

MEMORANDUM OF AGREEMENT

The Berlin-Boylston Regional School Committee and the Teamsters Local 170, on behalf of the Berlin-Boylston Regional School District custodians agree to the following in connection with the negotiation of the initial collective bargaining agreement between the Parties:

WHEREAS on or about _____, the Commonwealth of Massachusetts Department of Labor Relations certified the Teamsters, Local 170 as the exclusive bargaining representative for the purpose of collective bargaining with respect to wages, hours and other terms and conditions of employment of the classification of all full-time and regular part-time building and grounds maintenance workers employed by the Berlin-Boylston Regional School Committee, including custodians and the groundskeepers, but excluding all managerial, confidential, casual, and all other employees; and

WHEREAS on or about July 9, 2025, the School Committee's bargaining team and the Union's bargaining team commenced negotiations for an initial collective bargaining agreement between the Parties; and

WHEREAS the Parties engaged in negotiations resulting in a tentative agreement regarding the terms of the initial collective bargaining agreement, which terms will be more fully addressed herein; and

NOW, THEREFORE, IN CONSIDERATION of the mutual promises contained herein the Union and the Committee agree as follows:

1. **DURATION.** The Parties agree that the initial collective bargaining agreement will be effective upon ratification by all Parties and shall cover a three-year period from July 1, 2025, through and including June 30, 2028.
2. **INTEGRATED COLLECTIVE BARGAINING AGREEMENT.** The Parties have agreed to the terms of an initial collective bargaining agreement, which shall be in the form attached hereto as **EXHIBIT A**. Although the Parties have agreed to make the wage adjustments and increases effective retroactive to July 1, 2025, as more fully delineated herein, the remaining terms of the collective bargaining agreement are not retroactive but instead shall become effective prospectively following the date of ratification by all Parties.
3. **WAGES.**

The parties have agreed to the following increases to all steps on the Salary Schedules on the following dates:

- a. Effective retroactive to July 1, 2025: \$.50 increase;
- b. Effective July 1, 2026: Three Percent (3.00%) increase; and
- c. Effective July 1, 2027: Three and one-quarter Percent (3.25%) increase.

A copy of the wage scales reflecting these increases is attached hereto as **EXHIBIT B**.

4. **EVALUATION.** Employees will be evaluated in accordance with the language of the Evaluation Article contained in the attached Collective Bargaining Agreement. A copy of the evaluation instrument is attached hereto as **EXHIBIT C**.
5. **CHECKLIST.** During the course of negotiations, the Parties discussed the creation of a checklist for bargaining unit members. The checklist is attached hereto as **EXHIBIT D**.
6. In light of the Parties' agreement to negotiate an initial collective bargaining agreement through June 30, 2028, it is acknowledged that there may be matters which were not anticipated by the Parties during negotiations or which may arise as a result of the Parties' implementation and management of the initial collective bargaining agreement. The Parties agree that in the event it is determined that additional discussions involving the Parties during the pendency of this initial collective bargaining agreement are necessary or advisable to address such issues, the Parties agree to cooperate in this regard and meet for discussions if necessary. Neither Party is required to agree to any change in the terms of the initial collective bargaining agreement as a result of these discussions; however, the Parties are not precluded from making changes by mutual agreement and subject to any necessary ratification votes as a result of any such discussions.
7. This Agreement is subject to ratification by the Union and ratification and funding by the School Committee.

For the Union:



Dated: _____, 2026

For the School Committee:



Dated: 2/10, 2026

EXHIBIT A: INITIAL COLLECTIVE BARGAINING AGREEMENT

CONTRACT

Between The

Berlin-Boylston Regional
School Committee

And The

Berlin-Boylston Custodians
Teamsters Local 170

**July 1, 2025 to
June 30, 2028**

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ARTICLE 1

RECOGNITION

The District recognizes the Teamsters Local 170 (The “Union”) as the exclusive bargaining representative for the purpose of collective bargaining with respect to wages, hours and other terms and conditions of employment of the classification of all full-time and regular part-time building and grounds maintenance workers employed by the Berlin-Boylston Regional School Committee, including custodians and the groundskeepers, but excluding all managerial, confidential, casual, and all other employees.

ARTICLE 2

MANAGEMENT RIGHTS

The District shall have all the rights to manage, operate, and control its employees, to schedule and assign work in the District and to determine the methods and means of conducting the operations of the District, including the making of reasonable written rules and regulations, subject only to the condition that the District may not exercise its rights under this Article so as to conflict with a specific provision of this Agreement.

ARTICLE 3

NO STRIKE

1. The Union agrees that it will not engage in a strike or induce, encourage or condone any strike, work stoppage, slowdown or withholding of services in the District.
 - A. The Union agrees as a matter of contract that there will be no strikes, stoppages of work, sit downs, slow downs or withholding of services.
 - B. The School Committee agrees not to conduct a lockout during the life of this Agreement.

ARTICLE 4

EMPLOYEE CLASSIFICATIONS AND DEFINITIONS

1. The Following employee classifications are recognized as a bargaining unit:
 - a. Custodian
2. For the purpose of this agreement, full-time employees are defined as any bargaining unit position averaging thirty (30) hours or more per week. Regular part-time employees are defined as any bargaining unit position averaging fewer than thirty (30) hours per week.
3. Benefits: Benefits (including personal, vacation, and sick leave), unless otherwise required by law, are unavailable to employees who work less than 20 hours per week on average and/or less than 1040 hours per fiscal year.

ARTICLE 5

SENIORITY

Seniority will be determined by an employee’s continuous length of service within the bargaining unit, computed from the first date of regular employment as either a full-time or

regular part-time custodian. A custodian on approved leave, or a work related injury, will continue to accrue seniority. The employer will provide a seniority list to the Union upon request. Discharge or a voluntary quit/resignation will result in a break of service and elimination of all accrued seniority.

ARTICLE 6

WORK SCHEDULES

A full-time bargaining unit member's normal workday will be eight and one half (8½) hours per day, inclusive of a thirty (30) minute unpaid meal period, five (5) days per week, scheduled Monday through Friday, for a work week of forty (40) hours. If at any point in time during this unpaid thirty (30) minute meal period the bargaining unit member is called upon by a District Administrator to perform any work-related duties, the employee shall be paid in full for the thirty-minute meal period, at one and one half (1 ½) the employee's regular rate of pay. At the start of each academic year, each bargaining unit member, in conjunction with their building administrator, shall establish a set time for their lunch which time shall be outside of the regular lunch period for students. Building custodians shall communicate any deviations from the expected time period for lunch to the building administrator, in relation to duties and activities expected, on a weekly basis.

Schedules are as follows:

First shift 6:00 am to 2:30 pm

Second shift 2:30 pm to 11:00 pm

Overtime: Overtime shall be defined as one and one half the employee's regular rate of pay. Overtime shall be paid for any hours worked over forty (40) in a normal one (1) week work period.

Time Cards: Each employee shall submit a timesheet to the required office, prior to the time committed for payroll to be reported. Employees are required to report their time worked and leave taken each week and understand their reporting must be accurate. When reporting time worked, employees represent that their time reports are true and accurate.

Shift Differential: Any bargaining unit member regularly scheduled to work outside of the first shift shall receive an additional \$0.65 per hour. Effective July 1, 2026, the shift differential shall be increased prospectively to \$.90 per hour. Effective July 1, 2027, the shift differential shall be increased prospectively to \$1.15 per hour.

Snow Days/Inclement Weather: Employees are responsible for snow removal and maintaining the condition of walkways and roadways, shoveling, icing, and sanding. It is understood that the highway department currently maintains the condition of roadways; however, to the extent the highway department no longer provides such services, the District retains the right to require bargaining unit members to maintain the condition of roadways. If such a change occurs, the District, to the extent practicable, shall provide the required equipment and training for all employees.

In case of a school cancellation due to inclement weather, all Employees will be expected to report to work based on the work schedule established by the Facility Director and/or Superintendent.

Emergency Calls: Employees who are called into work after-hours during the week and weekends will be paid a minimum of three (3) hours, and shall be required to report to the Director of Facilities in writing upon completion of their task, after which report the Employee shall be authorized to leave the premises. However, under no circumstances shall an Employee receive additional compensation for a second call within the same three (3) hour window.

Sunday or Holiday work: All hours worked on Sundays or listed Holidays shall be paid out at the rate of time and one-half (1½) the employee's regular hourly rate of pay.

Extra work opportunities: It is understood that when District buildings are in use on weekends, or evenings, the District may require a bargaining unit employee to be present on site.

Any extra work opportunities shall be offered to bargaining unit members as follows:

1. The extra work opportunity shall first be offered to bargaining unit members assigned to the location of the scheduled work by seniority order.
2. If no employee at the location of the scheduled work accepts this work, it shall then be offered to the other bargaining unit employees outside of the scheduled location, by seniority order.

Schedule changes, Job Vacancies, New Positions: Any schedule changes (These changes are to be defined as a shift change, or location change), job vacancies, or new positions, shall be posted for all current employees to bid prior to any outside postings. Such jobs shall be posted upon each Union board for ten (10) days and awarded based on qualifications and evaluations as determined in the sole discretion of the District. If qualifications and evaluations are equal as determined in the sole discretion of the District, seniority shall prevail.

ARTICLE 7

WAGES

The parties have agreed to the following increases to all steps on the Salary Schedules on the following dates:

- a. Effective retroactive to July 1, 2025: \$.50 increase;
- b. Effective July 1, 2026: Three Percent (3.00%) increase; and
- c. Effective July 1, 2027: Three and one-quarter Percent (3.25%) increase.

These increases are reflected in the Salary Schedules attached hereto as Appendix A.

Step increase: Employees shall move up one step per year of service, provided the employee has been employed at least one-half of a regular employment year.

ARTICLE 8
TRAVEL

Employees will be reimbursed for mileage at the IRS rate per mile when required to use their vehicle on official school business.

ARTICLE 9
LONGEVITY

Longevity payments for years of service shall be paid in one lump sum following the conclusion of the Fiscal Year in which the longevity payment was earned. Longevity categories are not additive, and employees shall at all times only be eligible for one category of longevity. Longevity benefits shall be paid according to the following schedule:

Between ten (10) full years and fourteen (14) full years, or five full years beyond step 10:
\$600

Between fifteen (15) full years and nineteen (19) full years: \$800

After twenty (20) full years or more: \$1,000

Effective July 1, 2026, prospectively increase the longevity amount after twenty (20) full years to \$1,500.

Effective July 1, 2027, prospectively increase the longevity amount after twenty (20) full years to \$2,000.

ARTICLE 10
UNIFORMS, PROTECTIVE CLOTHING

1. The School District will provide each new bargaining unit member with five (5) shirts, as well as three (3) sweatshirts, with the District insignia on them and then, up to five (5) additional shirts, and up to three (3) additional sweatshirts, may be requested every year thereafter, provided such request is made in writing to the Director of Finance and Operations by June 1st of that fiscal year.
2. The School District shall provide bargaining unit members with a High Viz winter jacket every three years, if needed.
3. The School District shall also provide bargaining unit members with winter hats, work gloves, work pants, work/snow boots and sneakers, if needed, up to an annual maximum uniform allowance of \$400, for work related items. Such purchases shall be made through an open Purchase Order line that the School Committee has established with a vendor. Bargaining unit members shall at all times wear appropriate professional attire.

ARTICLE 11

BEREAVEMENT

1. Bereavement Leave

- a. In the event of a death in the immediate family of a custodian, a custodian will be granted upon request, reasonable and necessary time off as bereavement leave for as many as five (5) working days without loss of pay. For the purpose of this Agreement, the immediate family shall be husband, wife, child, father and mother, sister and brother, significant other, mother/father-in-law, grandparent, stepparent, stepsibling, step/foster child, grandchild, brother/sister-in-law, and son/daughter-in-law. The Superintendent may grant additional leave at the Superintendent's discretion.
- b. A total of two (2) days without loss of pay may be granted in the case of a death of a loved one beyond the listed immediate family above to attend their funeral.
- c. The Superintendent may grant additional days and may determine whether such additional days shall be with or without pay at the Superintendent's discretion.

ARTICLE 12

PERSONAL, SICK, AND VACATION DAYS

Custodians begin to accrue personal and sick days thirty (30) days following their hire date. Employees may use earned time in increments of ¼ (2 hours), ½ (4 hours), or full day (8 hours). Employees may not use personal days the day before or after a school vacation or holiday weekend. Exceptions can be made for extenuating circumstances with the written approval of the Superintendent.

1. Employees will receive three (3) personal days each work year. New employees will have a thirty (30) day waiting period to use personal days. Personal days cannot be carried over from one work year to the next.
2. Full-time employees receive fifteen (15) sick days every work year. Members who use more than three (3) consecutive sick days will be required to furnish a doctor's note to receive payment. Sick days are cumulative up to one hundred (100) days.
 - a. Three (3) days of accrued sick time per year may be used to attend to immediate family medical needs or emergencies.
3. The vacation year is based on the fiscal year and starts when an employee commences employment for the fiscal year. No earned/accrued vacation time can be carried over into the next fiscal year, without permission from the Superintendent. Up to five (5) days per year may be carried over into the new fiscal year with the approval of the Superintendent. Vacations may not be taken the week before or after school begins and closes.

Vacations: Employees are eligible to receive vacation according to the schedule below:

0-5 years:	2 weeks
5-10 years	3 weeks
10-20 years	4 weeks
20 + years	5 weeks

ARTICLE 13

HOLIDAYS

1. Full-time employees receive the following thirteen (13) paid holidays per year:

New Year's Day	Labor Day
Martin Luther King Day	Columbus Day
Presidents' Day	Veterans' Day
Patriot's Day	Thanksgiving
Memorial Day	Day after Thanksgiving
Juneteenth	Christmas Day
Independence Day	

2. Any time worked on the listed holidays shall be paid at time and a half (1 ½) the employee's hourly pay rate. The foregoing notwithstanding, any time worked on Independence Day, Labor Day, Thanksgiving Day, or Christmas day shall be paid at double (2) the employee's hourly pay rate.

ARTICLE 14

LEAVES OF ABSENCE

The Committee recognizes that there may arise from time-to-time situations beyond the control of the employee, which require his/her presence during the work period. The temporary leave of absence with pay provides the remedy for such difficult situations.

FAMILY MEDICAL

A custodian may be granted up to three (3) days paid leave per year, deducted from accrued sick leave, to care for a custodian's family member who is seriously ill or injured.

WORKERS' COMPENSATION

In the case of absence due to a work-related injury for which worker's compensation is awarded, the Employer may agree at the request of the employee to make up the difference between regular wages and the amount received from workers' compensation to the extent the employee has sick leave available. The amount of such difference shall be charged to sick leave.

JURY DUTY

1. Leaves of absence for jury duty will be granted consistent with state and federal law.
2. The custodian upon receipt of notice will immediately inform his/her principal of his/her call to jury duty along with the completion of a leave request form.

PARENTAL LEAVE

Paid Parental Leave. The Parties have agreed to a pilot program for the life of the collective bargaining agreement for the period of July 1, 2025, through June 30, 2028, which will prospectively provide ten (10) paid days to an employee at the start of an employee's parental leave. This pilot program will expire on June 30, 2028, unless extended by mutual agreement of the Parties. The Parties agree to meet prior to the expiration of the pilot program to discuss the pilot program but in so doing do not commit to extending the pilot program."

THE FAMILY AND MEDICAL LEAVE ACT

Custodians are entitled to leave under the Family and Medical Leave Act in accordance with federal law.

MILITARY LEAVE

A custodian will be entitled to Military Leave in accordance with state and federal law.

ARTICLE 15 **DUES CHECK-OFF**

Effective the 31st day following the beginning of employment, the Employer agrees to deduct the Union dues monthly, as well as any initiation fee, from the pay of the Union members who sign authorization cards so provided. Payroll deductions will only be made following the submission of an executed dues deduction form. The form will be provided by the Union. Said deductions will be forwarded to the Union Secretary-Treasurer or his/her designee, along with a list of the employees, within seven (7) days of the deduction.

The Union agrees to indemnify and hold the Employer harmless in connection with the application of this Article.

In accordance with the provisions of Chapter 180, Massachusetts General Laws, the Employer shall certify to the Berlin-Boylston Regional School Committee all payroll deductions for dues to the Teamsters Union Local 170.

ARTICLE 16 **GRIEVANCE PROCEDURE**

A. Introduction:

1. It shall be the firm policy of the District to assure every person an opportunity to have the unobstructed use of the grievance procedure without fear of reprisal or without prejudice in any manner to his/her employment status.

2. The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to the problems, which may from time to time arise affecting the salary or working conditions of persons provided for in this Agreement.
3. Nothing herein contained will be construed as limiting the right of any person having a grievance to discuss the matter informally with any appropriate member of the administration and having the grievance adjusted without intervention of the Union, provided the adjustment is not inconsistent with the terms of this Agreement.

B. Definition:

A grievance is defined as a dispute involving a specific violation of an express provision of this Collective Bargaining Agreement. If a grievance is filed, the District and the Union agree that the procedure outlined below shall be the exclusive procedure for processing the grievance.

C. Stages:

Step 1

The matter will be reduced to writing by the grievant, with a brief description of the nature of the grievance and the specific contractual provision allegedly violated. A copy of the grievance shall be given to the Director of Facilities.

The grievance will be filed with the Director of Facilities within ten (10) working days of the occurrence of the grievance or when the grievant should have reasonably acquired knowledge of the incident giving rise to the grievance. Upon receipt of the written grievance, the Director of Facilities and the grievant will arrange a mutually satisfactory time and place to meet and attempt to resolve the dispute within a limit of ten (10) working days from the time of receipt of the copy of said grievance. A written decision will be rendered within five (5) working days of the date of the meeting.

Step 2

If the dispute is not resolved at Step 1, the grievance may be submitted in writing to the Superintendent within ten (10) working days from the date of the Step 1 meeting. Upon receipt of the written grievance, the Superintendent (or designee) and the grievant will arrange a mutually satisfactory time and place to meet and attempt to resolve the dispute within a limit of ten (10) working days from the time of receipt of the copy of said grievance. A written decision will be rendered within five (5) working days of the date of the meeting.

Step 3

If the dispute is not resolved at Step 2, the grievance may be submitted in writing to the School Committee within ten (10) working days from the date of the Step 2 meeting. Upon receipt of the written request, the School Committee will arrange for a mutually satisfactory time and place to meet and hear the grievance within a limit of fifteen (15) working days from the time of receipt of the written request for a meeting. A written decision will be

rendered within five (5) working days of the date of the meeting. In cases where the School Committee determines that a grievance is not within its jurisdiction under the Education Reform Act of 1993, it shall notify the Union and thereafter the Union may proceed to Step 4.

Step 4

- a. If the dispute is not resolved at the aforesaid meeting, the issue in question may be submitted to arbitration forthwith as herein provided no later than ten (10) days from the date of the receipt of the decision. Arbitration shall be provided by the American Arbitration Association (hereinafter, the "AAA") and shall be conducted in accordance with the procedures and regulations of the AAA. The arbitrator shall make its decision in accordance with the terms of the Agreement and shall not add to, nor detract from, nor modify the provisions of the Agreement.
 - b. A copy of the demand for arbitration shall be sent to the Committee.
 - c. Any decision rendered by the arbitrator shall be reduced to writing and shall be final and binding on both parties. However, the Parties retain the right to initiate any appeals available under state or federal law.
 - d. Courses of action directed by an arbitration award shall be implemented within thirty (30) calendar days from the date of the award.
 - e. Individual Committee members shall not be liable for any financial settlement resulting from an arbitration award.
 - f. The cost of the arbitration less each side's legal fees shall be shared equally by the Association and the Committee.
- D.** Failure on the part of either party to answer a grievance at any step shall not be deemed acquiescence thereto and the aggrieved party must proceed to the next step in order to preserve the grievance.

ARTICLE 17 **PROBATIONARY PERIOD**

The first year of actual work in a full duty work capacity shall constitute such Employee's trial period during which no transfer, layoff, suspension, discipline or discharge with respect to such Employee shall be construed as a violation of any of the provisions of this Agreement or cause for or subject to the grievance procedure or arbitration. Full-time employees who have one year or more of employment in a full duty work capacity shall not be suspended or terminated without good cause.

ARTICLE 18 **DISCIPLINE AND DISCHARGE**

The Employer recognizes the concept of progressive discipline and will generally apply the following steps when warranted under the circumstances. The Union acknowledges that under appropriate circumstances, in light of the egregious or serious nature of the misconduct or

performance issues involved, the Employer may initiate discipline at any level deemed appropriate under the circumstances:

Verbal Warning

Written Warning

1 day Suspension

5 day Suspension

Termination

Examples of Causes for Immediate Discharge:

This list is not exhaustive, and the District reserves the right to pursue immediate discharge for other misconduct not specifically identified herein:

1. Illegal use, possession or sale of drugs or alcohol on School property or in the performance of duties.
2. Conviction for criminal conduct which either prohibits the employee from passing required CORI standards for employment in a school or otherwise prevents the employee from performing the essential functions of their position.
3. Willful destruction or theft of School Department property.
4. Falsification of the employee's or another employee's time record.
5. Possession of or use of explosives, firearms, or other weapons during work time or unscheduled time at any school department location/property, including parking lots and company vehicles.
6. Abuse of a student, employee, or other individual associated with the District.
7. Job Abandonment.
8. Employee negligence which results in serious accident or injury.

Any employee will have the right of reading any statement pertaining to the employee's work record that is presently or will be placed in the employee's employment file. An employee may question the validity of any statement appearing in an employee's file by filing a written statement to be placed in his/her personnel file.

ARTICLE 19 **STEWARDS AND UNION BULLETIN BOARD**

The identification of one (1) Union Steward and other representatives will be furnished to the Employer immediately after their designation and the Union will notify the Employer of any changes.

The Union Steward will be responsible for the investigation, presentation and settlement of grievances in accordance with the provisions of the collective bargaining agreement.

The Employer shall provide a suitable bulletin board in a conspicuous place for the purpose of posting routine Union notices to the members of the Union, within each building of the District.

ARTICLE 20

ACCESS TO PREMISES

The Union's access to the workplace of its members shall be limited to those circumstances and under those conditions provided for and defined by Mass. G.L. c. 150E and not otherwise.

ARTICLE 21

PROTECTION/WORKER'S COMPENSATION

Employees will immediately report all cases of assault and/or injury suffered by them in connection with their employment to the Director of Facilities in writing. Employees will be eligible for Workers' Compensation in accordance with state law. Employees agree to assist in the filing and processing of Workers' Compensation claims up to and including a Board decision.

ARTICLE 22

LAYOFF AND RECALL

In the case of any layoff, the District shall lay off employees pursuant to the seniority list, in inverse order of seniority.

Any person who has been laid off shall be entitled to recall rights by classification for a period of one (1) year from the effective date of their respective layoff. During the recall period, the person shall be notified by certified mail to their last address on record and given preference for positions as they develop in the reverse order of their respective layoff, and all benefits to which the person was entitled at the time of the layoff shall be restored in full upon reemployment within the recall period. During the layoff period, the person who has been laid off shall be given preference on the substitute list if they so desire.

ARTICLE 23

SEPARATION OF EMPLOYMENT

Upon separation of employment, the District shall pay out any accrued, but unused, vacation time.

ARTICLE 24

EVALUATION

1. Both a semi-annual and an annual evaluation report of the performance of each Employee shall be made by a member of the School Administration or other duly authorized person not a member of the bargaining unit.
2. The performance of an Employee shall be observed openly and with the knowledge of the Employee. Employees will be provided copies of the forms to be used in the evaluation

process. The Committee shall have the right to change the evaluation forms, but before making a change, it will notify the Union of such intention and afford the Union an opportunity to discuss the intended change with the Superintendent. However, the final decision regarding change shall rest exclusively with the School Committee and shall not be subject to the grievance or arbitration process. The Committee agrees that should the forms be changed, copies of the revised forms will be given to the Employees at least thirty (30) days prior to their use. A copy of the current evaluation form is attached to the collective bargaining agreement as Appendix B.

ARTICLE 25
DURATION

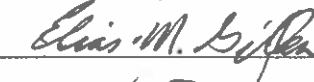
This Agreement will take effect on _____, 2025, and remain in full force and effect until June 30, 2028.

This Agreement has been executed by duly authorized representatives of the Berlin-Boylston School Committee and Teamsters Union Local 170.

FOR THE BERLIN-BOYLSTON
REGIONAL SCHOOL COMMITTEE



FOR THE BERLIN-BOYLSTON
REGIONAL CUSTODIANS (TEAMSTERS
LOCAL 170)



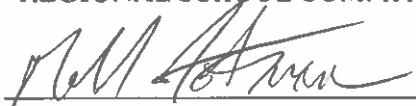
process. The Committee shall have the right to change the evaluation forms, but before making a change, it will notify the Union of such intention and afford the Union an opportunity to discuss the intended change with the Superintendent. However, the final decision regarding change shall rest exclusively with the School Committee and shall not be subject to the grievance or arbitration process. The Committee agrees that should the forms be changed, copies of the revised forms will be given to the Employees at least thirty (30) days prior to their use. A copy of the current evaluation form is attached to the collective bargaining agreement as Appendix B.

ARTICLE 25
DURATION

This Agreement will take effect on _____, 2025, and remain in full force and effect until June 30, 2028.

This Agreement has been executed by duly authorized representatives of the Berlin-Boylston School Committee and Teamsters Union Local 170.

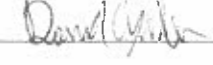
FOR THE BERLIN-BOYLSTON
REGIONAL SCHOOL COMMITTEE



FOR THE BERLIN-BOYLSTON
REGIONAL CUSTODIANS (TEAMSTERS
LOCAL 170)







APPENDIX A: SALARY SCHEDULES

Incr:	\$0.50	3.00%	3.25%
Step:	<u>2025-26</u>	<u>2026-27</u>	<u>2027-28</u>
1	\$ 21.00	\$ 21.63	\$ 22.33
2	\$ 21.50	\$ 22.15	\$ 22.86
3	\$ 22.00	\$ 22.66	\$ 23.40
4	\$ 22.50	\$ 23.18	\$ 23.93
5	\$ 23.00	\$ 23.69	\$ 24.46
6	\$ 23.50	\$ 24.21	\$ 24.99
7	\$ 24.00	\$ 24.72	\$ 25.52
8	\$ 24.50	\$ 25.24	\$ 26.06
9	\$ 25.00	\$ 25.75	\$ 26.59
10	\$ 25.50	\$ 26.27	\$ 27.12
10+	\$ 26.18	\$ 26.97	\$ 27.84

APPENDIX B: CUSTODIAL TASK LIST

AM/PM/Shared	Custodian Task List	Frequency
AM	Turn off alarm	Daily
AM	Turn all hall lights on	Daily
AM	Open every classroom door	Daily
AM	Clean up leaves at entryway doors	Daily
AM	Sweep gym floor	Tahanto - Daily BES & BMS - based on Phys. Ed schedule
AM	Wash gym floor	Tahanto - Daily BES & BMS - based on Phys. Ed schedule
AM	Clean roof top drains	Once a week or as needed
AM	Inspect roof	Once a week
AM	Cut grass	Weekly or as needed
AM	Weed-whack	Weekly or as needed
AM	Blow down sidewalks and doorways after each cut and weed-whacking	Weekly or as needed
AM	Write down generator hour after it runs	Weekly
AM	Write down water meter log	Weekly
AM	Escort all kitchen deliveries to and from kitchen (BES ONLY)	When there is a delivery
AM	Check on cafe during lunches (push down/empty trash when needed)	Daily
AM	Clean cafe after all lunches	Daily
AM	Fold up tables after lunches	Daily
PM	Wash art room floor	Nightly (except BES -Monday's & Wednesday's)
PM	Clean restrooms (fill dispensers, clean toilets, clean sinks, clean mirrors, wash bathroom stalls, wash walls, wash floors, disinfect)	
PM	Close any windows left open after student dismissal	Daily
PM	Shut off any fans left on after student dismissal	Daily
PM	Shut off any air purifiers left on after student dismissal	Daily
PM	Close all doors after student dismissal	Daily
PM	Shut off all hall lights after student dismissal	Daily
PM	Shut off all mini splits after student dismissal	Friday's
PM	Clean cafe after the After School Program	Daily
PM	Break down any assemblies	Daily
PM	Make sure all exterior doors are latched, locked, and secured	Daily

PM	Set alarm after checking everyone has exited the building and all doors are secure	Daily
Shared	Raise Flag / Lower Flag Daily	Daily
Shared	Carry Radio	Daily
Shared	Check boiler room	Daily
Shared	Remove and empty ashes from the canister from the boilers (Berlin only)	Weekly during heating season
Shared	Check and add salt pellets to the water softner	Monthly
Shared	Vacuum all classroom rugs	Daily
Shared	Vacuum all hall mats including front foyer	Daily
Shared	Move signs / put cones out in the morning	Daily
Shared	Wash windows throughout building	Daily
Shared	Disinfect all touch points throughout building	Daily
Shared	Remove black marks from hall floors	Daily
Shared	Dusting	2 times a week or as needed
Shared	Check on restrooms (flush toilets, pickup trash on the floors, fill dispensers, clean up any mess if there is any)	2 times a day
Shared	Empty outside trash	Once a week or as needed
Shared	Pick up trash around the school	Once a week or as needed
Shared	Keep custodial closets neat and organized	Always
Shared	Take inventory and order supplies	As needed
Shared	Put supplies away	When there is a delivery
Shared	Respond to any calls on the radio	ASAP
Shared	Empty all recycling throughout the building	Once a week or as needed
Shared	Fill photocopy room with photocopy paper	As needed
Shared	Fill office with photocopy paper	As needed
Shared	Take Lunch	Daily
Shared	Take trash to dumpster	Daily
Shared	Rinse out barrels after lunches	Daily
Shared	Line barrels after removing trash	Daily
Shared	Sweep floor after lunches (kitchen/cafeteria)	Daily
Shared	Wash floor with machine after lunches (kitchen/cafeteria)	Daily
Shared	Clean Kitchen floor after lunches	Daily
Shared	Wash floor under appliances and tables with mop	Daily
Shared	Set up for any assemblies	As needed

Shared	Report any damage or major issues found to Facilities Director and Principal (fix or trouble shoot the damage or issue found)	ASAP
Shared	Service HVAC units (change filter, belts, grease, oil)	2 times a year
Shared	Any and all other duties that the administration feels are necessary to operate a clean and safe building	Daily
** <u>DISCLAIMER</u>- All tasks are expected to be completed on a daily/weekly basis otherwise agreed upon by the Administration and custodians. May be adapted if snow removal takes priority.		



APPENDIX C: CUSTODIAL EVALUATION

The Berlin-Boylston Regional School District

Custodian Performance Evaluation – Principal Check-Off Form

Numeric Rating Scale

- 4 – Exceeds Expectations: Consistently performs at a high level; often goes above and beyond
3 – Meets Expectations: Performs duties competently and reliably
2 – Needs Improvement: Performance is inconsistent or below expectations; improvement needed
1 – Unsatisfactory: Performance does not meet expectations

Employee Name: _____

Position: ☐ Day Custodian ☐ Evening Custodian

Building: _____

Evaluator (Principal): _____

Evaluation Date: _____

I. Professionalism & Work Ethic

Criteria	1	2	3	4
Arrives on time and follows assigned schedule	☐	☐	☐	☐
Demonstrates reliability and consistency	☐	☐	☐	☐
Follows district policies and procedures	☐	☐	☐	☐
Uses time efficiently and stays on task	☐	☐	☐	☐
Demonstrates pride in work and school environment	☐	☐	☐	☐

Comments:

II. Building Cleanliness & Maintenance

Criteria	1	2	3	4
Classrooms are clean, orderly, and ready for use	☐	☐	☐	☐
Restrooms are clean, stocked, and sanitary	☐	☐	☐	☐
Hallways and common areas are well maintained	☐	☐	☐	☐
Cafeteria and kitchen areas cleaned as assigned	☐	☐	☐	☐
Floors maintained according to schedule	☐	☐	☐	☐

Comments:

III. Safety & Compliance

Criteria	1	2	3	4
Follows safety procedures and guidelines	☐	☐	☐	☐
Properly handles and stores supplies	☐	☐	☐	☐
Reports hazards promptly	☐	☐	☐	☐
Uses equipment correctly	☐	☐	☐	☐
Supports emergency procedures	☐	☐	☐	☐

Comments:

IV. Communication & Collaboration

Criteria	1	2	3	4
Communicates effectively with administration	☐	☐	☐	☐
Works cooperatively with staff	☐	☐	☐	☐
Responds appropriately to requests	☐	☐	☐	☐
Demonstrates respect toward students and staff	☐	☐	☐	☐
Accepts feedback professionally	☐	☐	☐	☐

Comments:

V. Initiative & Problem Solving

Criteria	1	2	3	4
Identifies and addresses issues independently	☐	☐	☐	☐
Adjusts priorities as needed	☐	☐	☐	☐
Assists with events and activities	☐	☐	☐	☐
Demonstrates flexibility and teamwork	☐	☐	☐	☐
Willingness to learn new skills	☐	☐	☐	☐

Comments:

VI. Overall Performance Summary

Overall Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4

Areas of Strength:

Areas for Improvement / Goals:

Evaluator Signature: _____

Date: _____

Employee Signature: _____

Date: _____

(Signature indicates review? not necessarily agreement;)

Additional Notes:

SIDE LETTER OF AGREEMENT

This Side Letter of Agreement is entered into between the Berlin-Boylston Regional School Committee (hereinafter, the "Committee") and the Teamsters Local 170, on behalf of the Berlin-Boylston Regional School District Custodians (hereinafter, the Union) (and hereinafter, collectively the "Parties").

WHEREAS the Parties have recently reached a tentative agreement on the terms of an initial collective bargaining agreement for the period of July 1, 2025, through June 30, 2028; and

WHEREAS wholly separate and apart from the initial collective bargaining agreement negotiations, the Parties have discussed the possibility of piloting a summer work schedule for the summers of 2025 and 2026;

WHEREAS the Parties have reached an agreement on a summer work schedule for the summers of 2025 and 2026 as more specifically described below; and

NOW THEREFORE, in consideration of the mutual promises contained herein, the Parties agree as follows:

1. Summer Schedule: The parties have agreed to a pilot work schedule for Summer 2025 and Summer 2026 which is as follows: One full week after the school release date, until one full week prior to the return of students, bargaining unit members shall work a four (4) day ten and one-half (10½) hour a day schedule, inclusive of a thirty (30) minute unpaid meal period, working either Monday to Thursday or Tuesday to Friday from 6am-4:30pm.
2. Bargaining unit members will stagger their schedules to ensure that all buildings in the District have appropriate custodial coverage and are open daily Monday-Friday.
3. This pilot program will expire one week prior to the start of the 2026/27 academic year for students unless extended by mutual agreement of the Parties in writing.
4. The Parties agree to meet prior to the expiration of the pilot program to discuss the pilot program but in so doing do not commit to extending the pilot program.
5. This agreement was not part of the agreements reached in conjunction with the Parties' initial Collective Bargaining Agreement for the period of July 1, 2025, through June 30, 2028, but instead was an agreement reached by the Parties based upon its independent merits and as considered warranted by both sides. This Side Letter of Agreement is subject to ratification by both sides.
6. The terms of this Side Letter of Agreement constitute an independent agreement of the Parties and are not dependent upon the outcome of any ratification vote between the Parties for the initial Collective Bargaining Agreement for the period of July 1, 2025, through June 30, 2028.

7. To the extent the Parties agree to make this Side Letter of Agreement permanent, it shall be incorporated into the next integrated version of the Collective Bargaining Agreement between the Parties.

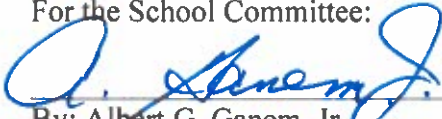
This Side Letter of Agreement is executed on the dates indicated below by the Parties.

For the Union:


By: _____,
Its Business Agent

Dated: _____, 2026

For the School Committee:


By: Albert G. Ganem, Jr.
Its Interim Superintendent

Dated: 2/10/_____, 2026

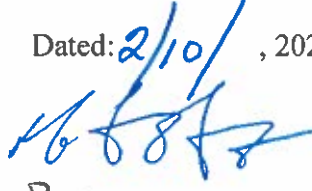
 2/10/2026
By: Michael Totman
School Committee Chair

EXHIBIT B: SALARY SCHEDULES

Incr:	\$0.50	3.00%	3.25%
Step:	<u>2025-26</u>	<u>2026-27</u>	<u>2027-28</u>
1	\$ 21.00	\$ 21.63	\$ 22.33
2	\$ 21.50	\$ 22.15	\$ 22.86
3	\$ 22.00	\$ 22.66	\$ 23.40
4	\$ 22.50	\$ 23.18	\$ 23.93
5	\$ 23.00	\$ 23.69	\$ 24.46
6	\$ 23.50	\$ 24.21	\$ 24.99
7	\$ 24.00	\$ 24.72	\$ 25.52
8	\$ 24.50	\$ 25.24	\$ 26.06
9	\$ 25.00	\$ 25.75	\$ 26.59
10	\$ 25.50	\$ 26.27	\$ 27.12
10+	\$ 26.18	\$ 26.97	\$ 27.84



EXHIBIT C: CUSTODIAL EVALUATION

The Berlin-Boylston Regional School District

Custodian Performance Evaluation – Principal Check-Off Form

Numeric Rating Scale

- 4 – Exceeds Expectations:** Consistently performs at a high level; often goes above and beyond
3 – Meets Expectations: Performs duties competently and reliably
2 – Needs Improvement: Performance is inconsistent or below expectations; improvement needed
1 – Unsatisfactory: Performance does not meet expectations

Employee Name: _____

Position: ☐ Day Custodian ☐ Evening Custodian

Building: _____

Evaluator (Principal): _____

Evaluation Date: _____

I. Professionalism & Work Ethic

Criteria	1	2	3	4
Arrives on time and follows assigned schedule	☐	☐	☐	☐
Demonstrates reliability and consistency	☐	☐	☐	☐
Follows district policies and procedures	☐	☐	☐	☐
Uses time efficiently and stays on task	☐	☐	☐	☐
Demonstrates pride in work and school environment	☐	☐	☐	☐

Comments:

II. Building Cleanliness & Maintenance

Criteria	1	2	3	4
Classrooms are clean, orderly, and ready for use	☐	☐	☐	☐
Restrooms are clean, stocked, and sanitary	☐	☐	☐	☐
Hallways and common areas are well maintained	☐	☐	☐	☐
Cafeteria and kitchen areas cleaned as assigned	☐	☐	☐	☐
Floors maintained according to schedule	☐	☐	☐	☐

Comments:

III. Safety & Compliance

Criteria	1	2	3	4
Follows safety procedures and guidelines	☐	☐	☐	☐
Properly handles and stores supplies	☐	☐	☐	☐
Reports hazards promptly	☐	☐	☐	☐
Uses equipment correctly	☐	☐	☐	☐
Supports emergency procedures	☐	☐	☐	☐

Comments:

IV. Communication & Collaboration

Criteria	1	2	3	4
Communicates effectively with administration	☐	☐	☐	☐
Works cooperatively with staff	☐	☐	☐	☐
Responds appropriately to requests	☐	☐	☐	☐
Demonstrates respect toward students and staff	☐	☐	☐	☐
Accepts feedback professionally	☐	☐	☐	☐

Comments:

V. Initiative & Problem Solving

Criteria	1	2	3	4
Identifies and addresses issues independently	☐	☐	☐	☐
Adjusts priorities as needed	☐	☐	☐	☐
Assists with events and activities	☐	☐	☐	☐

Demonstrates flexibility and teamwork ☐ ☐ ☐ ☐

Willingness to learn new skills ☐ ☐ ☐ ☐

Comments:

VI. Overall Performance Summary

Overall Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4

Areas of Strength:

Areas for Improvement / Goals:

Evaluator Signature: _____

Date: _____

Employee Signature: _____

Date: _____

(Signature indicates review, not necessarily agreement.)

Additional Notes:

EXHIBIT D: CHECKLIST

AM/PM/Shared	Custodian Task List	Frequency
AM	Turn off alarm	Daily
AM	Turn all hall lights on	Daily
AM	Open every classroom door	Daily
AM	Clean up leaves at entryway doors	Daily
AM	Sweep gym floor	Tahanto - Daily BES & BMS - based on Phys. Ed schedule
AM	Wash gym floor	Tahanto - Daily BES & BMS - based on Phys. Ed schedule
AM	Clean roof top drains	Once a week or as needed
AM	Inspect roof	Once a week
AM	Cut grass	Weekly or as needed
AM	Weed-whack	Weekly or as needed
AM	Blow down sidewalks and doorways after each cut and weed-whacking	Weekly or as needed
AM	Write down generator hour after it runs	Weekly
AM	Write down water meter log	Weekly
AM	Escort all kitchen deliveries to and from kitchen (BES ONLY)	When there is a delivery
AM	Check on cafe during lunches (push down/empty trash when needed)	Daily
AM	Clean cafe after all lunches	Daily
AM	Fold up tables after lunches	Daily
PM	Wash art room floor	Nightly (except BES -Monday's & Wednesday's)
PM	Clean restrooms (fill dispensers, clean toilets, clean sinks, clean mirrors, wash bathroom stalls, wash walls, wash floors, disinfect)	
PM	Close any windows left open after student dismissal	Daily
PM	Shut off any fans left on after student dismissal	Daily
PM	Shut off any air purifiers left on after student dismissal	Daily
PM	Close all doors after student dismissal	Daily
PM	Shut off all hall lights after student dismissal	Daily
PM	Shut off all mini splits after student dismissal	Friday's
PM	Clean cafe after the After School Program	Daily
PM	Break down any assemblies	Daily
PM	Make sure all exterior doors are latched, locked, and secured	Daily
PM	Set alarm after checking everyone has exited the building and all doors are secure	Daily
Shared	Raise Flag / Lower Flag Daily	Daily
Shared	Carry Radio	Daily
Shared	Check boiler room	Daily
Shared	Remove and empty ashes from the canister from the boilers (Berlin only)	Weekly during heating season
Shared	Check and add salt pellets to the water softner	Monthly
Shared	Vacuum all classroom rugs	Daily
Shared	Vacuum all hall mats including front foyer	Daily
Shared	Move signs / put cones out in the morning	Daily
Shared	Wash windows throughout building	Daily
Shared	Disinfect all touch points throughout building	Daily
Shared	Remove black marks from hall floors	Daily
Shared	Dusting	2 times a week or as needed
Shared	Check on restrooms (flush toilets, pickup trash on the floors, fill dispensers, clean up any mess if there is any)	2 times a day
Shared	Empty outside trash	Once a week or as needed

AM/PM/Shared	Custodian Task List	Frequency
Shared	Pick up trash around the school	Once a week or as needed
Shared	Keep custodial closets neat and organized	Always
Shared	Take inventory and order supplies	As needed
Shared	Put supplies away	When there is a delivery
Shared	Respond to any calls on the radio	ASAP
Shared	Empty all recycling throughout the building	Once a week or as needed
Shared	Fill photocopy room with photocopy paper	As needed
Shared	Fill office with photocopy paper	As needed
Shared	Take Lunch	Daily
Shared	Take trash to dumpster	Daily
Shared	Rinse out barrels after lunches	Daily
Shared	Line barrels after removing trash	Daily
Shared	Sweep floor after lunches (kitchen/cafeteria)	Daily
Shared	Wash floor with machine after lunches (kitchen/cafeteria)	Daily
Shared	Clean Kitchen floor after lunches	Daily
Shared	Wash floor under appliances and tables with mop	Daily
Shared	Set up for any assemblies	As needed
Shared	Report any damage or major issues found to Facilities Director and Principal (fix or trouble shoot the damage or issue found)	ASAP
Shared	Service HVAC units (change filter, belts, grease, oil)	2 times a year
Shared	Any and all other duties that the administration feels are necessary to operate a clean and safe building	Daily

**** DISCLAIMER- All tasks are expected to be completed on a daily/weekly basis otherwise agreed upon by the Administration and custodians.**

May be adapted if snow removal takes priority