

**AGREEMENT BETWEEN**

**THE WESTON SCHOOL COMMITTEE**

**and**

**WESTON EDUCATIONAL ADMINISTRATIVE ASSISTANTS ASSOCIATION**

**JULY 1, 2016 to JUNE 30, 2019**

2016-2019 Agreement Between

The Weston School Committee

and

Weston Educational Administrative Assistants Association

Table of Contents

		<u>Page</u>
Article I	Recognition	2
Article II	Compensation	2
Article III	Year and Hours of Work	4
Article IV	Vacations	6
Article V	Holidays	6
Article VI	Sick Leave	7
Article VII	Maternity Leave	7
Article VIII	Leaves and Other Absences	8
Article IX	Seniority and Vacancies	8
Article X	Grievance Procedure	10
Article XI	Insurance and Annuity Plans	11
Article XII	Tuition Reimbursement	13
Article XIII	Use of Motor Vehicles	13
Article XIV	Meal Reimbursement for Evening Work	13
Article XV	Miscellaneous – Weather Conditions	13
Article XVI	Enrollment for Children of Employees	14
Article XVII	Scope and Term	14
Appendix A	Salary Schedule	16
Appendix B	Job Category, Step, Assignment, Date of Continuous Employment	17
Appendix C	Vacation Schedule	18
Appendix D	Job Categories	19
Appendix E	Evaluation Guidelines and Procedures	20

2016-2019  
Memorandum of Agreement  
Between  
Weston School Committee, Weston, Massachusetts  
and  
Weston Educational Administrative Assistants Association

Article I: Recognition

Section 1. Pursuant to the provisions of Chapter 763 of the Acts of 1965 of the Commonwealth of Massachusetts, the Weston Educational Administrative Assistants Association, hereinafter called "the Association" or "WEAAA", is recognized by the Weston School Committee, hereinafter called "the Committee" as the exclusive bargaining agent on questions of wages, hours, and other conditions of employment for individuals represented for the purposes of collective bargaining by the Weston Educational Administrative Assistants Association, including: accounting personnel, bookkeepers, administrative assistants, and all referred to in this Agreement as "Employee"; but not including: confidential administrative assistants to the Superintendent, Assistant Superintendent for Curriculum and Instruction, Assistant Superintendent for Finance and Operations and Human Resources Director, nor temporary hourly personnel, clerical aides, instructional aides, library aides, study hall supervisors, audiovisual aides, nurses, cafeteria personnel, custodians and maintenance personnel, noon (lunch) aides, paraprofessional personnel, and bus drivers.

Section 2. Agency Fee. The Employer agrees to require, as a condition of employment, that all employees in this unit, except those certified as members to the Employer by the Association, pay annually by payroll deduction to the Association, any agency service fee which shall be commensurate with the cost of collective bargaining and contract administration as determined solely by the Association, and which amount shall be certified annually to the Employer by the Association.

Article II: Compensation

Section 1. As part of this Agreement, Appendix "A" (Salary Schedule) is attached hereto setting forth the salary schedule for full-time Employees. Positions are placed in categories by application of the Factor Chart for Job Classification (1/19/83) - attached with Memorandum of Agreement. Job Categories are attached as Appendix "D".

The parties recognize that significant temporary or permanent changes in responsibilities of a position may not warrant a category change. The parties agree that such circumstances may require intermediate, temporary measures of recognition and/or compensation. Proposed recognition and/or compensation shall be communicated to the WEAAA Executive Committee in timely fashion.

Nothing in this Article shall be construed to limit the School Committee's sole discretion to decide upon changes in the composition of the work force.

Section 2. As a part of this Agreement, Appendix "B" is attached hereto setting forth the job category, step, assignment, and date of continuous employment of each Employee in the bargaining unit.

Section 3. Additional Compensation shall be paid to Employees for completion of continuous, permanent employment in the schools, said compensation to be added to the annual base salary, during the year of completion. For part-time Employees, the compensation shall be in the proportion that the hours per year of the Employee bear to the hours per year of a full-time Employee covered by this Agreement. Compensation for full-time Employees is as follows:

More than 7, but less than 10 years' service	\$700
More than 10, but less than 15 years' service	\$800
More than 15, but less than 20 years' service	\$900
More than 20, but less than 25 years' service	\$1,025
More than 25	\$1,150

Section 4. If an Employee or an Administrator thinks a position should be reclassified, the following procedure should be followed:

- a) the Employee should write a complete description of the current duties;
- b) the Employee should specify why the position should be reclassified;
- c) the Administrator should review the description of duties and attest to its accuracy;
- d) the request for reclassification along with the job description, as well as any additional supporting data, should be submitted to the Assistant Superintendent for Finance and Operations, who shall render a decision within fifteen (15) working days of his receipt of the request;
- e) if the decision in step (d) is not satisfactory to the Employee the matter should be referred to an ad hoc job evaluation committee consisting of two appointees of the administration and two appointees from the Association, excluding, however, the requesting parties. The members of this evaluation committee should familiarize themselves with job evaluation techniques and shall, as a body, render a decision on the matter within fifteen (15) working days of their date of organization. The decision of this committee shall be in writing and directed to the requesting party, the Association, and the Superintendent of Schools.
- f) the use by an Employee of the procedure outlined above shall be in lieu of all other remedies, including the grievance procedure, arbitration, and legal action, and shall not constitute a waiver of the School Committee's right to define job expectations at its sole discretion.

Section 5. Service Increment. An Employee who retires after completing continuous employment in the Weston Public Schools in a position covered by this Agreement (See Article III,

Section 5 for additional clarification) for at least twelve (12) years but less than sixteen (16) years shall have the employee's terminal year's salary increased by 15%. An Employee who retires after completing continuous employment in the Weston Public Schools for sixteen (16) years or more shall have the employee's terminal year's salary increased by 20%. An employee who resigns after completing continuous employment in the Weston Public Schools for twenty (20) years or more shall have the employee's terminal year's salary increased by 20%. The employee may notify the Assistant Superintendent for Finance and Operations at the beginning of or during the employee's terminal year so that the amount so computed, based upon the anniversary date of the Employee, may be divided among the remaining checks of the employee's terminal year. To be eligible for the additional service increment, notification of resignation or retirement must be made to the Assistant Superintendent for Finance and Operations at least one month in advance. If the notification occurs a month before the resignation or retirement date, the employee will receive the same amount in a lump sum (less normal deductions) at the conclusion of the employee's employment and, if possible, as part of the employee's final salary check.

Section 6. An Employee whose employment is terminated as a result of the elimination of the employee's position by the School Committee shall be entitled to severance pay of half a month's salary provided the employee has been employed in a position covered by this Agreement for at least two (2) continuous years; and of one (1) month's salary after ten (10) years.

Section 7. Payday for employees shall be the 2nd and 4th Thursday of each month.

Section 8. Ten-month employees shall have a choice of salary payments in twenty or twenty-four equal installments per fiscal year.

Section 9. The Administrative Assistant to the High School Principal shall receive an annual stipend of \$2,500 as additional compensation for work related to annual graduation activities.

### Article III: Year and Hours of Work

Section 1. Except as specified below, full-time Employees will be employed for a twelve-month year; they will work a thirty-five hour week. These hours do not include daily lunch periods.

An Employee will occasionally work an extra half-hour on any day on which the employee's administrator so requests. This will be for no additional compensation, provided that it falls within the normal workweek that prevailed prior to the 1981 reduction from 37.5 hours per week to 35 hours per week. It is the intent of the parties that these extra amounts of time, at no additional compensation in any form, should constitute the exception, rather than the rule.

The parties agree that additional compensation will be made when an Employee is requested by the employee's administrator to schedule work more than 35 hours per week.

The parties further agree that by mutual agreement between the Employee and the employee's administrator the compensation for work scheduled in excess of 35 hours per week may be in the form of pay or compensatory time.

Subject to mutual agreement between an Employee, the Employee's current supervisor, and the Assistant Superintendent for Finance and Operations, a twelve-month Employee may elect to work an eleven-month year, with all pay and benefits pro-rated accordingly. The request to exercise this option must be communicated in writing to the Assistant Superintendent for Finance and Operations by February 1 of the year before the contract year for which the reduction is requested. Exercise of this option is considered a year-to-year decision and no employee will thereby surrender twelve-month employment rights; permanent changes in work year shall continue to be subject to Section 6 in this Article and Section 6 in Article IX.

- Section 2. Overtime compensation at the rate of one and one-half times the Employee's regular rate of pay will be paid for services actually performed on a Saturday, Sunday, or legal holiday, or for services actually performed in excess of 40 hours in a week. For purposes of computing overtime compensation, the Employee's regular hourly rate of pay shall be determined by dividing the employee's then applicable annual salary by the annual number of hours comprising the employee's regular assignment. (Full-time equals 1820 hours).
- Section 3. Part-time Employees are defined as those who staff a position approximately equal to regular full-time Employees except that by mutual agreement they work less time per day, per week, or per year than full-time Employees. Each part-time Employee shall receive in writing a statement showing the portion of full-time status for which the employee has been employed and which will be applied to the full-time salary schedule for purposes of determining the employee's annual salary. Except as specified to the contrary, part-time Employees are entitled to all the salary, rights and benefits, and conditions of full-time Employees under the terms of this Agreement in the proportion that the part-time Employee's hours bear to the hours per year of a full-time Employee covered by this Agreement.
- Section 4. A part-time Employee shall advance one full step on the full-time salary schedule for each year they serve as a part-time Employee.
- Section 5. A part-time Employee or a school aide who has worked half-time or more per week for a ten-month year and who accepts a full-time position, shall transfer years of service in their former position in the Weston Public Schools to the new position for computing longevity and retirement eligibility, provided the service is continuous service. The rate of two years of part-time service equals one year of full-time service and shall be credited retroactively.
- Section 6. In the event of a proposed change in the hours or days of a position, or a proposed change in the number of positions covered by this Agreement, the proposed change shall be communicated to the WEAAA Executive Committee in timely fashion.

Nothing in this Article shall be construed to limit the School Committee's sole discretion

to decide upon changes in the composition of the work force.

Article IV: Vacations

Section 1. A full-time Employee -- as defined in Article II, Section 1 -- shall be eligible for vacation with pay each fiscal year according to the length of continuous service in a position covered by this Agreement as of June 30 of that fiscal year. Vacation length eligibility is displayed in Appendix C. As of June 30<sup>th</sup> of any year, no employee may have more than one (1) year of accumulated vacation balance to carry into the next fiscal year. Any accumulated vacation balance from Vacation 1 in excess of one (1) year's worth shall be forfeited at the end of the day on June 30<sup>th</sup> ("use it or lose it").

Employees who were paid accrued Vacation 2 days during the 2013-2016 contract period shall be paid the difference between the amount paid and the current rate at the time of resignation or retirement. Employees with remaining Vacation 2 days will provide six (6) months notification prior to retirement and/or resignation so that the district can plan for the financial impact. The district will have up to six (6) months to pay out Vacation 2 balances should an employee not provide timely notification.

All part-time Employees shall be eligible for vacation pay in the proportion that the part-time Employee's hours bear to the hours per year of a full-time Employee covered by this Agreement.

Section 2. The parties agree that the scheduling of vacations shall be subject to approval by the administration.

Section 3. A part-time administrative assistant or a school aide who has worked half-time or more per week for a ten-month year and who accepts a full-time administrative assistant position, shall transfer years of service in the employee's former position in the Weston Public Schools to the new position for computing vacation eligibility, provided the service is continuous service. The rate of two years of part-time service equals one year of full-time service and shall be credited retroactively.

Section 4. Upon an Employee's resignation, retirement or death, the Employee (or the employee's primary beneficiary if termination is caused by death) shall receive vacation pay proportionate to the time worked since the employee's last previous vacation year.

Section 5. Each Employee shall receive notice of their accumulated vacation leave no later than September 1<sup>st</sup> of each year.

Article V: Holidays

Section 1. The following days shall be considered to be paid holidays for full-year Employees if schools are not in session. Ten-month Employees shall be paid for as many of these holidays as fall within the Employee's work-year.

New Year's Day  
Washington's Birthday

Labor Day  
Columbus Day

Patriots' Day  
Martin Luther King's Birthday  
Memorial Day  
Independence Day

Veterans' Day  
Thanksgiving Day  
Christmas Day

Section 2. Should any of the above holidays fall on a Sunday, the following Monday shall be considered to be a paid holiday; should any of the above holidays fall on a Saturday, the preceding Friday shall be considered to be a paid holiday, with a full day's pay at the employee's regular rate, except, however, that such days may be rescheduled by mutual agreement of the Employee and their immediate Administrator; in the event of disagreement, the final decision will be rendered by the Assistant Superintendent for Finance and Operations. By mutual agreement with their supervisor, an Employee may chose to substitute the first day of Rosh Hashanah (if on a weekday) or the day of Yom Kippur (if on a weekday) in place of the listed day of Good Friday; in other words, Employees may choose one of these three days of low attendance as a holiday (Good Friday, Rosh Hashanah, or Yom Kippur).

Article VI: Sick Leave

Section 1. All full-time Employees shall accrue sick leave on an annual, fiscal year basis at the rate of 1-1/2 days of sick leave per month worked during the year, with unlimited accumulation of sick leave. Part-time Employees shall be entitled to sick leave in proportion to their term of employment, with unlimited accumulation of sick leave. The annual sick leave entitlement will be issued on a fiscal year basis, July 1 through June 30.

Section 2. Sick leave is available for use only for cases of actual illness and/or disability of the Employee.

Section 3. Each Employee shall receive notice of their accumulated sick leave no later than September 1st of each year.

Section 4. An Employee shall be notified by the Assistant Superintendent for Finance and Operations when their absences exceed the employee's accumulated sick leave. Additional sick leave may be awarded, upon application of the Employee and the recommendation of the Superintendent, by the decision of the School Committee at its sole discretion.

Section 5. In case of an absence from work which is caused by an accident or injury occurring while the Employee was actively at work under this agreement, the School Committee shall make up the difference between the Employee's regular wages and the amount received under Workers' Compensation, and days absent because of such accident or injury shall not be charged against the accrued sick leave of the Employee. The Employee is obligated to reimburse the Town of Weston promptly for any duplicate payments arising out of delays in Workers' Compensation remittances.

Article VII: Maternity Leave

Section 1. Employees covered by this Agreement shall be eligible for childbearing leave in

accordance with the provisions of the Family Medical Leave Act.

Disabilities caused or contributed to by pregnancy, miscarriage, abortion, childbirth, and recovery therefrom shall be treated as temporary disabilities eligible for accumulated unused sick leave benefits under Article VI, Section 1 and 2.

Article VIII: Leaves and Other Absences with Pay

Section 1. Time off with pay for immediate family events/situations such as serious illness; bereavement; serious accidents; weddings; commencement exercises; and the like; shall be allowed upon request and at the discretion of the Employee's administrator, with right of appeal to the Superintendent, whose decision shall be final.

For the purposes of this section and all other relevant portions of this Agreement, "immediate family" shall be defined as the Employee's parent, spouse, child, brother, sister, brother-in-law, sister-in-law, parent of spouse, and grandchild(ren).

Section 2. Time off with pay for attendance at funerals, for moving days, religious obligations, legal obligations, and the like, shall be requested from and may be allowed by the Employee's administrator, with right of appeal to the Superintendent, whose decision shall be final.

Section 3. Attending professional education workshops, conferences, and seminars approved by the Administrator and the Superintendent or the superintendent's designee shall not result in loss of pay.

Section 4. Jury Duty: The Employer agrees to make up the differences in an employee's wages between a normal day's wages and compensation received for jury duty, where an employee is unable to report for work for some or all of the employee's regular shift due to jury duty. The Employee shall promptly furnish to the Administrator documents related to compensation for jury duty.

Article IX: Seniority and Vacancies

Section 1. Seniority means the length of continuous employment by the School Committee in a position covered by this Agreement. An Employee will acquire seniority after completing a ninety-day probationary period in such position, and their seniority shall then date from the beginning of the employment period in such a position.

Section 2. Whenever a vacancy -- professional or non-professional -- is to be filled, it will be adequately publicized at least ten (10) working days before the final date that applications must be submitted:

1. All postings will be sent to all employees over email from Human Resources to [all@weston.org](mailto:all@weston.org).

2. Job postings will be posted in the following locations: Main Offices of the High School, Middle School, Field School, Country School, and Woodland School, the Food Services Office, the Preschool Office, the Transportation Office, the Building and Grounds Office, and outside of the Human Resources Office in Case House.

Section 3. Vacancy notices shall set forth the location, specifications, qualifications, and compensation for the position as well as the date by which applications shall be filed with the Assistant Superintendent for Finance and Operations.

Section 4. In filling positions covered by this Agreement in the Weston Public Schools by promotions and voluntary transfers, employee's training, quality of previous work performance, experience, ability and suitability for the new position, and seniority shall be considered by the School Committee at its sole discretion. Initial placement on a salary schedule shall be decided at the sole discretion of the School Committee. Reasonable effort will be made to award credit for previous comparable experience equitably for all new Employees.

Section 5. Any Employee temporarily filling a vacancy of a higher classification because of illness, resignation or leave-of-absence, shall be paid at the higher rate after one month of such employment until such time as the vacancy has been filled.

Such temporary assignment shall be deemed to be in effect only following written notice to the administrative assistant by the Assistant Superintendent for Finance and Operations; similarly, termination of temporary assignment shall require written notice to this administrative assistant.

Section 6. If the number of positions now covered by this Agreement is reduced, the School Committee will seriously consider seniority as well as training, quality of previous work performance, experience, ability and suitability for another position when determining, at its sole discretion, which Employee will be laid off.

Section 7. In the event of a layoff or elimination of position, all affected Employees shall be eligible for recall to fill vacancies. No new permanent Employee shall be hired until such time as every Employee on the recall list has been given an opportunity to apply in writing to fill the vacancy.

a. The recall list will include affected, but not retired, Employees; beginning and ending dates of continuous service in the Weston Public Schools; name, address and telephone number. It is the affected Employee's responsibility to furnish current information and updated resume to the Personnel Office.

b. An Employee's name shall be maintained on the recall list for a maximum of two years after the effective date of layoff or elimination of position.

1. Persons on the recall list are encouraged to notify the Personnel Office if they no longer wish to be considered for recall.

2. An individual who refuses a job offer will be dropped from the recall list except when the refusal is for a verified medical reason. Medical reasons do not extend the recall period.

c. When a vacancy is to be filled:

1. The Personnel Office will notify by mail each affected former Employee on the recall list.
  2. Those interested must express this interest in writing within fourteen calendar days from the date of notification postmark.
- d. Upon recall, the Employee shall have restored all previously earned unused sick leave. Any Employee recalled will be considered as having been on unpaid leave of absence.
- e. If the recall occurs within the same contract year, compensation will be at the same level as prior to layoff or elimination of position.

If the recall occurs in the subsequent year, the compensation will be one step higher on the salary schedule.

Article X: Grievance Procedure

Section 1. A grievance is defined as an allegation by an Employee or group of Employees or the Association that one or more express terms or provisions of this Agreement have been violated or a dispute concerning the interpretation, meaning or application or any express term or provision of this Agreement.

Section 2. Any Employee covered by this Agreement shall have the right to present a grievance, individually or in concert with other Employees, and have it promptly considered on its merits. The initiation of a grievance by an Employee shall not cast any reflection upon the employee's standing in the Weston Public Schools. If an Employee so elects, the Association may represent the grievant at any stage of the grievance procedure.

Section 3. Grievance Levels:

Step I: Any Employee who has a grievance shall discuss the matter with his/her immediate Administrator within ten (10) school days after the Employee had, or reasonably should have had, knowledge of the event leading to the grievance. Every effort for an informal resolution shall be made, in a good faith attempt to resolve the problem.

Step II: If, in the estimation of the Employee, the grievance is not satisfactorily resolved in Step I, the grievant may, within five (5) school days after Step I discussion, present the grievance to the Superintendent of Schools or superintendent's designee for consideration. This presentation shall be in writing and shall include, at least, the following information:

- a. Name, job title, and category level of grievant;
- b. Brief statement of facts;
- c. Remedy requested;
- d. Immediate Administrator's (Step I) disposition;
- e. Signature(s) of grievant(s).

The Superintendent or the superintendent's designee within five (5) school days after receipt of the written grievance shall render their decision thereon. The Superintendent or the superintendent's designee may discuss the matter with the grievant and immediate Administrator. Whenever the Superintendent or the superintendent's designee has such discussion with the immediate Administrator, the grievant or, if the grievant chooses, the Association shall be provided with a similar opportunity.

Step III: If the Employee is yet aggrieved by the decision rendered in Step II, the grievant may refer the grievance, in writing, to the Chairman of the School Committee within five (5) school days after receipt of the Step II decision. The School Committee, or a subcommittee thereof, shall meet with the grievant as soon as possible and will render a written decision to the grievant and the Association not later than its next regular meeting after the end of the discussion of the grievance.

Step IV: If the decision of the School Committee is unsatisfactory, the Association may refer the grievance to Arbitration by giving written notice of such intent to the Superintendent of Schools and to the Chairman of the School Committee within ten (10) school days after receipt of the Step III decision.

If the Committee and the Association cannot agree within seven (7) school days after written notice specified above of the intention to arbitrate, then the party demanding arbitration shall within three (3) school days thereafter request a panel consisting of one member of the School Committee, one member of the Association, and one neutral person mutually selected by the Committee and the Association who will render within ten (10) school days a written decision which shall be final and binding. The panel shall be without power, authority, or jurisdiction to alter, add to or detract from the provisions of this Agreement, or to make any decision which changes or modifies any decision as to which the School Committee has sole discretion under the express terms of this Agreement. The panel's authority shall extend only to finding whether an Employee has been deprived of right or benefit included in the express terms of this Agreement.

Section 4. If any grievance is not filed at any step within the time limit specified, the grievance shall be deemed settled on the basis of the most recent disposition and shall not be eligible for further processing; and failure at any step of this procedure to communicate the decisions of a grievance within the specified time limits to the grievant and to the Association shall permit the grievant to proceed to the next step. Time limits may be extended by mutual agreement.

Article XI: Insurance and Annuity Plans

Section 1. Employees may, at their request, participate in a tax-sheltered annuity plan.

Section 2. For employees working more than twenty (20) hours per week, the School Committee will pay:

A. 50% of a two-thousand (\$2,000) dollar term life insurance policy.

B. 50% of the indemnity individual or family health care insurance coverage, whichever

applies in the particular case;

C. 80% on the non-indemnity individual or family health care insurance coverage, whichever applies in the particular case;

The above pertains to all plans presently in effect and such plans as may be mutually agreed upon.

Section 3. If the Town of Weston increases the percentage of payment of the cost of insurance for other Town employees, the same percentage rate shall apply to those Employees covered by this Agreement.

Section 4. Stipends will be added to the regular pay of those employees who were employed by Weston Public Schools as of July 1, 2007 and who choose non-indemnity health insurance as part of their Weston benefit package. The annual stipend amount will be divided equally by the number of pay periods. Upon the transfer into the Commonwealth of Massachusetts GIC, the applicable FY 2009 stipend amount, as set forth below, shall be fixed (“grandfathered”) as the stipend amount for the eligible employee, subject only to the agreed-upon base wage cost of living increases set forth in Appendix A, provided the eligible employee maintains health insurance coverage with the Town and the same type of coverage (i.e. individual or family). The stipend level will change to match coverage levels selected during the enrollment period for the coming year; e.g. switching individual coverage to family coverage will be accompanied by a change from the individual stipend to the family stipend then in effect.

The stipends amounts are:

	FY'17	FY'18	FY'19
	1.50%	1.25%	1.00%
	Increase	Increase	Increase
Former Blue Cross/Blue Shield			
Family	\$2,346.33	\$2,375.66	\$2,399.42
Individual	\$869.97	\$880.84	\$889.65
Former Harvard Pilgrim			
Family	\$2,127.09	\$2,153.68	\$2,175.22
Individual	\$782.03	\$791.80	\$799.72

If an eligible employee elects to opt out of health insurance for a given year, no stipend will be paid. If an employee opts into health insurance, and is eligible for the stipend according to this section, the employee shall receive the former Harvard Pilgrim stipend amount corresponding to the selected family or individual plan. If an eligible employee previously had health insurance with the Town, opted out and then later opted back in, that employee will receive the former Harvard Pilgrim stipend amount regardless of the employee's prior plan.

It is the intent of the School Committee to continue the provisions of Section 4 throughout the length of the employee's continued employment within the Weston Education Administrative Assistants Association bargaining unit.

The execution of this Agreement is without waiver of any of the Town's management rights and does not serve as any precedent for future actions of the Town.

Article XII: Tuition Reimbursement

- Section 1. An Employee is entitled to reimbursement up to \$1,200 annually of tuition paid for approved college, university, or business school courses which are related to job proficiency, and which have been completed successfully, subject to having received prior approval of the employee's Administrator and the Superintendent or the superintendent's designee.
- Section 2. Application for tuition reimbursement must be made to the Superintendent or the superintendent's designee and approved prior to registration for the course(s).
- Section 3. Reimbursements for approved courses are payable in full subject to approval of the reimbursement claim.

Article XIII: Use of Motor Vehicles

- Section 1. Employees required to use their motor vehicles in the performance of their assignments exclusive of commuting to and from work shall, upon approval of expense vouchers, be reimbursed at the rate per mile in force in accordance with the most recent vote of the Weston Board of Selectmen.

Article XIV: Meal Reimbursement for Evening Work

- Section 1. When an Employee is required to work overtime beyond 6:30 p.m., the employee shall be compensated for the cost of any required meal up to the amount of \$7.50, upon approval of expense vouchers.

Article XV: Miscellaneous – Weather Conditions

- Section 1. School Administrative offices will only close if Town Hall is closed or at the decision of the Superintendent. To be placed on the Town's robo call list, employees must provide all applicable phone numbers to the Business Office by September 1<sup>st</sup> of each year. The list will be updated each September. If changes to phone numbers occur during the course of the year, it is an employee's responsibility to notify the Business Office to request an update to the robo call list.
- Section 2. An emergency or unusual difficulty which causes an Employee to be absent from work after a reasonable effort to report had been made, may be allowed to use a vacation day, or a portion thereof, without loss of pay at the discretion of the Superintendent or his designee.

Section 3. Employees who are unable to report to work due to unusual circumstances related to weather emergencies are responsible for informing their supervisors as soon as possible on that day.

Article XVI: Enrollment of Children of Employees

Section 1. The children of non-resident Employees, who work at least 20 hours per week, may be entitled to enroll in the Weston Public Schools at the sole discretion of the School Committee. The fee per child is \$100 per school year.

Article XVII: Scope and Term

Section 1. The School Committee retains sole and complete responsibility and authority to supervise and control the Weston Public Schools and the Employees thereof including the Employees subject to this Agreement, including but not limited to determination of the size and composition of the work force and the subcontracting of work, except as limited or modified by the express provisions of this Agreement.

Section 2. This document constitutes the entire Agreement between the parties for the term hereof as to all matters subject to collective bargaining; negotiations for changes or additions shall be by mutual consent only. The parties further agree that all subjects which should have been bargained have been bargained.

Section 3. A copy of this Agreement shall be furnished to each Employee covered by it.

Section 4. This Agreement shall become effective July 1, 2013 and shall remain in effect until June 30, 2016.

The representatives of the Weston Education Administrative Assistants Association and the Weston School Committee having negotiated and reached agreement; and a majority of the members of the bargaining unit and of the School Committee having voted to accept such agreement.

IN WITNESS WHEREOF the Weston School Committee and the Weston Educational Administrative Assistants Association by their respective representatives duly authorized to affix their signature to this Agreement as of the 3rd day of August, 2016.

WHEREFORE, the Committee and the Association have caused this MEMORANDUM OF AGREEMENT to be executed, subject to ratification by both parties by their duly-authorized representatives, this 3rd day of August, 2016.

FOR THE WESTON EDUCATIONAL  
ADMINISTRATIVE ASSISTANTS  
ASSOCIATION

Donna E. Garlini  
Dumitru  
Sandra Bugni  
Piame Kaspora

Date: 8/4/16

FOR THE TOWN OF WESTON

E. J. Miller  
[Signature]  
Danville J. Black

Date: 8/3/16

**Appendix A  
Salary Schedule**

**Salary Rates Effective July 1, 2016  
(1.50% Increase)**

	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>
<b>Category I</b>	\$ 33,703	\$ 37,317	\$ 39,291	\$ 41,498	\$ 43,574
<b>Category II</b>	\$ 38,772	\$ 40,961	\$ 43,128	\$ 45,530	\$ 47,803
<b>Category III</b>	\$ 41,794	\$ 44,160	\$ 46,518	\$ 49,119	\$ 51,575
<b>Category IV</b>	\$ 42,621	\$ 45,040	\$ 47,448	\$ 50,109	\$ 52,613

**Salary Rates Effective July 1, 2017  
(1.25% Increase)**

**One Time \$200 Payment to all Active Members as of July 1, 2017**

	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>
<b>Category I</b>	\$ 34,124	\$ 37,783	\$ 39,782	\$ 42,017	\$ 44,119
<b>Category II</b>	\$ 39,257	\$ 41,473	\$ 43,667	\$ 46,099	\$ 48,401
<b>Category III</b>	\$ 42,316	\$ 44,712	\$ 47,099	\$ 49,733	\$ 52,220
<b>Category IV</b>	\$ 43,154	\$ 45,603	\$ 48,041	\$ 50,735	\$ 53,271

**Salary Rates Effective July 1, 2018  
(1.00% Increase)**

	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>
<b>Category I</b>	\$ 34,466	\$ 38,161	\$ 40,180	 42,437	\$ 44,560
<b>Category II</b>	\$ 39,649	\$ 41,888	\$ 44,104	\$ 46,560	\$ 48,885
<b>Category III</b>	\$ 42,740	\$ 45,159	\$ 47,570	\$ 50,230	\$ 52,742
<b>Category IV</b>	\$ 43,585	\$ 46,059	\$ 48,522	\$ 51,243	\$ 53,803

## Appendix B

### Job Category, Step, Assignment, Date of Continuous Employment

<u>Name of Employee</u>	<u>Date Employed</u>	<u>Position</u>	<u>Step</u>
Alamanos, Danette (11 yrs=5.5 yrs) (Aide 9/7/88-8/31/99)	September 1, 1999	Admin Asst. M.S. Principal	III 5
Bergin, Sandra (7 yrs = 3.5 yrs) (Aide 9/23/88-6/30/95)	July 5, 1995	Admin Asst. F.S. Principal	II 5
Byrne, Laureen	September 22, 1997	Admin Asst. Nurse's Office	I 5
Cinar, Janet (15 yrs = 7.5 yrs) (Aide 9/1/00-6/22/15)	July 20, 2015	Admin. Asst. Special Ed.	III 4
Cormay, Marcia	March 6, 1997	Business Office Admin Asst.	I 5
DeFoe, Katherine	October 4, 2008	Admin. Asst. METCO	I 5
Donnelly, Kathleen	December 30, 2002	Special Ed. Support	I 5
Gallagher, Mary	April 6, 2000	Admin Asst. W.S. Principal	II 5
Garlisi, Donna	June 25, 1991	Head Bookkeeper	IV 5
Kaskon, Diane	August 12, 1987	Admin Asst. H.S. Principal	III 5
Keyes, Anne	June 29, 2011	Assistant Bookkeeper	II 5
Portella, Angel	October 26, 2009	Admin. Asst. Transportation	I 5
Reid, Lori Jean (3.5 yrs =1.75 years) (Aide 1/22/99-6/22/03)	June 23, 2003	Admin Asst. H.S. Attendance	II 5
Sears, Diane (2 yrs = 1 yr) (Aide 10/4/96-8/27/98)	August 27, 1998	Admin Asst. C.S. Principal	II 5
Wadsworth, Christine	June 16, 1997	Admin Asst. H.S. Guidance	II 5
Webster, Diane (3 yrs =1.5 years) (Aide 9/3/98-8/27/01)	September 18, 2006	Admin Asst. Facilities	II 5

## Appendix C

### Vacation Schedule

<u>Length of Employment</u>	<u>Number of Vacation Days</u>
6 months-less than 1 year	5 days
1 year	10 days
2 years	11 days
3 years	12 days
4 years	13 days
5 years	15 days
6 years	16 days
7 years	17 days
8 years	18 days
9 years	19 days
10 years	20 days
15 years	21 days
20 years	22 days
25 years	23 days

## Appendix D

### Job Categories Alphabetically

Category I	Category II	Category III	Category IV
Business Office Support	Assistant Bookkeeper	High School Principal	Head Bookkeeper
Elementary Library*	Attendance	Middle School Principal	
METCO Office	Buildings and Grounds	Payroll Supervisor	
Nurses' Office	Elementary Principal	Student Services Administrative Asst.	
Receptionist* (Case House)	Guidance Office	.	
Special Education Support			
Switchboard*			
Transportation			
Technology and Libraries*			

\*Position not filled

**Appendix E**  
**Evaluation Guidelines and Procedures**

1. The purpose of the evaluation is as follows:
  - a. To provide information for the continuous improvement of performance.
  - b. To provide a record of facts and assessment for personnel decisions.
2. Employees shall be given the opportunity to respond, in writing, to their formal evaluation reports. Such response shall be included in the employee's personnel file.
3. The evaluation will be signed by the employee and the evaluator. The employee's signature does not necessarily imply agreement with the substance of the evaluation but rather indicates that the evaluation has been received and reviewed.
4. The evaluator, under normal circumstances, shall meet with the employee to discuss the written evaluation or provide, in writing, documentation for rating performances of "Needs Improvement and/or Unsatisfactory" within ten (10) business days of the employee's receipt of the written evaluation.
5. To address any rating(s) of "Needs Improvement and/or Unsatisfactory", the evaluator, with input from the employee, shall devise an action plan for improvement.
6. Under normal circumstances, the written evaluation shall be furnished to the employee on or before June 1 of each school year.
7. The evaluator will attempt to bring issues to the attention of the employee in a timely manner.

**WEAAA Evaluation Form**

Position Title: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Evaluation Date: \_\_\_\_\_

**Annual Performance Rating:**

<b>Scale Rating</b> 4 = Exceeds Expectations 3 = Meets Expectations 2 = Needs Improvement 1 = Unsatisfactory	<b>Enter Score in This Column for Each Blue Section</b>
--	---

**1 Demonstrated Knowledge of Position and Produces Quality Work**

*Performance Indicators:*  
Performs duties and responsibilities reliably, accurately and on a timely basis  
Is regular in attendance at work and observes established working hours

**2 Demonstrates Ability to Plan, Organize and Set Priorities**

*Performance Indicators:*  
Ability to plan, prioritize, and organize work to ensure completion of work on a timely basis  
Ensures expected results of a high quality are achieved on time and through utilization of appropriate resources

**3 Demonstrates Adaptability, Flexibility and Commitment**

*Performance Indicators:*  
Provides accurate and timely technical assistance to others as required  
Ability to interpret and respond to new situations, problems, procedures, and methods  
Teamwork: ability to collaborate with co-workers inside and outside the work unit to meet overall objectives

**4 Ability to Make Sound Decision and Uses Sound Judgment**

*Performance Indicators:*  
Recognizes "emergencies" separate from daily responsibilities and reacts accordingly  
A self-starter - displays initiative; takes responsibility and action to accomplish work effectively  
Seeks subordinate and/or peer input, as necessary, to help resolve issues effectively

**5 Demonstrates Effective Communication Skills**

*Performance Indicators:*  
Keeps supervisor informed, as appropriate  
Effectively interacts with others on all levels throughout the organization, including parents, staff, co-workers, etc. and maintains a positive attitude.  
Effective in expressing thoughts and ideas both verbally and in written format

**6 Demonstrates Professionalism and Integrity**

*Performance Indicators:*  
Ability to meet established job standards and maintains a high level of data integrity  
Demonstrates respect for co-workers  
Engages in professional growth activities, i.e. conference, workshops, seminars, trainings

**Annual Performance Rating (Average of Above):**

**WEAAA Evaluation Form**

Position Title: \_\_\_\_\_

Employee Name: \_\_\_\_\_

What are the major strengths of the employee?

Actionable and meaningful suggestions, provided by the evaluator to the employee, for each indicator with a score of "1" or "2".

Objectives to be accomplished by the employee during the next review period:

**Acknowledgement of Receipt**

**I have received and read a copy of my evaluation. I understand that by signing the evaluation, I am not indicating agreement with the contents. If I disagree with the content of the evaluation, I may attach my comments in writing. My comments will be attached to my evaluation and placed in my personnel folder.**

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Employee Signature

Date

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Print Name

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Supervisor Signature

Date