

# **Agreement**

**between**

**Grafton School Committee**

**and**



**Grafton School  
Support Staff Employees**

**JULY 1, 2007 – JUNE 30, 2010**

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## **Article 1**

### **Purpose**

Pursuant to the provisions of Massachusetts General Laws, Chapter 150E, Section 4, this Agreement is made by and between the Grafton School Committee for the Grafton School District (the "Employer") and the school employees as represented by S.E.I.U., LOCAL 888 (the "Union"), and has as its purpose the promotion of harmonious relations between the Employer and the Union.

## **Article 2**

### **Recognition of Union; Definition of Employee**

The Employer recognizes the Union as the sole and exclusive bargaining agent on questions of wages, hours, and conditions of employment for all full-time and regular part-time employees employed in the following classifications by the Grafton School District:

Administrative Secretary	Cafeteria Manager
Clerk Typist	Cafeteria Cook
Library Aide	Cafeteria Helper
School District Aide	

but excluding all managerial, confidential, casual, temporary, substitute and other employees.

## **Article 3**

### **Union Security**

A. Dues. For the duration of this Agreement Union dues will be deducted from each paycheck of an employee who individually and voluntarily certifies in writing authorizing such deductions. The Union agrees to indemnify and hold the Grafton School District and the Town of Grafton harmless against any and all claims,



suits or other forms of liability arising out of the deduction of money for Union dues from employee's pay. The Union assumes full responsibility for the disposition of moneys so deducted once they have been turned over to the treasurer of the Union who will provide such information to the Town Treasurer as may be required by the Town Treasurer under Section 17A of Chapter 180 of the Massachusetts General Laws.

B. Agency Fee.

1) An Agency Fee, in an amount allowed by law, will be deducted from each paycheck of a member of the bargaining unit who is not a member of the Union.

2) The Union agrees to indemnify and hold the Grafton School District and the Town of Grafton harmless against all claims, suits or other forms of liability arising out of the deductions of such Agency Service Fee from an employee's pay or of application of this Section B. The Union agrees to assume full responsibility for the disposition of the monies so deducted once they have been turned over to the Treasurer of the Union, who will provide such information to the Town Treasurer as may be required by the Town Treasurer under Section 17G of Chapter 180 of the Massachusetts General Laws.

3) This Section B will not apply to any employee who has authorized the Town Treasurer to deduct Union dues under Section 3A of this Article.

4) The Employer will not be required to take any action against a member of the bargaining unit for failure to meet his or her Agency Service Fee obligation.

5) It is understood by the Employer and the Union that deduction of the Agency Service Fee will be made only during the existence of an executed agreement between the Employer and the Union.

## **Article 4**

### **No Strike**

A. No employee covered by this Agreement will engage in, induce or encourage any strike, work stoppage, slowdown, sickout, picketing, sympathy strike or other withholding of services from the School District, including so-called work-to-rule, refusal to perform in whole or in part duties of employment, however established, and the withholding of overtime services. The Employer will not lock out employees covered by this Agreement.

B. The Union agrees that neither the Union nor any of its officers, agents or members, nor any employee covered by this Agreement, will call, institute, authorize, participate in or sanction any strike, work stoppage, slowdown, sick out, picketing, sympathy strike or other withholding of services, including so-called work-to-rule, refusal to perform in whole or in part duties of employment, however established, and withholding of overtime services, including upon termination of this Agreement.

C. The Union agrees further that should any employee or group of employees covered by this Agreement engage in any such job action, the Union will forthwith disavow such activity, refuse to recognize any picket line established in connection therewith, and take all reasonable means to induce such employee or group of employees to terminate such job action.

D. Violation of this Article or refusal to cross any picket line in the performance of duty will be a violation of this Agreement and will be just cause for disciplinary action by the Employer against an employee and such other action as the Employer may deem appropriate.

E. The Employer may, in addition to the remedies under Chapter 150E of the General Laws or this Agreement, file an action in the court of appropriate jurisdiction to enforce this Article.



## **Article 5**

### **Management Rights**

Except to the extent that such rights are expressly limited by a specific provision of this Agreement, the rights, powers, responsibilities and authority of the Employer will include, but not be limited to, the following:

- (a) to direct and conduct the educational affairs of the District and its schools, programs and departments;
- (b) to direct and control all the operations and services of the District and its schools;
- (c) to direct, supervise, and evaluate employees, including the establishment of the evaluation instrument, the frequency of evaluations and the conducting of the evaluation;
- (d) to conduct mandatory professional improvement programs provided, however, that employees may not be required to attend such programs during the school vacations;
- (e) to develop, evaluate and determine the educational curriculum;
- (f) to schedule, assign and cancel classes and courses;
- (g) to determine the organization and the number of personnel of the District and its schools;
- (h) to schedule and grant leaves;
- (i) to determine new employee classifications;
- (j) to create, determine, interpret and change job descriptions;
- (k) to subcontract out work;
- (l) to determine the level of student competency;
- (m) to assign and transfer employees;
- (n) to assign classrooms to employees; to schedule and enforce working hours;
- (o) to purchase or lease goods, books, or services;
- (p) to hire, appoint and promote;
- (q) to demote, suspend, discipline and discharge, provided that suspension or discharge of a non-probationary employee will be subject to just cause (if demotion is a disciplinary action for a cafeteria employee, it will be subject to just cause);
- (r) to lay off or relieve employees due to lack of work, lack of funds, or for other lawful reasons;
- (s) to determine class size;

- (t) to make and enforce rules and regulations, including procedures and penalties for violation;
- (u) to change or eliminate existing equipment, facilities, programs or schools; and
- (v) to institute technological change,

The exercise of the rights contained in this Article will not be a matter subject to grievance or arbitration.

## **Article 6**

### **Discrimination and Coercion**

The Superintendent and/or his or her designee and the Union will not discriminate against any employee because of his or her activity or membership or non-membership in the Union. The Superintendent and/or his or her designee and the Union will not discriminate against any employee on the basis of age (as defined by law), race, color, sex, religion, national origin, sexual orientation (as defined by law), disability or genetic information.

## **Article 7**

### **Grievance and Arbitration Procedure**

A grievance means an allegation by one or more unit member(s) that a specific provision of this Agreement has been breached in its application to him/her/them. Any such grievances will be resolved in the following manner:

1. A unit member with a grievance will first discuss it with the union steward and immediate supervisor with the object of resolving the matter informally. Such a grievance must be initiated within seven (7) days after the event giving rise to the grievance or after the grievant knows, or should know, of the alleged violation with the exception of school vacations, during which a grievance must be filed within twenty (20) days. The supervisor will respond within seven (7) days.



2. If the aggrieved person is not satisfied with the disposition of the grievance at level 1, or if no decision is rendered within seven (7) days after the presentation of the grievance, the aggrieved employee may, within seven (7) days, take up the grievance in writing, stating the article and provision(s) of the Agreement alleged to have been violated with the Superintendent or his or her designee, with the exception of all school vacations, during which time the grievance must be filed within twenty (20) days. The Superintendent or his/her designee will respond to the union steward in writing within ten (10) days.

3. If the grievance is still unsettled, the Union, within thirty (30) days after the reply of the Superintendent is due, may request arbitration by written notice to the American Arbitration Association.

The jurisdiction of the arbitrator will be limited to the interpretation and application of the provision(s) of this contract. The arbitrator will have no authority to alter, modify, or amend this agreement in any way. The arbitrator may only rule on the question or questions presented.

The expense of the arbitrator's services and the proceeding, including stenographer expenses, if any, will be borne equally by the Employer and the Union.

Grievances involving suspensions or termination(s) will begin at the second step.

The arbitrator shall not issue a decision that is contrary to state or federal law.

Either party shall have the right to have a transcript made of the proceedings, in which case the transcript shall be designated by the parties as the official record of the proceedings. Both parties shall share the expense of providing a copy of the transcript to the arbitrator.

The arbitrator shall decide any disciplinary cases based upon the preponderance of the evidence standard of proof.

4. The failure of the supervisor or the Superintendent or her designee to respond within the time limits specified above shall be deemed a denial of the

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grievance, and the employee or Union may move the grievance to the next step in the procedure, except only the Union may move the item to Step 3.

5. Both parties may, upon mutual agreement, waive the time limit at any step.

## **Article 8**

### **Seniority**

The length of continuous service of the employee in the bargaining unit shall determine the seniority of the employee.

In the case of a newly recognized unit, all members coming under the contract will retain their length of service from their date of hire.

When an employee is on leave, or is on recall, such leave or recall shall not be considered a break in service for the purpose of seniority.

## **Article 9**

### **Hours of Work**

For purposes of payroll, the work week will begin on Sunday and end the following Saturday.

The regular schedule will consist of Monday through Friday, and the hours of work will be continuous from start to finish. Each employee who is regularly scheduled to work at least four (4) hours will receive a one half (1/2) hour unpaid lunch break. Each employee who is regularly scheduled to work at least four (4) hours will receive a ten (10) minute paid break, in addition to the lunch break.

Work and lunch breaks shall be scheduled by the employee's direct supervisor.

Administrative Secretaries may be scheduled on a full calendar year schedule, effective on July 1, 2002.

An Administrative Secretary may petition his/her Building Administrator by June 1 to work a "summer schedule." The "summer schedule shall be defined as the day after that academic year-end until the first date the teachers report back to school in the following academic year.

The "summer schedule" shall be determined by each individual Building Administrator, at his or her discretion, based on building and administrative needs. The "summer schedule" shall be limited to changes in the start and finish of the shift (Administrative Secretaries will continue to work the regular schedule, as defined in paragraph 2 of this Article, and without any reductions in total hours of work during the workweek.) The Building Administrator's decision shall be final and shall not be the subject of a grievance.

An Administrative Secretary, approved to work a "summer schedule," shall do so for the entire summer season as defined above.

## **Article 10**

### **Overtime**

A. Employees covered by this Agreement will be paid overtime at the rate of time and one half their regular rates of pay for all hours actually worked in excess of forty (40) hours in a work week.

B. Any employee called back to work on the same day after having completed his or her assigned work, and after having left the place of employment, will be paid at the rate of time and one half for all hours worked on recall.

C. Employees may be required to perform overtime only during the regular work years, i.e., not during the school vacations, except for administrative secretaries and clerk typists.



## **Article 11**

### **Holidays**

Full-time employees as defined by this Agreement will be paid for the following holidays:

New Year Day	Columbus Day
Martin Luther King Day	Veterans Day
Washington's Birthday	Thanksgiving Day
Patriots Day	Day after Thanksgiving
Memorial Day	Day before Christmas
Labor Day	Christmas Day

A part-time employee who is regularly scheduled to work five (5) days per week will be eligible for holiday pay for any holiday that falls within the employee's work week. Part-time employees are entitled to be paid for holidays that occur in weeks in which they are regularly scheduled to work.

An employee who works the day before and day after Independence Day will be paid for that holiday.

For purposes of this Article only, "full-time" means a regular schedule of at least six and one half (6½) hours per day [thirty two and one half (32½) hours per week], except for cafeteria managers, for whom "full-time" will mean six (6) hours per day [thirty (30) hours per week].

## **Article 12**

### **Full-Time Employment**

An employee who is regularly scheduled to work at least six (6) hours per day [thirty 30 hours per week] will be considered a full-time employee.

## **Article 13**

### **Sick Leave**

A. Each employee will be credited with one and one quarter (1 1/4) days of sick leave for each month of work. Sick days may be accumulated up to one hundred and forty-two (142) days.

B. The Superintendent or Principal may require employees to produce a physician's note or be examined by a physician designated by the Superintendent or Principal, for an absence of three (3) or more days or if a pattern of sick leave abuse exists or be subject to other verification as the Superintendent or Principal deems appropriate.

C. An employee who is scheduled to work, and does work, in either July or August, shall receive sick leave credit for time worked during that month, on a pro rata basis.

## **Article 14**

### **Personal Leave**

Employees may be granted personal leave upon approval of the Superintendent of Schools. Personal leave will not exceed four (4) days in any one (1) fiscal year. Personal leave requests must be submitted forty-eight (48) hours prior to the date requested, with the exception of emergency situations.

Except in cases of emergency, personal leave will not be used to extend holiday or school vacation time.

## **Article 15**

### **Bereavement Leave**

In the event of each case of death in the immediate family of a unit member, he/she will be granted, at his/her request, reasonable and necessary time off as funeral



leave on any of the days prior to the funeral, on the day of the funeral, or on days after the funeral, without loss of pay, to the extent set forth in the schedule below:

Death of a spouse, partner, child, or step-child, parent or step-parent: Five (5) days without loss of pay.

Death of a relative living in the same household: Three (3) days without loss of pay plus two (2) additional days in a non-pay status, or chargeable at the employee's option to any available personal leave.

Death of a sibling: Two (2) days without loss of pay plus two (2) additional days in a non-pay status, or chargeable at the employee's option to any available personal leave.

Death of a grandparent, brother-in-law, sister-in-law, or parent-in-law: One (1) day without loss of pay plus one (1) day in a non-pay status, or chargeable at the employee's option to any available personal leave.

Death of an aunt, uncle, niece or nephew: One (1) day without loss of pay for the purpose of attending the funeral or memorial service.

## **Article 16**

### **Jury Duty**

An employee will be paid his or her regular rate of pay for the first three (3) days or any portion of three (3) days, that the employee serves on a jury in accordance with Massachusetts law. Payment will be made upon submission of proof of jury service to the Superintendent's office.

## **Article 17**

### **Insurance**

The School District and the Union agree that all fringe benefits, including health and life insurance, are subject to M.G.L. c.150E.

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**Article 18**  
**Union Steward**

The identification of the 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.

If the Superintendent and the Union Steward agree to meet during the Steward's scheduled work time, the Steward will be paid for such meeting time.

**Article 19**  
**Job Posting and Bidding**

A. When a bargaining unit position becomes vacant, and if the School District intends to fill it, the vacancy will be posted for five (5) work days in a conspicuous place, listing rate of pay, job duties and qualifications for the position. During school vacation periods, notice will be posted for ten (10) calendar days, and a copy will be mailed to any employee who has provided the Superintendent's office with a self-addressed envelope.

B. Any member of the bargaining unit who applies for the position and who meets the minimum qualifications will be granted an interview.

C. The Employer will base its selection of a member of the bargaining unit on the following criteria:

1. Qualifications
2. Job Performance
3. Seniority (provided the employees are equal on the first two criteria)

D. No selection will be made until after the expiration of the posting period.



E. In the case of the lateral transfer of a Food Service Worker, the most senior applicant will be selected, subject to the Principal's approval.

F. Nothing in this Article will prohibit the Employer from hiring from outside the bargaining unit.

G. The selection of candidates will not be subject to Article 7, Grievance and Arbitration Procedure, but the procedure described in this Article will be subject to Article 7.

## **Article 20**

### **Layoff and Recall**

A. For the purposes of layoff and recall, only permanent employees are covered under this Article. All temporary, casual, substitute and probationary employees will be laid off before any permanent employee is laid off.

B. The School District may lay off an employee for lack of work, lack of funds, or other lawful reasons. The Superintendent of Schools will determine the order of layoff on the basis of experience, performance and qualifications. If two or more employees with the same job classification are determined by the Superintendent to be equal on the basis of the criteria set forth, the least senior of those employees will be laid off first.

C. An employee who has been laid off will be entitled to recall rights for a period of nine (9) months from the effective date of the layoff. Employee eligibility for recall will be determined based on the same factors applicable to layoff. If two or more employees who were laid off from the same job classification are equal based on those factors, the most senior employee will be recalled first. An employee who is being offered the opportunity for recall will be notified in writing. The employee must notify the Superintendent no later than seven (7) calendar days after the date of the recall notice if he or she wished to return to work. If the employee fails to respond

within the seven (7) day period, the employee will forfeit recall rights under this Article. An employee may refuse to be recalled to a position paying less than the employee's previous position without forfeiting his or her recall rights.

D. An employee who is laid off and then recalled will be eligible for the wages and fringe benefits to which the employee was entitled as of the effective date of the layoff.

E. In connection with any notice to be sent pursuant to this Article, it will be the responsibility of the employee to advise the Superintendent of the address to which all notices should be sent, and the School District may rely on such information supplied by the employee.

F. Any laid off cafeteria employee will be offered an opportunity to bump into a lower classification in the same category, providing that the following criteria are satisfied. The employee must be longer in length of service in the School District of Grafton than the individual in the classification he or she seeks to bump into. In addition, the bumping employee must meet the qualifications for the classification and the requirements of the classification, if any.

## **Article 21**

### **Health and Safety**

A joint health and safety committee will be formed comprised of two (2) members of the bargaining unit and two (2) representatives of the Employer. This committee will meet twice during each school year to review all issues of occupational safety conditions and to make recommendations on problems which are present.



## **Article 22**

### **Wages**

Employees will be paid wages in accordance with the Wage Schedule attached to this Agreement.

Base wage increases for "year round" employees shall be as follows:

Effective 7/1/07	3%
Effective 1/1/08	3%
Effective 7/1/09	3%

Base wage increase for "school year" employee shall be as follows:

Effective the first day of the 2007-2008 academic year	3%
Effective the first day of the 2008-2009 academic year	3%
Effective the first day of the 2009-2010 academic year	3%

## **Article 23**

### **Longevity**

Employees will be entitled to an annual longevity stipend as follows:

After seven (7) years of service <sup>1</sup> :	\$400.00
After ten (10) years of service	\$575.00
:	
After fifteen (15) years of service:	\$725.00
After twenty (20) years of service:	\$825.00

Employees shall receive their longevity stipend, according to years of service, in the first payroll cycle after the employee's hire date.

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<sup>1</sup> Any employee reaching his/her fifth year as of January 1, 1999, shall be grandfathered, and received this longevity stipend at five, rather than seven, years.

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**Article 24**  
**Permanent Appointment**

A. All bargaining unit members will receive permanent appointment upon completion of nine (9) months of service to the Grafton Public School system in a permanent position.

B. A permanent employee, as defined by this Article, will have the right to grieve his or her discharge or suspension by initiating a grievance at the Superintendent's level.

C. Reserved for future use.

**Article 25**  
**Bulletin Board**

The School District will provide a bulletin board in each school for Union notices.

**Article 26**  
**Miscellaneous Provisions**

A. Part-Time Employee Benefits. Except as otherwise provided by law or this Agreement, part-time employees will receive all benefits on a prorated basis.

B. Mileage. An employee who uses his or her personal vehicle for job related functions, with the prior approval of the Employee's supervisor or the Superintendent, will be reimbursed for mileage at the rate paid to Town employees.

C. Cafeteria Employees Working Out of Classification. An employee assigned to work in a higher classification will be paid at the higher rate for all such days. An employee will be paid all leave benefits, except as provided in Article 11 (Holidays), during the period of higher classification at the employee's permanent classification rate.



D. Reporting Date. An employee covered by this Agreement will receive written notice by July 15 as to when to report for the following school year, subject to the School District's right to lay off employees.

## **Article 27**

### **Savings Clause**

If any article or section of this Agreement or any addendum to this Agreement should be held invalid by operation of law or by any tribunal of competent jurisdiction, or if compliance with, or enforcement of, any article or section should be restrained by such a tribunal, the remainder of this Agreement will not be affected and will remain in full force and effect. In such an event, the parties will enter into collective bargaining negotiations for the purpose of arriving at a mutually satisfactory replacement.

## **Article 28**

### **Stability and Completeness**

A. The parties acknowledge that during the negotiations which preceded this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the Employer and the Union, for the life of this Agreement, each voluntarily and unqualifiedly waives the right, and each agrees that the other will not be obligated, to bargain collectively with respect to any subject or matter referred to or covered in this Agreement.

B. This Agreement may only be amended by a written agreement signed by both parties.

C. The failure of the School District or the Union to insist in any one or more incidents, upon performance of any of the terms or conditions of the Agreement, shall not be considered as a waiver or relinquishment of the right of the School District or the Union to future performance of any such term or condition, and the obligations of the School District and the Union to such future performance shall continue in full force and effect.

## **Article 29**

### **Exchange of Views**

In the interest of a harmonious collective bargaining relationship, the School Committee and the Union will meet twice per school year during the term of this Agreement, except during the year prior to contract expiration, during non-work hours, for the purpose of exchanging views and information on pertinent matters, and not for the purpose of negotiations.

## **Article 30**

### **Family and Medical Leave Act, Small Necessities Leave Act and Maternity Leave**

Employees will be entitled to Family and Medical Leave Act leave, Small Necessities leave and Maternity leave in accordance with the policy of the School Committee, subject to law.

If the Superintendent requires an employee to obtain a medical certification from a health care provider other than the employee's regular health care provider, the Employer will reimburse the employee for the cost of obtaining this certification.



## **Article 31**

### **Discipline**

The Superintendent or his or her designee may impose disciplinary action on permanent employees for just cause. Disciplinary action may include, but is not limited to:

1. Oral Reprimand
2. Written Reprimand
3. Suspension
4. Discharge

The Superintendent will give written notice to employees within five (5) days of imposing items 3 and 4 above and will forward a copy to S.E.I.U., LOCAL 888.

Written notice regarding suspension will specify the number of days imposed. Disciplinary actions under items 3 and 4 above can be grieved and if so, may be filed at the second step of the grievance procedure.

No employee will be terminated or suspended for more than five (5) days without an informal hearing before the Superintendent. At least forty-eight (48) hours written notice of the hearing will be given to the employee and the Union.

## **Article 32**

### **Inclement Weather/Emergencies**

All employees in the bargaining unit will be paid for all hours worked if, due to inclement weather or in an emergency, the Superintendent cancels school once said employees have reported for duty.

## **Article 33**

### **Vacation Leave**

Administrative secretaries assigned to work a full calendar year schedule will accrue paid vacation leave according to the following Schedule:

0-1 years	One day per month to a maximum of 5 days
1-5 years	10 days
6-10 years	15 days
11+ years	20 days

Administrative secretaries assigned to work a full calendar year schedule may be granted unpaid vacation leave according to the following schedule:

0-1 yrs.	up to 5 days
1-5 yrs.	up to 10 days
6-10 yrs.	up to 5 days
11+ yrs.	No unpaid vacation leave

Eligibility for vacation leave shall be determined by years in the classification of Administrative Secretary for the Grafton School District.

Vacation leave must be used when school is not in session (i.e., during the summer or school vacation). All requests for vacation leave must be in writing, submitted to the principal at least 30 calendar days prior to the date for which vacation leave is requested. Vacation leave requests are subject to the approval of the school principal and the Superintendent.

The denial of a request for either paid or unpaid vacation leave shall not be subject to the grievance process.

Nothing in this article shall be interpreted to grant vacation leave, either paid or unpaid, to an administrative secretary that has not been assigned to a full calendar year schedule or to any other employee.



**Article 34**  
**Clothing Allowance**

Cafeteria Helpers, Cafeteria Cooks and Cafeteria Managers shall be reimbursed for up to sixty dollars (\$60) per academic year for the purchase of uniforms. The content, color and style of the uniform shall be designated by the Superintendent or his or her designee and may be changed from time to time. Employees who purchase uniforms not in accordance with that designated by the Superintendent or his or her designee shall not be reimbursed pursuant to this Article. All employees that are eligible for a clothing allowance must wear their uniform as a condition of employment.

**Article 35**  
**Job Descriptions**

There shall be a Committee established to meet and discuss the job descriptions for all classifications in the bargaining unit. The Committee shall consist of two representatives of the School District and two representatives of the Union. The Committee shall make recommendations to the Superintendent or his or her designee with respect to any changes to one or more of the job descriptions it believes may be appropriate.

## Article 36

### Duration

This Agreement will continue in effect from July 1, 2007 through June 30, 2010 and will thereafter be automatically renewed for successive terms of one (1) year each, unless by February first of the year in which the contract is due to expire, either the School Committee or the Union will have given the other written notice of its desire to modify or terminate this Agreement.

IN WITNESS WHEREOF, the parties of this Agreement have caused these presents to be executed by their agents hereunto duly authorized, and their signature to be affixed hereto.

GRAFTON SCHOOL COMMITTEE

S.E.I.U., LOCAL 888  
SUPPORT STAFF EMPLOYEES

Donna K. Stock  
Donna Stock  
Chair

Nichelle Deaull

Susana Segat. SEU 888 President

DATE: 11.30.07

DATE: \_\_\_\_\_



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## WAGE SCHEDULE\*

### **Support Staff**

Effective July 1, 2007 for "year round" employees

Effective the first day of the 2007-2008 academic year for "school year" employees

3.00%

<b>Steps</b>	<b>School District Aide</b>	<b>Clerk/Typist</b>	<b>Library Aide</b>	<b>Admin Secretary</b>
<b>Entry</b>	11.39	11.97	11.97	14.90
<b>1</b>	11.83	12.42	12.42	15.46
<b>2</b>	12.06	12.67	12.67	15.78
<b>3</b>	12.30	12.93	12.93	16.08
<b>4</b>	12.54	13.19	13.19	16.39
<b>5</b>	12.79	13.42	13.42	16.74
<b>6</b>	13.02	13.71	13.71	17.03

### **Cafeteria Staff**

Effective July 1, 2007 for "year round" employees

Effective the first day of the 2007-2008 academic year for "school year" employees

3.00%

<b>Steps</b>	<b>Cafeteria Helper</b>	<b>Cafeteria Cook</b>	<b>Cafeteria Manager</b>
<b>Entry</b>	10.17	11.60	12.75
<b>1</b>	10.58	12.04	13.25
<b>2</b>	10.76	12.28	13.48
<b>3</b>	10.99	12.51	13.76
<b>4</b>	11.20	12.78	14.04
<b>5</b>	11.43	13.02	14.29
<b>6</b>	11.63	13.28	14.58



### **Support Staff**

Effective July 1, 2008 for "year round" employees

Effective the first day of the 2008-2009 academic year for "school year" employees

3.00%

<b>Steps</b>	<b>School District Aide</b>	<b>Clerk/Typist</b>	<b>Library Aide</b>	<b>Admin Secretary</b>
<b>Entry</b>	11.73	12.33	12.33	15.35
<b>1</b>	12.19	12.79	12.79	15.92
<b>2</b>	12.42	13.05	13.05	16.25
<b>3</b>	12.67	13.31	13.31	16.56
<b>4</b>	12.91	13.59	13.59	16.88
<b>5</b>	13.18	13.82	13.82	17.24
<b>6</b>	13.41	14.12	14.12	17.54

### **Cafeteria Staff**

Effective July 1, 2008 for "year round" employees

Effective the first day of the 2008-2009 academic year for "school year" employees

3.00%

<b>Steps</b>	<b>Cafeteria Helper</b>	<b>Cafeteria Cook</b>	<b>Cafeteria Manager</b>
<b>Entry</b>	10.47	11.95	13.13
<b>1</b>	10.90	12.40	13.64
<b>2</b>	11.09	12.65	13.89
<b>3</b>	11.32	12.89	14.17
<b>4</b>	11.53	13.17	14.46
<b>5</b>	11.78	13.41	14.71
<b>6</b>	11.98	13.68	15.02

### **Support Staff**

Effective July 1, 2009 for "year round" employees

Effective the first day of the 2009-2010 academic year for "school year" employees

3.00%

<b>Steps</b>	<b>School District Aide</b>	<b>Clerk/Typist</b>	<b>Library Aide</b>	<b>Admin Secretary</b>
<b>Entry</b>	12.09	12.70	12.70	15.81
<b>1</b>	12.56	13.18	13.18	16.40
<b>2</b>	12.80	13.44	13.44	16.74
<b>3</b>	13.05	13.71	13.71	17.06
<b>4</b>	13.30	14.00	14.00	17.39
<b>5</b>	13.57	14.24	14.24	17.76
<b>6</b>	13.81	14.54	14.54	18.06

### **Cafeteria Staff**

Effective July 1, 2009 for "year round" employees

Effective the first day of the 2009-2010 academic year for "school year" employees

3.00%

<b>Steps</b>	<b>Cafeteria Helper</b>	<b>Cafeteria Cook</b>	<b>Cafeteria Manager</b>
<b>Entry</b>	10.79	12.30	13.53
<b>1</b>	11.22	12.77	14.05
<b>2</b>	11.42	13.03	14.30
<b>3</b>	11.66	13.28	14.60
<b>4</b>	11.88	13.56	14.89
<b>5</b>	12.13	13.81	15.16
<b>6</b>	12.34	14.09	15.47