

MEMORANDUM OF AGREEMENT
BETWEEN THE
WESTFORD EDUCATION ASSOCIATION
AND
THE WESTFORD SCHOOL COMMITTEE

This limited Memorandum of Agreement (“MOA”) is entered into by and between the Westford School Committee (hereinafter the “Committee”) and the Westford Education Association (hereinafter the “Association”) and collectively referred to as “the Parties”.

Whereas, the parties are parties to collective bargaining agreements (“CBAs”) that set forth the terms and conditions of employment for all employees in Units A, B, C, E and G of the Westford Education Association. The terms of those applicable CBAs remain in effect, except as specifically modified by the terms, protocols, and procedures set forth herein or other applicable MOAs, which shall apply to all employees in Units A, B, C, E and G. This Memorandum of Agreement shall only apply during a period of Hybrid Model of Learning (the “Hybrid Period”) due to the Coronavirus (COVID-19) unless otherwise specified herein.

The parties recognize the importance of providing education to students by members of the Association. Recognizing the importance of that education delivery, the parties enter into this MOA to allow for WEA members to voluntarily choose to assume teaching responsibilities that exceed those of a 1.0 FTE.

1. Financial Terms. If there is a need for long-term substitute coverage due to medical, family leaves or other staffing needs, there may at times be an opportunity for Unit A members to teach an additional class beyond their 1.0 FTE. If a staff member at Westford Academy voluntarily agrees and is selected to teach additional classes beyond their 1.0 FTE, that member will be paid an additional 22.5% of their regular base salary as set forth in Appendix B to the Unit A MOA, that extended the Collective Bargaining Agreement in effect from September 1, 2017 – August 31, 2020 through an end date of August 31, 2021 (the “Unit A CBA”), for such time as that member maintains primary teaching responsibility for the additional class.

2. No Duties Period. If a Unit A member volunteers for and is selected to teach an additional class, as set forth in paragraph 1 above, the additional class would be added to the member’s responsibilities in lieu of a duties period, and will not be added in lieu of a preparation period. Unit A members at Westford Academy who assume responsibility to teach an additional (sixth) class will not be required to perform a duty period during any day on which staff members maintain primary teaching responsibility for teaching the additional class beyond the standard 1.0 FTE. The Westford Public Schools’ Administration reserves the right to modify the scheduling of a member’s preparation block to accommodate a new class assignment but will retain the preparation block for the member during the school day. Notwithstanding the above, if a Unit A member volunteers for and is selected to teach two additional classes, that Unit A member would not be required to perform a duty period and would also be voluntarily forgoing a preparation period during such time that the member maintains primary responsibility for teaching the additional classes.

3. Professional Teaching Responsibilities. The language set forth in Article XII, Section 6 of the Unit A CBA regarding short-term substitute teaching remains in effect and is unchanged by the terms of this MOA. However, the parties agree that members shall be entitled to the additional pay provided for in paragraph 1 above when a voluntary teaching assignment to provide long-term substitute coverage for a class beyond 1.0 FTE is 6 days or longer. The member's entitlement to the additional pay pursuant to paragraph 1 above shall commence on the 6th consecutive day, provided that as of that day, the member is required to perform all the professional teaching responsibilities for that class. Teachers performing services as a short-term substitute teacher for five days or less shall not be expected to plan and grade during that period they are performing services as a short-term substitute teacher during that five day or less period.

4. Selection Process. The selection process to determine which staff members will be offered additional teaching duties and the pay set forth in paragraph 1 above will be conducted by the building administrators and recommended to the Superintendent. If there is an opportunity for additional teaching duties, then the building administrator and/or curriculum coordinator will notify all eligible staff and ask for volunteers to express interest. If more than one member volunteers for a teaching opportunity, then the selection will be based on licensure of employees and the administrator's professional judgment. The Westford Public Schools reserves the right to not assign an additional class to a volunteer if in the Westford Public Schools' professional judgment it would not be in the best interests of the students.

5. Time Period. This agreement shall remain in full effect for the duration of the 2020-2021 school year and will expire on June 30, 2021. Neither party waives the right to bargain terms related to the topics set forth herein in the course of bargaining future agreements between the parties.


Westford Education Association:


President

Date:

~~September 11~~ 11 2020

Westford School Committee:


Chairperson

Date:

9/11/2020