18	\$24.85	\$25.53	\$26.23
Cook Manager	\$25.92	\$26.64	\$27.37	\$28.12	\$28.89	\$29.69	\$30.51

FY28	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
General Worker	\$20.87	\$21.45	\$22.04	\$22.64	\$23.27	\$23.91	\$24.56
Second Cook	\$22.96	\$23.59	\$24.24	\$24.91	\$25.59	\$26.30	\$27.02
Cook Manager	\$26.70	\$27.44	\$28.19	\$28.96	\$29.76	\$30.58	\$31.42

19. Special Rate: When an employee is required to work an event outside of typical school hours, they will be paid at a rate of time and one half per hour Monday – Saturday, and double time on holidays and Sundays.

20. Referral Incentive

If a current employee refers someone to Food Service for an open position and the person is hired and works for a period of 10 months, then that employee will receive \$300.

21. Snow Days: Full-time employees are eligible for up to three paid snow days if school is canceled due to snow. Part-time employees are eligible for up to one paid snow day if school is canceled due to snow.

22. Severability Clause

A. It is understood and agreed by the parties that if any part, term, or provision of this contract is held by the courts to be illegal or in conflict with any law of the Commonwealth of Massachusetts, the validity of the remaining portions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the contract did not contain the particular part, term, or provision held to be invalid.

23. Duration

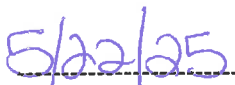
A. This agreement shall become effective July 1, 2025 and shall continue in full force and effect to and include June 30, 2028, and shall thereafter automatically renew itself for successive terms of one (1) year unless by October 1 preceding its expiration either the School Committee or the Nutrition Service representative shall give the other written notice of its desire to modify or terminate this agreement.

B. The above dates for the notification procedure can be modified by mutual agreement.

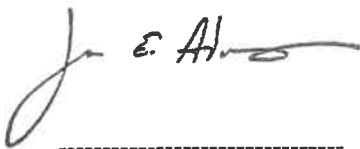
24. Signatures



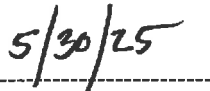
Crystal Reardon
Unit Representative
For Nutrition
Services Personnel



Dated



James Adams
Superintendent of Schools
For The Ashland School Committee



Dated

